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MINUTES OF FACULTY MEETING

February 19, 1934

Absent: Dean Agnew, Mr. Beckhelm, Mr. Gross, Dr. Macgregor, Mr. Malloy, Mr. Rouse and Mr. Riley.

Dr. Rarick made an announcement concerning the enrollment of the students under the Federal Relief Project.

He also made an announcement of resident scholarships offered by the Geo. Peabody College for Teachers to faculty members or students of this institution.

Dean Lee made an announcement concerning the status of the flower fund. Motion was made by Dr. Morris that an assessment of \$2.00 be made to replenish this fund. Seconded and carried.

Then followed a discussion of the calander of events for the new catalogue. Motion was made by Dr. Barton that for this semester final examinations be assigned as per examination schedule. Grades must be in the registrar's office by Saturday noon. Seconded by Dr. Morris and carried.

In regard to the calander for next school year the following suggestions were made--that Monday, September 10 be enrollment day for Sophomores, Juniors, and Seniors and that examination schedule for Freshmen be set up that day. That class work begin on Wednesday the 12th of September. That the first semester closes on January 18th. That January 21, 22, and 23 be set aside for final examinations. That the Christmas vacation begin December 21 and end January 2. That the second semester open on January 28 and classes close on May 27 with examination schedule for May 28, 29, and 30 and commencement on May 31, 1935. The first summer term to open on June 3. Classes closing on July 30 with examinations on July 31, August 1, and 2. Motion was made by Dr. Parker that we refer this matter to the Steering Committee for final decision. Seconded by Dr. Moreland.

Dr. Barton offered an amendment that the examination periods be included in the instructional period for each term or semester. Amendment was seconded by Ed Davis and carried.

Motion was made by Dr. Moreland that faculty members report to the registrar's office within 24 hours all flunks, and that a period of 3 days be allowed for getting in the grades. Motion was seconded by Miss Barbour.

Amendment was offered by Mr. Thomson that no grades be required to be turned in until 3 days after the close of examinations. Seconded by Mr. Davis and carried.

Mr. Rankin offered a substitute motion that the period be shortened to $1\frac{1}{2}$ days. The substitute motion lost.

Dr. Zinszer offered a substitute motion that the period be 2 days. Seconded by Miss Heidman and carried.

There was a discussion regarding late enrollments and absences from classes and also a suggestion that some of the faculty had not followed the examination schedule at the end of the fall semester which caused some difficulty in other departments. Motion was made by Mr. Parker that all faculty members conform to the examination schedule. Motion was seconded and carried.

Suggestion was made by Dr. Rarick regarding the possibility of conserving budgets for the remainder of this year.

Meeting adjourned.

Cora Sibert

Secretary