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Minutes of the Faculty meeting
for January 17, 1927.

Faculty met as usual at 4:00 o'clock.

Upon a motion and second it was duly agreed that each teacher should report the names of all students who are earning F and D not later than 4 o'clock of next week.

A lengthy discussion was held as to the previous ruling concerning student load.

It was agreed that classes should meet regularly until noon of Friday of next week, and that during that afternoon students who are here at the present time should be enrolled.

The members of the faculty were earnestly requested to report the kind of work done when a student's record shows an "X" indicating that the work was dropped.

It was announced that no student would be admitted to any class without a registration card from the office.

The following were appointed on the registration committee:

Messrs. B. R. Smith
J. H. Yarbrough,
B. B. Page
C. A. Loudermilk

Mr. Canon, the registrar, then gave instructions about recording of credits.

It was announced that the regulation for college entrance requirement hereafter shall be sixteen units. Fifteen of these units must be accepted; that is fifteen units must be of one-half unit value for each subject and the one unit may be made up of one-fourth unit subjects.

Minutes of the Faculty meeting
For March 14, 1927.

Faculty met in Room F at 4:20.

In the absence of President Cherry, Dr. A. L. Crabb called the meeting to order and in the beginning he stated that hereafter the regular meetings of the faculty would occur twice each month on Monday. These dates are to be listed in the school calendar for succeeding years.

After a discussion of the general needs of the students and school, a committee was appointed by the chairman to cooperate with the seniors in selecting a design for the class ring, which design will hereafter be standard. The committee as appointed is composed of:

Miss Florence Ragland
Miss Hallie Gaines
Dr. A. M. Stickles

Returning at this time President Cherry called attention to the faculty again of making numerous and useless announcements at chapel. After emphasizing the matter, an earnest request was made that this be avoided as far as possible hereafter.

After discussing the approaching meeting of the Kentucky Education Association it was unanimously agreed that Friday, April 22, should be set a part for the excursion, and that an unusually large number should attend since the President of the institution is also President of the K.E.A. It was also agreed that it would be well for the excursion to start on the home trip at 9 o'clock instead of 11 o'clock as heretofore.

The faculty unanimously agreed to wear caps and gowns at the approaching commencement as was done at the last commencement. The following were appointed to arrange for the exercises:

Mr. W. J. Craig
Mrs. T. C. Cherry
Miss Gabriella Robertson

Minutes of Faculty Meeting

March 28, 1927.

The faculty met in regular session with Dr. Crabb presiding in the absence of President Cherry.

After a thorough discussion of the question of proper ventilation for the institution a committee was appointed to investigate and make recommendations at a future meeting. The health committee was asked to serve in this capacity and to make a report one week from today.

The matter of cheating on examination was taken up and extensively discussed and upon motion of Mr. Theophilus it was agreed that a committee should be appointed to study and report recommendations. The following committee was appointed:

Dr. F. C. Grise
Miss Ella Jeffries
Mr. N. O. Taff
Dr. A. M. Stickles

Mr. George Page made a report on fire drills.

Minutes of Faculty Meeting

April 20, 1927

Faculty met in regular session.

The faculty agreed that the school should be dismissed on Friday during the Kentucky Education Association and that the excursion to be run on that day should leave Louisville on the return at 7 o'clock instead of 11 o'clock as heretofore.

It was agreed that the custom established heretofore for the faculty and graduating class to wear appropriate caps and gowns at the graduating exercises should be again exercised. A committee composed of Mr. W. J. Craig, Mrs. T. C. Cherry and Miss Gabrielle Robertson were asked to look into the matter.

Minutes of Faculty Meeting

May 4, 1927.

Faculty met in Room "F" with a full attendance.

It was suggested and agreed that Mr. R. P. Green should be invited to deliver the commencement address for the graduating exercises of the Training School on the Thursday preceding commencement week.

It was moved by Dr. Leiper, duly seconded and passed that Dr. Crabb's suggestion that the seniors be excused from classes on Monday and Tuesday of commencement week, be adopted. Mr. Craig seconded the motion.

It was agreed that all other students meet their regular classes on Monday, Tuesday and Wednesday up to chapel time and that the grade cards should be given out from 7 to 9 o'clock on Thursday.

Plans for the new Home Economics building and Music Hall were discussed and a committee composed of President Cherry, Dr. Crabb, Miss Day, Dr. Stickles, Miss Jeffries and Mr. Alexander was appointed to study the matter and make suggestions at a later meeting.

The question as to whom the invitations to attend the alumni banquet hereafter should be extended was discussed and upon motion of Mr. Gordon Wilson with a second from Mr. M. C. Ford it was agreed that only those who complete the four year courses should be added to the present membership. The motion was unanimously passed.

Dr. Stickles, Mr. Alexander and Miss Jeffries requested that they be given the privilege of exchanging text books in their respective departments. This was granted.

At this time Dr. Grise read a report which was unanimously adopted upon motion by Mr. Ford duly seconded. The report follows:

Students falling below an average of 1 or C but failing in no subject in any term or semester shall be permitted to carry not more than sixteen hours during the following term or semester. Students whose average grades for a term or semester are below 1 or C and who failed in one or more subjects shall have their loads reduced one-half the number of hours, sixteen hours being used as the basis on which this reduction shall be made.

Minutes of Faculty Meeting

It was moved that certain members of the R. O. T. C. unit be excused in order to extend their assistance when needed in the recent flooded district of Kentucky with the understanding that their class work should be made up at a later period, each student reporting to Dr. Crabb and each of his teachers when he returns. The motion was seconded and passed.

Mr. Craig was asked to see Mr. Strahm relative to music for the commencement exercises.

The faculty again asserted their decision to wear caps and gowns during the commencement exercises.

The faculty agreed that the offer of Georgetown College for exchange of debates should be accented and that Mr. Gordon Wilson should so notify them.

Minutes of Faculty Meeting

Life insurance policies, group insurance, were handed out to the members of the faculty.

It was agreed that hereafter sixteen units of high school work should be required for college entrance. Fifteen units must consist of subjects of one-half unit value for each subject but the other unit may be made of subjects of value of one-fourth unit only.

Chairman of Athletic Committee passed rulings. See copy *filed in office*

Rules for examination presented by Dr. Crabb. See copy.

When a student drops a subject the work is to show "X" and to indicate the grade of work which has been done up to that time.

No student is to be admitted to classes without a registration card from the office of the Registrar.

Committees for registration day named among the faculty members were Mr. Bert Smith, Mr. H. M. Yarbrough, Mr. George Page, Mr. C. A. Loudermilk and others.

Mr. Canon gave some instructions about the time of turning in the grades to the office. The names of all students who are making only "D" or "F" should be reported not later than 4 o'clock of next week.

Various members discussed the previous ruling of student load. Classes are to meet until noon Friday of next week and those students who are in attendance at the present time should be registered during the afternoon.

Minutes of Faculty Meeting

October 3, 1927

The membership of various committees as appointed by President Cherry was read as follows:

CURRICULUM

Dr. F. C. Grise
Dr. A. M. Stickles
Mr. M. C. Ford
Mr. H. M. Yarbrough
Mr. Gordon Wilson
Mr. L. B. Stephan
Miss Lotta Day
Mr. A. C. Burton
Mr. F. J. Strahm

ENTRANCE, CREDITS AND GRADUATION

Dr. F. C. Grise	Mr. E. H. Canon
Mr. J. R. Alexander	Mr. Gordon Wilson
Mr. N. O. Taff	Mr. Bert R. Smith
Mr. George Page	Mr. M. A. Leiper

ATHLETICS

Mr. L. T. Smith	Mr. Ed Diddle
Miss Florence Schneider	Miss Elizabeth Dabbs
Mr. E. H. Canon	Mrs. H. R. Matthews
Mr. Ross McGehee	Mr. Carl Anderson
Miss Gladys Knott	

SOCIAL

Mr. Lowe Johnson	Miss Elizabeth Perkins
Mr. Carl Anderson	Mr. Warner Willey
Mr. Charles L. Taylor	Miss Isabell Ferguson
Mr. C. P. McNally	Miss Martha Jones
Mrs. W. A. Lee	Mrs. F. H. Hillyard
Miss Norma Jones	Miss Elsie Kimmel
Miss Julia duVall	Miss Mildred Reynolds
Miss Mattie McLean	

CLASS ORGANIZATION AND CLASS ACTIVITIES

Mr. W. J. Craig	Mr. M. L. Billings
Mr. C. A. Loudermilk	Mr. George Page
Mr. Horace McMurtry	Mrs. T. C. Cherry

CAMPUS IMPROVEMENT

Miss Elizabeth Woods	Mr. Ivan Wilson
Mr. G. G. Craig	Miss Sallie Rodes
Miss Manette Heidman	Miss Margie Helm
Miss Florence Ragland	Miss Inez Ellis
Miss Ruth Moore	Miss Ethel Clark

HEALTH

Mr. M. C. Ford, Chairman	Miss Nellie B. Wright, Secretary
Miss Lotta Day	Miss Elizabeth Dabbs
Mr. H. C. Anderson	Mr. L. B. Stephan
Mr. E. A. Diddle	

Upon motion of Mr. Ford it was agreed that the summer school of next year should run on the basis of two six week sessions.

Plans were discussed for the meeting of the Third District Association and Mr. M. C. Ford and Mr. W. J. Edens were asked to take special interest in plans for taking care of the situation.

The general routine of the school was discussed, welfare of the students, etc., and also the approaching Rural Life Conference.

In addition to the committee heretofore appointed looking after the meeting of the Third District Association which is to be held on College Heights Mr. A. C. Burton, Miss Ethel Clark and Mr. Horace McMurtry were asked to serve as a committee on the Rural Life Conference.

It was agreed that there would be no school after chapel on Friday of next week.

Minutes of Faculty Meeting

October 31, 1927.

Most ~~all~~ of the time of the meeting was consumed in discussing "Homecoming Day", Saturday, November 5th.

Mr. Gordon Wilson brought up the question of debates between this and other colleges, and it was agreed that the school should encourage and sponsor this phase of the work.

Upon the suggestion of Dr. Grise it was agreed that whenever possible all announcements be posted on bulletin boards in the rear of Potter College building. A bulletin board for each class to be arranged, and Mr. Billings and other sponsors of classes were appointed to look after this.

Minutes of Faculty Meeting

November 14, 1927

At the meeting of the faculty the following regulation concerning correspondence and extension courses was unanimously adopted:

I. General Regulations Common to Both Correspondence Courses and Extension Classes.

1. Selection of Courses.

- a. The Committee on Curriculum shall decide what courses recommended by the Director of Extension, after consultation with the heads of the departments concerned, shall be offered as non-resident credit courses. Such courses must be selected from the subjects authorized by the faculty for resident work, and such other courses as the Committee on Curriculum may consider valid for this purpose.
- b. At least twenty-five percent of the total catalog offerings in each department shall be open to students by correspondence, unless in the opinion of the head of the department and the Curriculum Committee the nature of the subjects is such as to make their offering by correspondence undesirable.

2. Conditions of Enrollment.

- a. Students enrolling for correspondence and extension courses must meet the same requirements for admission as those demanded of students doing work in residence.
- b. No student will be enrolled for credit work in correspondence or extension courses who is at the same time enrolled for resident work at this institution, or for credit work of any kind at another institution, except on written permission from the Dean or other officer of the institution concerned.

3. Limitations in the Amount of Credit.

- a. The amount of credit to be earned through correspondence and extension shall be limited to twelve semester hours in any one calendar year.
- b. Not more than one-fourth of the total hours required for the Standard certificate or the Bachelors degree may be earned by correspondence and extension.
- c. Correspondence and extension credits may not be used to satisfy resident requirements.
- d. A maximum of one-half of the work required in any one department for the Standard certificate or the Bachelor's degree may be completed by correspondence and extension.
- e. Students may not satisfy correspondence or extension in excess of one-fourth of the hours required for a major in any department.
- f. Students having senior classification and lacking twelve semester hours or less of graduation may not offer more than four of the last twelve credits by correspondence or extension.
- g. The regulations relative to Junior and Senior College credit for work done in residence shall apply also to courses completed by correspondence and extension.
- h. No credit earned by correspondence or extension may be used to remove conditions or failures made in residence, except on the written consent of the head of the department concerned.
- i. High school students shall be limited to four units of credit in correspondence or extension.

- j. Teachers who are not high school graduates may be admitted as special students to extension classes of college level, provided such students are mature and provided they may, in the opinion of the instructor, pursue the course with profit. This applies to teachers in service and does not contemplate the enrollment of younger high school students.

4. Selection of Instructors.

- a. Instructors for correspondence or extension work shall be nominated to the president of the Director of Extension, after consultation with the heads of the departments concerned. The qualifications of such instructors must be approximately that required of teachers giving regular classroom instruction in the same or similar subjects.
- b. When other than members of the regular faculty are employed as such instructors, qualifications shall be demanded that are equivalent in every respect to those required for appointment to the regular faculty.
- c. No person shall be on the staff of extension instructors of this institution who at the same time is employed as an extension teacher in any other school.

5. Recording and Transcribing Correspondence and Extension Credits.

- a. In recording and transcribing credits earned in non-resident courses, indication shall be made by proper notation that such credits were earned by extension classwork or by correspondence study. The time when the work was begun and completed shall be definitely stated.
- b. The same marking system must be used in connection with correspondence and extension courses as is employed in resident courses, and under the same restrictions and limitations.

6. Textbooks.

- a. The textbooks to be used in non-resident courses may or may not be the same as those used in courses offered in residence. This is a matter to be determined by the Director of Extension and the head of the department concerned, subject, of course, to Faculty approval.
- b. The College Bookstore shall at all times keep a supply of the books required for correspondence and extension classes.

II. Extension Classes.

1. Time Allotment for Extension Classes.

- a. Credit courses offered by extension class-work shall require approximately the same number of clock hours of instruction by the instructor in person as is required for the instruction of similar courses in residence. Our regulations in this connection, as printed in the catalog are as follows: "Two semester hours of credit in a college course will be given for eighteen, two-hour meetings; three hours credit will be given for twenty-four, two-hour meetings. One-half unit of high school credit will be given for thirty-six, two-hour meetings." A recitation hour shall in every instance represent a minimum of fifty minutes.
- b. Extension classes shall not be held longer than a period of four hours on the same day for the purpose of shortening the number of meetings or reducing the time length of the course offered.
- c. A student shall not be permitted to earn credit in extension courses in a shorter period of time than would be required to complete the same course in residence.

2. Examinations.

- a. No student shall be given credit for the completion of an extension course unless he satisfies the instructor of his mastery of such course by means of a thorough examination, or other suitable tests.
- b. All examination papers shall be sent to the Extension Department, together with attendance record cards and class grades for the course. The Extension Department in conjunction with the head of the department concerned shall determine the final grades; the examination grades counting one-half and the class grades one-half.

III. Correspondence Courses.

1. Preparation and Grading of Papers.

- a. Correspondence courses shall be prepared and the papers graded by members of the regular teaching staff.
- b. There shall be a complete revision of all correspondence courses made by the teachers in charge at least once every two years, or as often as changed conditions make such revision necessary.

2. Time for Completion.

- a. Students shall be allowed not more than six months in which to complete correspondence courses. The time may be extended on written application to the Director of Extension.

3. Examinations.

- a. The requirement of an examination on the completion of correspondence courses under approved supervision shall be unvarying. The examination shall be prepared and the papers graded by the head of the department or by some one designated by him.

- b. The student must furnish to the Director of Extension the name of some person who will hold the examination. Such persons must be acceptable to the Extension Department. Only the following classes of officers shall be permitted to hold such examinations; Registrars or other responsible officers in Colleges and Normal Schools, County Superintendents of Schools, High School Principals in accredited high schools, City Superintendents of Schools. A student must pay the cost of the examination if any charge is made.

IV. Further Recommendations.

It is further recommended that all matters of detail as regards reports, class records, application blanks, etc. be administered according to the judgment of the Director of Extension, with the Curriculum Committee cooperating.

Respectfully submitted,

F.C. Grise, Chairman

A.M. Stickles

M. C. Ford

A. C. Burton

L. B. Stephan

F. J. Strahm

Gordon Wilson

Lotta Day

H. M. Yarbrough

Curriculum Committee

Adopted by vote of Faculty,
November 14, 1927.

Minutes of Faculty Meeting

December 12, 1927

The faculty met in regular session and President Cherry explained the campaign that has recently been inaugurated for the acquisition of Mammoth Cave. Other questions for the good of the school were also discussed.

Relative to the matter of the approaching holidays it was unanimously agreed that no student be excused except in cases of "serious illness or death" previous to the date set for the beginning of the holidays.