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Report from committee regarding semester examination schedule. Question to be given further study.
RECOMMENDATION: Committee appointed to study the value of semester examination schedule. Mr. Brooks, Dr. Coder, Dr. Harbin, Dr. Moss, and Dr. Nutt--
Chr. to be selected by group. ~~Page 5~~

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Minutes of the meeting of the Faculty Senate, Wednesday, September 22, 1954, at 3:30 p.m. in the Dean's Office.

All members were present.

After calling the meeting to order the chairman, E. R. McCartney, asked the members to give some thought to the following two questions which would be discussed later: 1. Sending the student's grades to the parents, 2. The advisability of reporting the absences of students to one office from which a complete report would be sent to the instructors.

Report from committee regarding semester examinations:

Last spring the Faculty Senate discussed the question regarding semester examinations and the wide difference in practices among the instructors on the campus. Dr. Richardson and Dr. Thompson were asked to make a study of this which they did.

Dr. Thompson reported that they sent a questionnaire to the faculty members and he gave the report of that questionnaire. They also contacted students regarding this question.

Dr. Thompson and Dr. Richardson presented the following recommendations regarding final examinations:

1. Final examinations or evaluations of whatever nature are to be held in regular class periods.
2. All classes will continue to meet regularly as scheduled through Thursday of the last week in the fall semester and through Wednesday of the last week in the spring semester.
3. All classes will meet for full periods through the semester as scheduled.
4. Written tests to be used in a summary evaluation of a semester's work may not be given earlier than the last five school days of a semester.
5. Each instructor should distribute his testing for all of his classes over several days to prevent piling-up of the tests for the students.
6. Students who are absent from classes during the last five school days of a semester, except for legitimate reasons approved by either the health office or the dean of the college, will be given incompletes and a statement of the make-up work to be handed in later.

This report was discussed. It was agreed that there should be uniformity in the practices used and the students should be given the type of training which they would need in going on to further study, etc.

Required no
faculty approval

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The Senate members gave reports regarding the practices used in their department at the present time.

Dr. Thompson suggested that the question should be given further study and suggested that a survey be made just after the close of the present semester.

RECOMMENDATION: It was recommended that a committee be appointed to study the question regarding semester examination schedules. Seconded and carried.

The chairman appointed the following members for this committee: Mr. Brooks, Dr. Coder, Dr. Harbin, Dr. Moss, and Dr. Nutt--the chairman to be selected by the group.

The meeting adjourned at 5:05 p.m.

E. R. McCartney, Chairman

Standlee V. Dalton, Secretary