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Lindenwood College Faculty Meeting Minutes, 1973-1974

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FACULTY MEETING

AGENDA

September 6, 1973, 2:00 p.m.

Fine Arts Building, Room 202

President McCluer Presiding

Invocation - Miss Johnson

Minutes of the May meeting

Introduction of new faculty and staff - Mr. Barnett

Organizational business - Mr. McCluer

1. Elections and appointments of Faculty Secretary (and Acting Secretary), Faculty Treasurer, Faculty Tellers, Faculty Parliamentarian.
2. Treasurer's Report and establishment of faculty dues.

Announcement of committee appointments - Mr. Barnett

Reports on the summer:

1. Summer Session - Mr. Hood
2. Evening College - Mr. Miller
3. Cooperative and Non-traditional Programs - Mr. Delaney
4. General - Mr. Berg

Information on Orientation, Registration, and Fall classes - Miss Crozier, Mr. Delaney

Remarks by President McCluer

Announcements

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
September 6, 1973

The meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 2 p.m., Thursday, September 6, 1973. President McCluer presided.

Miss Phillips, of Credit Union, presented information about this non-profit organization for loans and savings.

Miss Johnson gave the invocation.

Mr. Bornmann moved that the minutes of the meeting of May 31 be approved as distributed. The motion was seconded and passed.

Dean Barnett introduced the following new faculty and staff members:

Janis Janof, Assistant Professor, Department of Education
Boyd R. Morros, Assistant Professor, Department of Education
C. Edward Balog, Assistant Professor, Department of History
Eugene M. Uram, Assistant Professor, Communication Arts Department
Linda Nelson, Assistant Professor, Psychology Department
Fred Fisher, Controller
Judith Moyer, Secretary to Dean Barnett

Miss Beale and Mr. Nichols were nominated for the office of Secretary of the Faculty. Mr. Nichols was elected Secretary.

Miss Beale was reelected Treasurer of the Faculty.

Ms. Ebest and Mr. Galvez were reappointed Tellers of the Faculty.

Mr. Bartholomew was reelected Parliamentarian for the Faculty.

Miss Beale gave the Treasurer's report, which shows a balance on hand of \$60.33. She moved that the faculty dues remain at \$5.00 for the 1973-74 year. The motion was seconded and approved.

Dean Barnett announced that committee appointments had been made and that a complete list of committees would be distributed later. In regard to the Council on Teacher Education he asked that each department involved in the work of the Council designate its representative to this Council within the next few days. Departments should also designate representatives on the Faculty Council. Mr. Wier called attention to the fact that every member of the faculty should serve on at least one committee. Dean Barnett said that this had been kept in mind when committee appointments were made, but that it had not been possible to place everyone on a committee.

Mr. Hood reported that summer school enrollment was slightly lower this year and that the decline in enrollment came primarily from teachers. It is hoped that this can be corrected next summer. Thirty-five courses were offered this year, and 16 of our own faculty taught in the summer session.

Mr. Miller said that 13 courses were offered in the evening during the summer with 97 students enrolled. The income showed a balance of over \$7,000. Since this was the first year of evening courses during the summer, no comparison can be made with a previous year.

In regard to cooperative and non-traditional programs, Dean Delaney said that forms for these programs have been formulated and are available in his office. A cooperative program with McDonnell-Douglas, under which McDonnell-Douglas recruits the students, has been organized. Another program under discussion, and which will come to the Faculty later for approval, is a 3-2 engineering program in connection with Washington University. The students would spend three years at Lindenwood and two years in an engineering program at Washington University. Upon successful completion of the work at Washington University, the student would receive the A.B. degree from Lindenwood and the B.S. in Engineering from Washington University. Also under discussion are programs for FAA personnel to work on degrees and for degree programs for nurses but not degrees in nursing.

Mr. Berg announced that departmental budgets, which will be essentially at the same level as last year, will be sent out by the Dean of the Faculty.

He also said that the search for a new Director of Admissions is continuing.

Since there is no longer an Office of Public Information, information in regard to public events and campus activities should be given to Mrs. Lovinguth, who with the aid of a student assistance will get the information to the newspapers.

Mr. Berg also announced that the dedication of the Jelkyl Auditorium will be Sunday afternoon, October 14, and said that there have been an increasing number of conferences scheduled during the year.

The calendar of college events will be handled in Dean Crozier's office this year.

Dean Crozier announced that orientation of new students will continue through Sunday with registration beginning Friday afternoon and continuing through Saturday. She said that there are a total of 101 new students, with 69 being freshmen and 32 being transfer students. Dean Delaney said that there are approximately 40 new freshmen men and 20 transfer students.

Mr. Wier announced that all advisers will receive a sheet listing two groups of students - those who should see Miss Fields before they register and those who will be required to take the composition course.

President McCluer expressed appreciation for the welcome members of the faculty had given him. Because of this welcome he said he felt he was again a part of Lindenwood.

Miss Anderson announced that a meeting of the Natural Science Division would be held immediately following Faculty Meeting.

Miss Beale announced that course cards would be ready for the beginning of classes Monday morning.

Mr. Berg informed members of the faculty that the operation of the mini-bus will be coordinated out of the Security Office.

Mr. Miller reported that over 300 students are enrolled in courses in the Evening College.

Miss Yonker announced that at this time from 25 to 30 students have received Missouri State Grants.

Ms. Ebest expressed appreciation to Mr. Miller for his assistance in the Admissions Office.

Mr. Perrone reminded members of the faculty that the language placement examination would be held at 8 a.m., Friday.

Mrs. Taylor said that a bowling league will be formed again this year and asked anyone interested to contact her.

Mr. Bartholomew asked that members of the faculty let him know if they think they have any students who might qualify for Danforth Fellowships.

Mr. Florimonte said that because of Mr. Carlson's resignation there will be some change in communication arts courses, and that the Lindenwood Festival for Performing Arts begins officially on October 14 with the St. Louis Symphony Ensemble.

Anyone interested in singing with the St. Charles Choral Society should contact Mr. Greenlaw, and anyone interested in handball should get in touch with Mr. Bornmann.

The meeting was adjourned.

Mary Yonker
Acting Secretary

Approved

John Nichols
Secretary of the Faculty

ST. LOUIS AREA WOMEN IN HIGHER EDUCATION

Statement of Purpose:

To improve the status of women in institutions of higher education in the St. Louis area.

Methods of Implementation:

1. By working in support of equal employment opportunity for women in these institutions.
2. By providing a forum for discussion of problems which affect these women.
3. By providing a means of materials interchange and liason among women in these institutions and facilitating communication with other organizations working along related lines.
4. By encouraging the development of women's studies courses, the incorporation of materials concerning women in existing courses, and the eradication of sexist biases in education.

ST. LOUIS AREA WOMEN IN HIGHER EDUCATION

Florissant Valley Comm. College

Ann Dempsey
Betty Duvall
Kathleen Kelly
Carolyn Mercurio
Maza Ray
Gladys Thum
Sandra Willenbrink

Fontbonne College

Barbara Bauer
Karen Coburn
Jeanne Manley

Forest Park Community College

Carol Hess
Audrey Keister
Arden Mueller

Harris Teachers College

Jean Brennan
Ms. Pippin
Irene Wright

Junior College District Office

Wonda Brown
Doris Niehoff
Pam Swinford
Wilma Thompson
Billie Whitford

The Lindenwood Colleges

Doris Crozier
Mary Gruber
Agnes Sibley

Maryville College

Catherine Jackson

Maryamec Community College

Hildegard Kramer
Barbara Macy
Evelyn Roberts
Edna Whaley

St. Louis University

Mary Bruemmer
Martha Ellert
Carol Kahler
Julia Mahoney
Jennifer Murray
Caye Sarber

Southern Illinois University

Betty Richardson
Sheila Ruth
Souise Saunders

University of Missouri at St. Louis

Kathy Cinnater
Margaret Fagin
Lucy Lane
Althea Matthews
Jane Miller
Linda Resh
Ruth Striet
Peggy Sullivan

Washington University

Cheryl Beil
Trudy Spigel
Susan Wedemeyer

Webster College

Karen Luebbert

LINDENWOOD COLLEGE II

Office of the Dean


DATE: September 17, 1973
TO: All Full-Time Faculty
FROM: Patrick F. Delaney, Jr.

This report is prepared to assist you with the decision as to the awarding of 18 courses of Practicum Credit to FAA personnel. The FAA personnel seeking degrees from Lindenwood are the Air Traffic Controllers of the St. Louis Lambert International Airport.

A copy of the description of the Air Traffic Service and the training received by Air Traffic Controllers is available in my office. Copies of programs at other institutions providing higher education for Air Traffic Controllers are also available in my office. Duplication of these items for the entire faculty would be quite a project because of the amount of material involved.

A summation of the programs at other institutions and excerpts from the "briefing package" concerning Air Traffic Control functions and training are included in this report.

If I can assist you in any way concerning this matter, please contact me.


Patrick F. Delaney, Jr.

PFD/d1

PREFACE

As you may recall, at the Faculty Meeting held September 15, 1971, the faculty accepted the recommendation of E.P.C. that the proposal for a career-oriented liberal arts program be endorsed for L.C. II and that the faculty grant to the Deans and the Department Chairmen approval of the practicum method of recognizing non-traditional work in order that implementation of the program be started.

In December of 1971 the faculty passed a motion that in regard to career-oriented programs the faculty approve up to 9 courses of practicum credit with study and approval of the programs as actions of the Lindenwood College II Curriculum Committee.

We are using practicum credit in our Bachelor's Degree program for nurses, in our Medical Technology programs, in two career-oriented degree programs in Sociology, and in a career-oriented B.F.A. degree.

It is policy that the L.C. II Curriculum Committee review and evaluate the practicum credit, the granting of proficiency credit, internships, and field studies. (Appropriate forms for these are available in the Office of the Dean of L.C. II.)

None of the programs listed above involves practicum credit in excess of 9 courses, and thus are within the limit placed by the faculty in December 1971. The program described in this report would involve the granting of 18 courses of practicum, and thus must be approved by the whole faculty rather than the L.C. II Curriculum Committee. In order to assist the faculty in this decision, I have prepared this report.

BACKGROUND

The Federal Aviation Administration (FAA) Center of St. Louis Lambert International Airport has requested that The Lindenwood Colleges design a degree program which meets the needs of FAA personnel and affords them the opportunity of completing requirements leading to a B.A. or B.S. degree.

FAA, like business and industry, has intensive training programs for its employes and recognizes the need for higher education. The expanding demands of the aviation industry call for an ever changing and more sophisticated system in FAA. This system is operated and maintained by professional specialists, including Air Traffic Control, Airways Facilities, Flight Standards and Inspectors, and Air Transportation Security Personnel. Willard H. Reazin, Chief St. Louis Tower, states: "As demands increase so do additional requirements. Colleges and universities have felt the increasing demands of the American society throughout the years and have continuously developed or updated their course curriculum to meet the needs of business and industry. It is in this light that we invite you to consider the St. Louis FAA Higher Educational Program for FAA personnel."

Since July, Dean Delaney has been meeting with Mr. Reazin and, more often, with Mr. Ted Moran, Air Traffic Control Specialist, for the purpose of designing a program. Lindenwood has been invited to participate in the St. Louis FAA Higher Education Program and to evaluate FAA training courses and programs in order to establish equivalent college credit as part of the degree program.

Mr. Moran submitted a booklet which includes:

1. A description of the terminal and flight service options of the Air Traffic Service.
2. Explanation of the various facilities that provide Air Traffic Control service.

3. FAA training and course work taken by Air Traffic personnel.

The FAA utilizes classrooms, laboratory, and on-the-job training to accomplish instruction goals.

Mr. Moran gave Dean Delaney copies of programs designed by other colleges for FAA personnel. Examples of institutions with such programs are: Marian College, Indianapolis, Ind; Rockhurst College, Kansas City, Mo; Aurora College, Aurora, Ill; Dowling College, Oakdale, New York; and Rivier College, Nashua, New Hampshire. Each of these institutions serves the educational needs of FAA personnel from the particular FAA center in its region. Thus it is possible that Lindenwood could become the college which would serve the needs of FAA personnel in the St. Louis area.

SUMMATION OF PROGRAMS AT OTHER INSTITUTIONS--ADVANCED STANDING AND EQUIVALENCY CREDIT (PRACTICUM AT LINDENWOOD)

1. By formal understanding between the particular college and officials of the local FAA, qualified FAA personnel entering a Bachelor's program who have already received formal training or directed instruction in certain areas of technology, or semi-professional training of high quality in skills requiring better than average expertise in a clearly defined area of knowledge, receive 32 semester hours (9 Lindenwood courses) upon completion of Phase III training (FAA-ATC). Upon completion of Phase V training--that is, full certification--Air Traffic Controllers receive a total of 62-64 semester hours (18 Lindenwood courses) toward a Bachelor's degree. In the case of Airway Facilities personnel, full certification in a specific functional area, such as communication/radar/computer, receive 62-64 semester hours (18 Lindenwood courses) toward a Bachelor's degree.

2. The equivalency credit granted by the Colleges to Air Traffic Controllers and Airway Facilities Personnel for their technical training may be used as Elective course credit only; that is, it could not be used in lieu of required courses, such as Exploratory Divisional Electives, the Area of Concentration, or to meet the English Proficiency Requirement.
3. Students receiving the practicum credit of 62-64 semester hours (18 Lindenwood courses) for previous training attain Junior standing.
4. The value of the advanced standing to those FAA personnel who qualify for it is that it advances them an average of approximately two years in the Bachelor's Degree program. This means that the average student in this program may complete his degree requirement within a period of two to four years through part-time study, depending on the number of courses taken each semester or summer session.
5. Appropriate courses transferred from accredited colleges or universities may reduce this period of time, providing the courses are acceptable substitutes for courses required in the student's program. Student should explore this possibility with his Adviser.
6. The Colleges had to overcome the initial obstacle of program scheduling. The rotating shifts prohibited most Air Traffic Controllers from participating in Higher Education Programs. Thus to fulfill the needs of FAA personnel, parallel classes are scheduled. This is usually accomplished by scheduling identical sections of courses in both the Day and Evening programs.

INTEREST IN THIS PROGRAM

Mr. Ted Moran conducted a survey of FAA personnel at the St. Louis Center to determine employe interest in a higher education program. About 150 survey forms were distributed. To date 68 survey forms have been returned and showed interest in obtaining a Bachelor's Degree. About one-half of these are veterans. Surprisingly (to me at least) only 17 persons have had previous college credit (nine having less than 15 semester hours of credit.) Areas of Concentration cited:

B.A.
Biology 1
Chemistry 1
Economics 1
History 1
Political Science 4
Psychology 1
Social Studies 1

B.S.
Business 45
Chemistry 1
Computer Technology 2
Construction Technology 1
Engineering 2
Mathematics 1
Psychology 1
Secondary Education 4
Chemistry, English, Mathematics,
and Physical Education
Supervision Technology 1

Of course, some of the areas are not available at Lindenwood. Also it is unlikely that the College could accommodate in some of the areas cited where the number of students would be quite small.

Should the situation arise where the College would have to offer courses for FAA personnel only, it was decided that a minimum of 20 students would have to enroll in such courses.

The possibility of Lindenwood offering courses at the FAA installation was suggested by Mr. Moran.

COUNSELLING SESSION

Messrs. Reazin and Moran requested a counselling session for interested FAA personnel. Dr. Miller and I interviewed 25 persons in late August. Reason given for desiring a degree included: 1) improvement of their background; 2) desire for a degree for a long time; 3) opportunity to pursue an alternate career; 4) eligible to receive full pay and have their education paid for by the Government; 5) professional improvement. In general, it is our feeling that FAA personnel would be conscientious and hard-working students.

MEETINGS AT LINDENWOOD

I. L.C. II Curriculum Committee meeting September 11, 1973

The Committee reviewed most of the materials included in this report and discussed the proposal at some length. Items discussed included:

- A. St. Louis FAA personnel inviting Lindenwood to become the area institution where FAA personnel would seek degrees.
- B. FAA programs at other institutions.
- C. The awarding of 18 courses of Practicum credit for fully certified FAA personnel.
- D. Practicum credit as Elective credit -- Practicum credit could not be used in lieu of required courses.
- E. The value of such a program.
- F. Meeting an educational need.
- G. Not just for profit, although the program should not lose money.
- H. Public relations.
- I. Sons and daughters of FAA personnel coming to Lindenwood.
- J. Problems with the program, such as course scheduling, large amount of credit, buying a degree, what areas of concentration.

The Committee was in favor of providing an educational program for FAA personnel. Members were concerned that the degree awarded should be a solid Liberal Arts degree -- "a moral-ethical educational undertaking."

FAA students would have to demonstrate the proficiency which all Lindenwood College graduates must demonstrate. Special tests may have to be designed. If 18 courses of Practicum credit are given for their past training and experiences, the courses taken at Lindenwood must be carefully chosen so that we in good conscience can grant a solid degree. Concern for a proper balance between 100 level courses and upper divisional courses was expressed.

The Committee unanimously agreed that it would be happy to work out the difficulties and to work toward designing a solid program. Before proceeding, the Committee would like to know whether the Faculty might approve 18 courses of Practicum credit. If the Faculty might be so inclined, the Committee would work toward formulating a program. Of course the Faculty would still have to approve the final program.

The Faculty may not wish to grant 18 courses of Practicum credit. If this is the case, the Committee would like to know this. Also, Dean Delaney would inform FAA of such a position to determine if FAA personnel would wish to continue discussions with Lindenwood.

II. E.P.C. Meeting September 12, 1973

As requested by the L.C. II Curriculum Committee, Dean Delaney went to the E.P.C. for the purpose of having this matter brought before the Faculty. The E.P.C. felt the matter should be discussed by the Faculty and recommended that discussions be initiated at the Divisional Meeting to be held on September 19, 1973. E.P.C. instructed Dean Delaney to provide each faculty member with a report on the FAA program.

FAA TRAINING

4

The Federal Aviation Administration provides training for Air Traffic and Airway Facilities personnel to develop the knowledge and skills necessary to operate and maintain the National Airspace System (NAS). The NAS is a common system of air navigation and air traffic control encompassing communication facilities, air navigation facilities, airways, controlled airspace, special use airspace, and flight procedures authorized by Federal Aviation Regulations for domestic and international aviation.

The scope of this training is broad and very technical. The science of Air Traffic Control includes the use of many electronic aids such as computers, radar, radar beacon decoder, microwave transmission, digitized radar, and communication equipment. In addition, an exacting knowledge of the geographical control areas, Air Defense maneuvers, aircraft performance characteristics, Aerology, and air traffic separation standards and procedures is required. Numerous other subject areas such as human relations, management training, etc. are included.

The FAA Academy in Oklahoma City provides the basic training for several of the subject areas and also distributes required support material, course outlines, lesson plans, training manuals and examination materials for such courses which are administered by the local facility.

The FAA utilizes classroom, laboratory, and on-the-job training to accomplish instructional goals. Portions of the classroom and laboratory training may be accomplished at the FAA Academy (Resident training) or at the local facility.

The instructors used for all types of training are journeyman level specialists who have had instructor training or, in some instances, are qualified professional instructors.

The FAA Academy also provides directed study (correspondence) courses covering many different subjects related to the Air Traffic and Airway Facilities career fields.

An important course in the FAA's curriculum is the Supervisory Training Course, 01200. The 120-hour course, conducted at the FAA Management School at Cameron College in Lawton, Oklahoma, is designed to provide supervisors with knowledge and skills that are fundamental to the successful accomplishment of their duties. Some of the major instructional blocks are supervisor responsibilities, functions of management, human relations, and motivation, public relations, and several others. This course is mandatory for all FAA supervisors and is conducted by management specialists who are competent professionals in management theory and practices.

TERMINAL CONTROL POSITIONS

FLIGHT DATA - Receives flight plans on flight data entry printer equipment and overwrites local strip markings for arriving/departing aircraft and places strip at proper position in the tower or radar room. Relays departure times to Air Route Traffic Control Center with flight data entry printer equipment. Updates automatic terminal information services. Keeps records of traffic count, visual flight rules/instrument flight rules flights by category for daily traffic count. Posts Notices to Airmen and other pertinent information needed for all control positions in the facility. Enters flight plans or revises them as necessary on flight data entry printer.

GROUND CONTROL - Issues taxi instructions to arriving/departing aircraft, field emergency crews and field maintenance crews. Works closely with local controller in assigning departing runway to departing flights. Issues all information concerning field conditions which might affect taxiing aircraft. A primary responsibility is clearing aircraft to/from the active runway(s) depending on the runway configuration in use. This could be an arriving/departing runway or a complex cross runway operation (i.e. depart runway 30L/arrive runway 24.)

CLEARANCE DELIVERY - As requested by pilots, delivers visual flight rules/instrument flight rules clearances as received on flight data entry printer equipment. Accuracy of information and assignment of transponder

code is of the utmost importance. Coordinates with flight data controller. On many occasions ground control/clearance delivery are worked by one controller due to staffing requirements.

LOCAL CONTROL - Provides both visual flight rules (VFR) and instrument flight rules (IFR) separation standards to arriving/departing aircraft, assigns arriving/departing runway using both visual and oral means to do so. Uses either nonradar or radar procedures to accomplish the required separation standards. Coordinates very closely with all radar positions. Performs visibility observations when prevailing visibility is less than four miles from the control tower.

ARRIVAL RADAR - Completely familiar with radar principles, radar separation standards, Automated Radar Terminal System (ARTS III) alpha numerical presentation, and the procedures used to enter control information into the ARTS III computer equipment. Using radar separation standards, separates IFR arrivals from other IFR arrivals and IFR or VFR departures from other IFR traffic operating in the area. Sequences all arrivals and vectors these flights to the appropriate approach fix. When the need arises, provides missed approach procedures to separate arrivals and/or departures in the St. Louis terminal area, including the eight satellite airports.

DEPARTURE RADAR - Same as arrival radar concerning radar principles and standards but prime responsibility is departure flights.

ALL POSITIONS - In a radar terminal approach control facility each position is dependent on each other. The responsibility is equal. Personnel must work together as a team and cannot be independent of each other. Letters of Agreement with the Kansas City Air Route Traffic Control Center state areas of jurisdiction both geographically and vertically. St. Louis Tower's area of jurisdiction is basically a thirty-two mile radius of St. Louis International Airport up to and including 10,000 MSL. Internal procedures are set forth in local orders specifying operational procedures for control of air traffic in a safe, orderly and expeditious manner.

FEDERAL AVIATION ADMINISTRATION
 QUALIFICATION TRAINING - TERMINAL OPTION

<u>PHASE I - INDOCTRINATION</u>	<u>HOURS</u>	
Facility Orientation and Indoctrination	<u>40</u>	40
<u>PHASE II - PRECONTROL</u>		
1. Control Tower Operator Certification Examination	40	
2. Flight Data		
A. Classroom Lectures and Laboratory Exercises	100	
B. Position Qualification (OJT)	<u>120</u>	260
<u>PHASE III - VFR CONTROL</u>		
1. Ground Control	60	
2. Local Control	80	
3. Position Qualification (OJT)	<u>260</u>	400
<u>PHASE IV - IFR NON-RADAR CONTROL</u>		
1. Classroom Lectures and Laboratory Exercises	240	
2. Position Qualification (OJT)	<u>400</u>	640
<u>PHASE V - RADAR CONTROL</u>		
1. Classroom and Laboratory Exercises	240	
2. Position Qualification (OJT)	<u>350</u>	<u>590</u>
	FINAL TOTAL	1930

DATA SYSTEMS SPECIALIST (DSS)

TRAINING OVERVIEW

The Data Systems Specialist training received is in addition to the training required of a journeyman controller. In fact, all DSS positions are filled from the journeyman controller ranks after successful completion of a required aptitude test.

After selection to the Data Systems Staff, the controller is then required to attend, and successfully complete, resident training at the FAA Academy in Oklahoma City. This training consists of 496 hours of classroom and lab work in such subjects as basic programming, numbering systems, computer theory, and computer operation. The training is done in conjunction with a UNIVAC computer system. A specific list of training is attached.

At the end of this period, the DSS will be able to monitor the computer program in a real-time situation, do problem solving, and aid in required changes affecting the Air Traffic operation. This position is responsible for systems analysis, computer programming, computer operation, and associated training at an Automated Radar Terminal Facility. The specialist performs these duties utilizing all control knowledge required of a radar controller and must be able to apply this knowledge in carrying out the functions of the position.

PRINCIPAL DUTIES AND RESPONSIBILITIES**Systems Analysis:**

The DSS must determine the application of operational requirements pertaining to automation and recommend or initiate studies of additional ATC processes which may be automated. He must develop design changes and new methods of accomplishing established requirements and assure system compatibility with present and changing control procedures and techniques. He shall analyze local statistical or operation problems, other than those involving traffic movement, to determine whether they are suitable for computer solution. He will work with facility specialists and officers in developing future facility plans.

Computer Programming:

The DSS will develop programs which conform to national standards in support of Air Traffic Control requirements and develop site adaptation data and accomplish modifications to the existing programs to conform to local site adaptation requirements. He also must de-bug developed programs to assure error-free operation, maximum efficiency, and integration into a real time Air Traffic Control system.

Computer Operation:

The DSS must monitor computer operations to assure the system is producing an acceptable end product for ATC purposes and be able to detect computer malfunctions and make necessary corrections and/or coordinate maintenance. He will assure that stored data reaches the appropriate controller in time for use and assist in reversion to a non-automated

mode of operation when deemed necessary. He provides assistance and guidance to facility officers, supervisors, and operational personnel in the use of systems and components.

Training:

The specialist provides indoctrination and on-the-job training for newly assigned data systems personnel and supports the facility training department in development of a training program for controller and user personnel in the use and application of automated equipment. He must remain cognizant of present facility ATC methods, procedures, and regulations. He must also remain current in advanced automation techniques.

FLIGHT SERVICE STATION

The St. Louis Flight Service Station (FSS) is an air traffic control operational facility providing services to both instrument flight rules (IFR) and visual flight rules (VFR) pilots operating general aviation, civil air carrier and military aircraft. The FSS serves its constituents in somewhat the same manner as the ARTCC. The FSS, however, does not assume operational control and separation responsibility. The prime functions of the FSS directly relate to ATC system support, aviation weather acquisition and distribution and flight assistance services. In accomplishing its mission, the St. Louis FSS assumes responsibility for a specified flight information area encompassing numerous airports, navigational aids and many square miles of airspace.

The FSS acts as the backbone of the ATC flight information system. As such, they process over 40 percent of all IFR flight plans, operate the entire VFR Flight Plan Program, act as the prime data source for the National Flight Data Center (NFDC) and originate Notices to Airmen (NOTAMS) concerning the operational status of National Airspace System (NAS) airports and facilities as well as special alert bulletins.

Flight assistance services are provided in all phases of flight. Specialized preflight and inflight briefings are attuned to the needs of the individual categories of pilots (air carrier, general aviation, military and student), and provide him with accurate information on which to plan or continue flight. The service is essential for both IFR and VFR operations as stated in Federal Aviation Regulation (FAR) Part 91

governing general operating procedures. The judgment of the individual station specialist is paramount in that he must extract pertinent information from a great mass of available data and present it in a format and technology which is easily understood by the pilot. The specialist must be able to determine the capabilities of both pilot and aircraft. He then advises the pilot in accordance with this assessment to assist him in making safe decisions in the operation of his aircraft.

Flight Assistance Service comprises one or more of the following functions, in any combination: updating and interpolating available weather data; providing enroute and terminal weather, both present and forecast; radar weather advisories; favorable and correct flight altitudes; routes of flight, radio and other aids to navigation, landing areas and field conditions, obstructions, landmarks, flying and restricted areas; notifying fire, ambulance, and similar services in the event of actual or potential accident on or in the vicinity of an airport in the station flight plan area, (approximately 27,000 square miles encompassing airports we have flight plan responsibility for in both Missouri and Illinois); assisting in filing flight plans and making flight computations; providing emergency assistance and orientation to pilots in distress, using aids to navigation, landmarks or other aircraft; initiating search and rescue action as required for aircraft operating under VFR. These duties are performed by the specialist based on his comprehensive knowledge of weather, the airway system, topographical features, and airport services.

FLIGHT SERVICE PROGRAM

The FSS National training program is divided into six phases of training, covering a period of 14 weeks at the FAA Academy, which are established as follows:

- Phase I - Weather Observation
- Phase II - Teletypewriter
- Phase III - Broadcast
- Phase IV - Flight Data
- Phase V - Preflight
- Phase VI - Inflight

LEVELS OF STATION WORK

The St. Louis Flight Service Station is considered a level III facility based upon the CSC classification standard which states that a facility must meet the characteristics and complexities of a work situation before being placed or retained in that work situation category. Before placing or retaining a facility in the level, the facility must be carefully analyzed to assure that it does, in fact, meet all the requirements described for that work situation in the standard.

The standard also states that for such reasons as technological advances and other variables that affect the complexity and demands of the work performed, any numerical volume ranges must be periodically reviewed.

A level III facility handles 400,000 or more flight services annually, with sustained periods of extremely heavy traffic accounting for the higher grade level. Traffic or activity count is maintained on a cumulative daily basis and is published as an annual count each six

months. The total flight services equal the aircraft contacted plus twice the flight plans originated plus twice the pilot briefings. Doubling the flight plans originated and the pilot briefings provides credit for flight plan closures and subsequent pilot briefing updating.

Since St. Louis FSS is colocated with a National Weather Service office, we do not have the requirement to complete Phase I - Weather Observer. However, all FSS employees that transfer or are promoted to fill vacancies here would be coming from smaller stations and would have had Phase I training on their records. Therefore, Phase I training should be included in number of hours required to complete the Phase plus items covered within that phase.

The following pages include an analysis of the required information that would be given to FAA employees assigned to the Flight Service Station option at the FAA Academy plus additional training requirements at station of assignment.

PRE-ACADEMY TRAINING:

Prior to departing for academy training, the employee would receive 40 hours of indoctrination from the employing facility. Normally, these are the larger Flight Service Stations such as St. Louis. In this orientation, the trainee receives background history of FAA and information concerning areas of communications, career development, rights and obligations, safety on the job and personnel policies affecting FAA employees.

In the event there was not an immediate opening at the FAA Academy, the trainee would remain at this FSS and observe various positions of operation. Any information on duties and procedures he may pick up during this time will prove beneficial in the learning process at the Academy. Normally, his stay would be two to three weeks. The trainee, by now, has learned various types of weather information received at the preflight position and types of information given to pilots. Also, he has learned teletype formats for flight plans and has probably typed many teletype messages into the teletype system.

ACADEMY TRAINING:

The Flight Service Station Initial Training is conducted at the FAA Academy at Oklahoma City and covers 14 weeks of training, or 560 hours; 396 hours of classroom instruction and testing, and 148 hours of laboratory exercises. Subject areas include the Air Traffic System, Federal Aviation Regulations, Navigation Aids, Communications and Pilot Services, Airport Traffic Control, En Route Traffic Control, Aviation Weather, Weather Observations, Orientation of Aircraft by VOR and

Direction Finder, Emergency Service, Pilot Preflight Briefing, and the processing of Airman Written Examinations.

Upon completion of this course, the student should be able to:

1. Recognize specific functions of the flight service station, and their relationship to other air traffic system functions.
2. With supervision under moderate workload, perform nationally standardized tasks at the Weather Observer, Teletypewriter, Broadcast, and Flight Data Positions.
3. Rapidly develop the skills required at the Preflight and Inflight positions.
4. Pass the U.S. Weather Bureau "Pilot Weather Briefing Examination".

As the specialist completes each phase of training, the Academy Instructor records the proper entries in the specialist's Resident Training Record. This record is transmitted to the specialist's parent facility upon his completion of the course and the information is entered in his permanent Training and Proficiency Record. The facility chief will attest to the satisfactory performance at each position of operation as the specialist continues his qualification training.

TRAINING TIME CHART

ST. LOUIS FLIGHT SERVICE STATION

FOLLOW-ON TRAINING FOR FAA ACADEMY GRADUATES

PHASE I - THE TELETYPEWRITER POSITION

- I. Complete teletypewriter portion of the Flight Service Training Plan 3 wks (120 hrs)
 - 1. FAA Teletypewriter circuitry
 - 2. Teletypewriter equipment and operating procedures
 - 3. Location identifiers, contractions and Q-signals
 - 4. Message format
 - 5. Message coding
 - 6. Transmitting and receiving procedures
 - 7. Circuit control procedures and circuit responsibilities
 - 8. Equipment/circuit malfunction procedures
 - 9. Baudot tape
 - 10. Statistical duties.

- II. Attain speed of 35 WPM touch teletypewriting PRIOR TO PROMOTION TO GS-9

- III. Attain speed of 5 WPM reading Baudot tape PRIOR TO PROMOTION TO GS-9

PHASE II - THE TWEB AND BROADCAST POSITION

- I. COMPLETE BROADCAST PORTION OF THE FLIGHT SERVICE TRAINING PLAN 2 wks (80 hrs)
 - 1. Items requiring broadcast
 - 2. Sources of broadcast material
 - 3. Broadcast material preparation
 - 4. Time factors
 - 5. Priority of communications
 - 6. Broadcast equipment operation
 - 7. Utilization of voice equipped en route radio navigation facilities
 - 8. Scheduled broadcast procedures
 - 9. Unscheduled broadcast procedures
 - 10. Transcribed broadcast procedures
 - 11. Pilot's automatic telephone weather answering service procedures

PHASE III - THE MILITARY FLIGHT DATA POSITION

I. COMPLETE FLIGHT DATA PORTION OF THE FLIGHT SERVICE
TRAINING PLAN 2 wks (80 hrs)

1. Facility and flight plan area
2. Location and use of aeronautical publications and facility library
3. Location and function of flight service station equipment
4. Operation of the teletypewriter
5. Operation of the interphone and telephone system
6. Interphone transmitting and receiving procedures
7. Flight plan essentials
8. Use of the circular slide rule
9. Flight data strips using symbols/abbreviations/contractions
10. Notice to airmen handling requirements
11. Notice to airmen posting requirements
12. Search and rescue procedures

PHASE IV - THE PREFLIGHT POSITION

I. COMPLETE PREFLIGHT PORTION OF THE FLIGHT SERVICE
TRAINING PLAN 4 wks (160 hrs)

1. The National aviation weather system
2. The scope of the briefer's job
3. The astronomical setting and the earth's atmosphere
4. Basic meteorological processes
5. Weather producing systems
6. Aviation weather hazards
7. Weather facsimile charts
8. Aviation weather hazards
9. The geographical briefing area
10. Local preparation of weather briefing charts
11. Weather displays
12. Weather briefing
13. Air navigation facilities
14. Airport aids, conditions and services available
15. Airspace restrictions
16. Customs and immigration regulations and procedures
17. Airman information displays
18. The preflight briefing
19. Weather briefing for high altitude flights
20. Weather surveillance radar
21. Operation of facsimile recorder

PHASE V - THE INFLIGHT POSITION

- I. COMPLETE INFLIGHT PORTION OF THE FLIGHT SERVICE TRAINING PLAN 5 wks (200 hrs)
 - 1. Location and operation of air-ground and associated equipment
 - 2. Operating procedures
 - 3. Monitoring responsibilities and procedures
 - 4. Weather and airmen information available
 - 5. Procedure for collecting, soliciting, analyzing and disseminating PIREP's.
 - 6. Requirement and procedures for providing VFR flight plan service.
 - 7. Service provided to en route aircraft other than VFR
 - 8. Requirements and procedures for providing airport advisory service
 - 9. Recognition of emergencies and basic principles for providing emergency service to aircraft
 - 10. Procedures required for initiating action on overdue, missing or unreported VFR aircraft
 - 11. All types of orientation procedures.

- II. SUCCESSFUL COMPLETION OF FACILITY AREA RATING Prior to promotion
(Outline for the Area Rating is included on the next page) to GS-11

TOTAL TIME16 wks (640 hrs)

SYNOPSIS FOR FULL QUALIFICATION TRAINING

- 1. Orientation 1 wk (40 hrs)
 - 2. FAA Academy 14 wks (560 hrs)
 - 3. Follow-On Training 28 wks (1120 hrs)
 - 4. Area Rating & Study Time 9 wks (360 hrs)
-
- 52 wks (2080 hrs)

THE LINDENWOOD COLLEGES

Office of the Chaplain

To: All Students and Faculty

September 26, 1973

From: Robert H. Betts, Chaplain

The purpose of this note is two-fold. First, I want you to know that I am available to counsel and help you in any way possible. You should feel free to call on me at anytime. I am part-time with the College but I will always make myself available if needed. I will be in my office in Roemer 221 on Wednesday afternoons from 12:30 p.m. to 5:00 p.m., and at other times by appointment. You may always reach me by calling 724-5942; there is a 24-hour a day phone secretary at this number and I can be reached through her. I will also be glad to help, though I will not myself initiate, in organizing any kind of worship, study, speakers, or programs which may interest you.

Secondly, if you are interested in service to the community, there are several opportunities. Among such opportunities are FISH, an emergency help organization, volunteers to work with the welfare office, Youth Line--a listening service for young people with problems.

Youth Line will have training sessions for three nights: Monday, Oct. 8, Wednesday, October 10, and Thursday, October 11, for anyone interested. If you think you might be interested, please come to our first meeting in Young Lounge, Monday, October 8th at 7:00 p.m.

Robert H. Betts

RHB:jam

M. Ambler

To: All Faculty Members

October 1, 1973

From: Howard A. Barnett

Subject: Addition to Agenda for Faculty Meeting, October 3

An introduction to discussion of the tenure study made last spring will be given by a representative of the AAUP.

FACULTY MEETING AGENDA

October 3, 1973, 1:30 p.m.

Fine Arts Building, Room 202

Mr. McCluer, Presiding

Invocation - Miss Johnson

Minutes of the September 6, 1973 meeting (attached)

Election of faculty to committees (nominations to be presented)

Ad hoc Committee for Mrs. Welch

Ad hoc Committee for Mrs. Roman

Academic Resources Committee

Nominations Committee

Educational Policies Committee Report - Mr. Barnett

1. B.F.A. in Career-Oriented Studio Art for graduates of 2-year institutes. (report)
2. Granting of Bachelor's degree on satisfactory completion of fourth year in the 3-2 cooperative degree program with Sever Institute of Washington University. (motion)
3. Increase in upper limit of pass-fail courses in the full four-year program from 5 to 5½ with 1½ courses by pass-fail in any one term. (motion)
4. Counting of P.E. activity course grades, credits for which are now counting toward graduation, in calculation of grade point averages with pass-fail options available according to current procedures. (motion)

Business from the floor

Announcements

Development Office - Mr. Smith

January and Spring Term registration - Mr. Barnett

Others

Committee of the whole for discussion period *

"Meritocratic vs. Egalitarian Objectives in Higher Education"

-- Mrs. Linda Nelson, speaker and discussion leader.

Concluding remarks: President McCluer

Adjournment

*The EPC, at its September 12 meeting, decided to add to the Faculty Meeting agenda the discussion of an issue of general interest as a way of introducing to the faculty topics of concern to our profession and our institution.

Excerpt from Board of Control Minutes - October 31, 1973

Following a discussion on the procedures in selecting a new President for The Lindenwood Colleges, Mr. George Brown moved that the following procedure be followed in the selection of a new President to fill the vacancy created by the resignation of John Anthony Brown:

- I. That the consulting committees of the faculty, students, alumni, and administration named on the list attached to these minutes be asked to:
 - A. Prepare and share with the members of all the consulting committees and the Board of Control statements describing:
 1. The leadership needs of the colleges.
 2. The characteristics a presidential candidate should possess in order to effectively meet the leadership needs of the colleges.
 3. Any other criteria which the consulting committees believe should be considered.
 - B. All members of the consulting committees should feel free to recommend candidates for consideration who they believe meet their own criteria as described above.
 - C. The members of the consulting committee will be asked to prepare individual evaluative statements on the qualities of individual candidates for consideration by the selection committee.
 - D. Each consulting committee shall select a representative to work with a coordinating committee as described in paragraph II-B.
- II. That Interim President Franc L. McCluer serve as the Board's designated representative to coordinate the presidential search process to insure that the concerns of the various constituencies of the colleges are adequately considered.
 - A. Preliminary correspondence with candidates will be handled by Dr. McCluer as the official representative of the Board of Control.
 - B. To facilitate coordination, Dr. McCluer will work with a committee composed of members of the faculty-student-alumni-administration consulting committees. This coordinating committee shall be composed of two faculty members, a student from Lindenwood College for Women, a student from Lindenwood College II, a representative of the Alumnae Association of Lindenwood College for Women, a representative of the Alumni Association of Lindenwood College II and a representative of the administration in addition to Dr. McCluer.
- III. Members of the Boards of the colleges will be asked for recommendations and evaluations of candidates. The Board of Control shall act as a selection committee in considering highly qualified candidates developed through these procedures.

- IV. President McCluer shall invite selected candidates to the campus to meet with members of the Board, various consulting committees, and other individuals and groups whom the candidate wishes to meet.
- V. Evaluative statements shall be prepared following the visit of each candidate and submitted to President McCluer for consideration by the selection committee.
- VI. Final candidates will be interviewed in depth by the Board of Control and recommendations will be made to the combined Boards of The Lindenwood Colleges. Appointment of the new president will then be made by the Boards.

The motion was seconded by Mr. Stalnaker and passed.

PRESIDENTIAL SEARCH COMMITTEE AND CONSULTING BODIES

BOARD OF CONTROL

Russell J. Crider, M.D.
Armand C. Stalnaker - Mrs. Thomas S. Hall
Robert Hyland
George W. Brown
Walter L. Metcalfe, Jr.

FACULTY

Dean Eckert)	
Mary Gruber)	
Dominic Soda)	Faculty-Board Liaison Committee
John Bartholomew)	
John Bornmann)	

STUDENTS

Suzanne Groom	Robin Smith, Student Government President
Amy Haake	
Betty Beasley	
Michael Dean	Peter Bekker, alternate
Stephen Hoelscher	Jeffrey Kleiman, Community Manager
Lloyd Moses	

ALUMNI

Mrs. John A. Robb (Marie Christensen), Indianapolis, President, Alumnae Assoc.
Mrs. Michael Gibbons (Folsta Bailey), Kirkwood, Vice President
Mrs. Howard Carter, III (Pamela Koehl), Kirkwood, Secretary

Patrick McMackin, St. Charles, Organizer, Lindenwood II Alumni Association

ADMINISTRATION

President Franc L. McCluer
Dean Howard A. Barnett
Vice President B. Richard Berg
Dean Doris Crozier
Dean Patrick F. Delaney

LINDENWOOD COLLEGE II

Office of the Dean

DATE: October 17, 1973
TO: All Full-Time Faculty
FROM: Patrick F. Delaney, Jr.

At recent Divisional meetings the FAA proposal was discussed. It is apparent that the Faculty is not inclined to award 18 courses of Practicum credit to Air Traffic Controllers. The Faculty seems in agreement that the awarding of 18 courses of Practicum would not be in keeping with our current policy. The L.C. II Curriculum Committee has the authorization for the awarding of up to 9 courses of Practicum.

The Faculty agrees that FAA personnel will have the opportunity to receive Proficiency credit for Lindenwood courses--for example, courses in computer science. Thus FAA personnel could receive 9 courses of Practicum credit and also obtain Proficiency credit in several areas. The total number of credits awarded would be somewhere between 9-18, depending on the proficiency demonstrated. Some of the FAA personnel would also have transfer credits from other institutions.

Dr. Miller and I met with Mr. Moran of the FAA and discussed the position of the faculty as well as the following:

1. Colleges affiliated presently with FAA award three semester hours per course, and graduating students need 40 courses or 120 semester hours. Junior status would mean a student would have completed 60 semester hours - 20 courses - and would need 20 more courses to graduate.
2. Junior status at Lindenwood is achieved after completion of 18 courses. A student needs 36 courses to graduate. For all practical purposes it would be impossible for FAA personnel to complete degree requirements by only taking 18 more courses - should we grant the 18 courses of Practicum-- e.g., 8-12 courses in an Area of Concentration, 9 Exploratory Divisional Electives, English Proficiency, and an interdisciplinary course for a B.S. Degree.
3. The degree awarded must be a solid Liberal Arts Degree.
4. The possibility of FAA bringing its proposal to another institution which may be agreeable to give the junior status requested was discussed.

Page 2

About two weeks ago I received a telephone call from Mr. Willard Reazin, Chief of the St. Louis Tower at Lambert Field. He informed me that the FAA would discuss the possibility of a degree program with another institution (Maryville College). I told him to go ahead with such plans because I could offer him little encouragement that our Faculty would be agreeable to granting the Junior status requested by FAA.

We discussed the matter of the FAA proposal at the recent meeting of the Academic Deans of the Missouri Colleges held here at Lindenwood October 15. Dean Stentor of Maryville told us that the Maryville Faculty currently were discussing the FAA proposal. He stated that it looked as if Maryville would be willing to award one year of college credit but doubted whether or not the faculty of Maryville would be willing to award more than this.

I believe that our position in this matter is a good one and does not establish any precedent. I wish to thank the Faculty members for their efforts in this matter and I will keep you informed.


Patrick F. Delaney, Jr.

To: All Faculty Members

October 19, 1973

From: Howard A. Barnett

FOR YOUR INFORMATION

This article is taken from the Intercollegiate Press Bulletin dated Oct. 15, 1973

Buffalo, N.Y.-(I.P.)-The sheer size of today's universities is one of their most frightening aspects, according to Dr. Charles H. V. Ebert, dean of the Division of Undergraduate Studies at the State University at Buffalo. He said that the size of today's universities indicates that "we have become sterile in our thinking."

"All we can do is build bigger and bigger universities, when what we should be doing is developing new ways of integrating the university with the real world," he said. One possible method of achieving this integration, according to Dr. Ebert, would be the establishment of a new type of academic department, one that would embrace a much broader scope of subject areas.

This could be accomplished by eliminating the rigidity of traditional departmental structure, and merging individual departments into larger interest groups that would devote themselves to core problems.

Dr. Ebert sees these new departments as being "responsive to needs and not tied to tradition. The individual members of these departments could still function as professionals in their fields, but at the same time they would be members of a larger team."

He would also like to see students do more "practical work outside the classroom" for academic credit. He cited internships with industrial firms or community agencies as examples of this type of work. In this way Dr. Ebert believes that the learning process could be made much more worthwhile for the student, because "there is a real advantage in doing what you are learning."

Dr. Ebert noted that there has been some progress here in broadening the range of options which a student has in selecting a major field. At present, a student has four alternatives in this area at U/B.

The first method, which is organized along traditional department lines, allows a student to major in a particular subject by fulfilling the requirements of only one department.

The second type, which Dr. Ebert described as being for students "who are not satisfied with any one department," is the joint major. A student can create his own joint major by fulfilling part of the requirements in each of two departments.

A third, and related option, is the double major. To graduate with a double major a student must fulfill all the requirements in each of two departments.

The fourth type presently available is the special major, which Dr. Ebert termed "the beginning of a new type of education." The student who opts for a special major can design his own field with the assistance of any two faculty members who are willing to assist him in pursuing his particular interest. Preliminary results of a survey now in progress indicate that these graduates are doing "very well."

A fifth major option, called a faculty major, is now under consideration. The faculty major would enable a student interested in a broad area, such as social sciences or humanities, to pick one of the seven faculties which comprise the University for his field of concentration, rather than a single department. Dr. Ebert described it as "somewhere between the traditional and special major."

The various faculties are examining the possibilities for this type of major and Dr. Ebert expects that it will be ready for implementation in the fall of 1974. He emphasized that it was not meant to be "a low standard degree designed to salvage poor students," but rather an attempt to meet the increasing need for a broader scope in education.

Dr. Ebert also commented that society and technology are changing so rapidly that it "doesn't make sense to develop a 10-year master plan because we have no idea of what the social, political and economic trends of the next four or five years may be."

"We are at the threshold of a new era in education. We know that education is not a panacea, and that the traditional assembly line method doesn't work. Now what we must develop is not a rigid master plan, but rather an ongoing process that will enable us to deal with the trends of the future," he said.

M. Ambler

The Lindenwood Colleges

Educational Policies Committee

Tower Room - The Library

AGENDA

October 24, 1973, 1:30-2:30 p.m.

Minutes of the September 26, 1973 meeting (enclosed)

Report from Sub-committee on Honorary Degrees

Reports from Division Chairmen on progress of planning

Reports from EPC representatives on various standing committees

Reconsideration of the $5\frac{1}{2}$ limit for pass-fail and P.E. course grades as part of G.P.A.

Introduction of a grading system change recommended by Mr. Smith
(See attached)

By copy of this agenda, the faculty is informed of this meeting and its content. If additional business should be brought to the meeting, faculty members are requested to bring it to the attention of their division chairmen.

April 19, 1974

TO: MEMBERS OF THE FACULTY, ADMINISTRATION, AND STAFF:

The following is a list of activities in connection with commencement:

1. Baccalaureate service, Lindenwood College Chapel, 7:30 p.m., Friday, May 24. The guest speaker will be The Reverend Er. T. A. Gill, Professor and Chairman of the Division of Art, Music and Philosophy, John Jay College, New York City, and former Dean of Chapel of Lindenwood.
2. President and Mrs. McCluer's reception, assisted by Linden Scroll, for seniors and their guests, faculty, administration, and Board, following baccalaureate, Art Building. Husbands and wives of faculty, administration, and staff are also, of course, invited.
3. Commencement exercises, 9:30 a.m., Saturday, May 25. The address will be delivered by Dan Rather, of CBS News. PLEASE NOTE THE CHANGE IN TIME OF COMMENCEMENT FROM PREVIOUS YEARS.
4. Brunch for seniors and their guests, faculty, administration, and staff, Ayres Dining Room, Saturday, May 25, beginning at 11:30 a.m. The charge for those other than graduating seniors will be: adults - \$2.00, children - \$1.00.

Please notify Mrs. Cole, Dr. Berg's secretary, the number of reservations you wish to make for the brunch.

Yours sincerely,



F. L. McCluer
President

FLM:MY

THE LINDENWOOD COLLEGES

November 5, 1973

TO: Faculty and Students of The Lindenwood Colleges
FROM: Dean Eckert, Chairman of the Faculty Council

The Faculty Council is currently considering recommendations for tenure for seven members of the Faculty; they are: Daryl Anderson, John Bartholomew, Vincent Brescia, John Nichols, Dolores Roman, Teresa Welch and Richard Wier. It is the desire of the Council to seek broad participation from the Lindenwood community in evaluating the performance and contributions of these faculty members. You are, therefore, invited to submit evaluations for those individuals whose work is known to you.

In preparing your evaluation, you may wish to give consideration to some of the following criteria to the extent that you are able to make a valid observation. The suggested criteria are:

- 1) Teaching:
 - a) Preparation of the instructor
 - b) Classroom organization and presentation of subject matter
 - c) Ability to stimulate student involvement in the course
 - d) Quality of the learning experience
 - e) Fairness and consistency of student evaluation
- 2) General academic performance
 - a) Scholarship and research
 - b) Professional activities (participation in professional organizations and conferences, publications, travel, etc.)
- 3) Contributions to the Lindenwood community
- 4) Contributions to community at large

Please submit your evaluations in the form of a letter; all statements must be signed by the individual submitting them. Students are requested also to indicate their class year and area of concentration following their signature.

Evaluations will be handled in a confidential manner and are for the use of the ad hoc committee which is considering each of the tenure cases. You are requested to submit evaluations to the appropriate individuals listed below:

<u>Evaluation for:</u>	<u>Submit to:</u>
Daryl Anderson	Mary Gruber
John Bartholomew	James Hood
Vincent Brescia	DeLores Williams
John Nichols	Dean Eckert
Dolores Roman	Suzanne Taylor
Teresa Welch	T. W. Doherty
Richard Wier	Dolores Roman

Evaluations should be submitted no later than Monday, November 12.

It is hoped that you will wish to participate responsibly in the process of faculty evaluation.

FACULTY MEETING AGENDA

November 7, 1973, 1:30 p.m.

Fine Arts Building, Room 202

Mr. McCluer Presiding

Invocation - Miss Johnson

Minutes of the October 3, 1973 meeting (attached)

Educational Policies Committee Report - Mr. Barnett

1. Sub-committee on Honorary Degrees--that the criteria set forth by this sub-committee (as attached) be accepted for inclusion in the Bylaws. (motion)
2. Counting of P.E. activity course grades, credits for which are now counting toward graduation, in calculation of grade point averages. (Reconsideration with pass-fail stipulation removed). (motion)

Business from the floor

Activation of Search for President - President McCluer

Announcements

Committee of the whole for discussion period

"Meritocratic vs. Egalitarian Objectives in Higher Education"
-- Ms. Linda Nelson, speaker and discussion leader

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
October 3, 1973

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, October 3, 1973. President McCluer presided. Miss Johnson gave the invocation.

Shirley Fowler and Charlotte Manges represented the students of Lindenwood College for Women. There were no representatives from Lindenwood College II.

Mr. Miller moved that the minutes of the meeting of September 6, 1973, be accepted as distributed. The motion was seconded and passed.

Ballots were distributed for elections to the following committees:

Ad Hoc Committee for Teresa Welch (three to be elected)

Nominations from Faculty Council:

T. W. Doherty
Jeanne Huesemann
Arthur L. Kanak
Linda Nelson
Stephanie Meszaros
Richard Wier

The following were elected:

T. W. Doherty
Jeanne Huesemann
Arthur L. Kanak

Ad Hoc Committee for Dolores Roman (three to be elected)

Nominations from Faculty Council:

C. Edward Balog
Vincent Brescia
John Nichols
Anthony Perrone
Agnes Sibley
Suzanne Taylor

The following were elected:

John Nichols
Agnes Sibley
Suzanne Taylor

Academic Resources Committee (one to be elected to replace Mr. Eckert)

Nominations from the Nominations Committee:

Suzanne Taylor
Richard Wier

A motion was made, seconded, and passed that nominations be closed.

The following person was elected:

Suzanne Taylor

Nominations Committee (one to be elected)

Nominations from the Nominations Committee:

T. W. Doherty
Arthur L. Kanak

A motion to close the nominations was seconded and passed.

The following person was elected:

T. W. Doherty

Dean Barnett reported that EPC reviewed and accepted the B.F.A. in Career-oriented Studio Art for graduates of two-year institutions.

On the recommendation of EPC Mr. Bartholomew moved that the Faculty approve the granting of the bachelor's degree on satisfactory completion of the fourth year in the 3-2 cooperative degree program with Sever Institute at Washington University. The motion was seconded and passed.

Mr. Bartholomew moved, on the recommendation of EPC, that the Faculty approve the increase in upper limit of pass-fail courses in the full four-year program from 5 to 5½ with 1¼ courses by pass-fail in any one term. The motion was seconded. After discussion, Mr. Bartholomew moved that the above matter, as well as the recommendation of EPC of counting of P.E. activity course grades, credits for which are now counting toward graduation, in calculation of grade point averages with pass-fail options available according to current procedures, back to EPC for further study. The motion was seconded and approved.

Mr. Wehmer, in discussing the May 18, 1972, Report of the Faculty Tenure Study Committee, called particular attention to the following in the report of this committee:

Page 2, end of first paragraph:

"The academic tenure system, like other systems of seniority, includes procedures by which employment may be terminated for good cause. There is no evidence that tenure in itself promotes lackadaisical performance or resistance to innovation."

Page 2, end of second paragraph:

"Careful hiring according to well thought out and long-range personnel policies, probationary periods devoted to the development rather than the simple testing of a new employee, careful and conscientious tenure decisions, and periodic review of tenured faculty's service (with an eye toward further development), will correct the faults in the existing tenure system and give the college the flexibility it needs as it heads into a precarious future.

Page 2, first part of third paragraph:

"The current hiring procedure, conscientiously implemented, seems adequate. The Constitution (I.B.1.c.5; IV.B.2.d.; V.A.) provides for a role (though not a determining one) for the Faculty Council, so that appointments need not be decided without the benefit of a perspective from outside the immediate department."

Page 3, first paragraph:

"The major gap in the current rules and procedures is in the area of the prospective employee's (or faculty member's) rights. He or she is entitled, when offered a position, to be informed in writing of the standards and circumstances which will govern his reappointment, promotion, and attainment of tenure. This information would include, but not be limited to, such things as the existence or non-existence of a tenure quota, the possible impact of anticipated financial developments, any plans the College has made or is making for his discipline -- in so far as any of these things will affect his future at the College. This information should be up-dated each year and communicated in writing to the probationary faculty member. The College and the employee (faculty member) should not hold different pictures of the employee's (faculty member's) future."

Page 3, third and fourth paragraphs; page 4, first paragraph:

"There are currently no procedures at Lindenwood for the evaluation of probationary faculty except at the point of tenure decision. Continuous evaluation would help realize the faculty member's potentialities for the benefit of the College. It would also produce an agreement between the individual's expectations and those the College has for him. The lack of such an agreement may cause bitterness and hardship at the time of tenure decision.

"Accordingly, at the end of the first year of probationary service (or, when appropriate, at the end of the first semester) and every year thereafter, the Dean of the Faculty should meet with each probationary employee (faculty member) to discuss the employee's (faculty member's) performance as seen by his Division and Department Chairmen, students, colleagues, and other appropriate people, and his prospects with respect to the 'Criteria for Promotion and for Granting of Tenure' listed in the Bylaws (I.B.). The Dean of the Faculty should present the results of this discussion in a formal memorandum to the faculty member. It should include, if necessary, a revised statement of the standards and circumstances which will govern reappointment, promotion, and attainment of tenure. The faculty member should have the right to know the names of those who have

commented on his performance and the substance of their comments. If desired by the faculty member, a conference should then be arranged with all the relevant people to discuss his performance and to suggest possible means of improvement.

"It should be emphasized the probationary evaluation is not to be regarded as an adversary proceeding, but as a means by which Lindenwood can get the maximum service from its probationary staff and by which the staff may draw on the resources of their colleagues and the Colleges for their own growth. It should also be emphasized that a probationary appointment is not a guarantee of a job for six years, and the administration should not regard it as easier to reappoint than to evaluate. As soon as it becomes clear from the evaluation process that the probationary faculty member should not have a future at Lindenwood, the President should not hesitate to deny reappointment. If the process has been working properly, the decision should not become a subject of controversy."

Page 4, fourth paragraph:

"The names of all candidates for whom a tenure decision must be made in a given year should be published in order to draw formal comments from interested colleagues and students. As in the evaluation process, the candidate should be told, if he so requests, the names of the commentators and the nature of their remarks; and he should be given the opportunity to discuss them with the Dean early in the decision-making process."

Page 5, third paragraph:

"The process of evaluation for probationary faculty should be applied to tenured faculty members every four or five years. Its purpose would be to promote the continuing effectiveness and further development of the Lindenwood teacher. The process might also be used to guarantee that merit increases in salary and promotion in rank have a sound basis."

Page 6, all items under VIII:

- "A. The College should seek to establish an attractive system for early retirement.
- "B. Article I.B.2 of the Bylaws should be revised to read: 'The probationary period of a full-time faculty member who comes from another institution where he has served as a full-time teacher for three or more years shall not exceed four years.' The current provision limits the probationary period in these cases to three years. Changing it to four years will bring it into accord with current AAUP recommendations.
- "C. Procedures and criteria for penalties short of dismissal should be developed for tenured and non-tenured faculty. Suspension has been used at the College, but adequate procedures for it have not been established. They should be developed in consultation with the AAUP.
- "D. Any legislation proposed by the Faculty to implement this report or other revisions of the Tenure System should be reviewed by the national AAUP before it is adopted."

Mr. Wehmer reported that the AAUP voted unanimously to accept the May 18 Report of the Faculty Tenure Study Committee with the exception of the addendum.

Mr. Eckert moved that since the above report had taken considerable time, Mrs. Nelson's report on "Meritocratic vs. Egalitarian Objectives in Higher Education" be postponed until the November meeting. The motion was seconded and passed.

Mr. Smith, Associate Director of Development, explained that one of the main problems of the Development Office has been communications and that he wished to keep the faculty informed of what the Development Office is doing. The Development Office should be doing:

1. Long range planning
2. Institutional data collection
3. Fund raising, with the three major campaigns being:
 - a. Parents' fund campaign in the fall
 - b. Annual alumni campaign
 - c. Community support campaign.

This year he will be working in the area of grants - submitting proposals to foundations and the Government - and in the area of estate planning service. A student advisory committee for development, consisting of five students from each college, has just been set up.

Dean Barnett announced that information will be sent within a short time about the January and Spring Terms registration which will be October 29-November 2.

Mrs. Gruber reported on a meeting of St. Louis Area of Women in Higher Education. A statement of purpose to improve the status of women in higher education was adopted at the meeting. Anyone interested in attending future meetings is welcome. The next meeting will be October 24, at 3:30 p.m., at Florissant Valley Junior College.

President McCluer announced that a new Director of Admissions is still being sought and that two new people to represent Lindenwood in the field have been employed. They are Dr. Dorothy Spellman, who could not be at the meeting because she was making calls, and Michael Kelly, who was introduced by Mr. Miller.

Dean Crozier announced that the deadline for submitting nominations for "Who's Who Among College Students" is October 5.

Mr. Wier invited members of the faculty to visit the Common whenever convenient.

Mr. Florimonte reported that the Lectures and Concerts Committee had had an emergency meeting because the Appropriations Committee had allocated the minimum amount of money - \$15.00 per student - to the Lectures and Concerts Committee. It was decided that there would have to be a charge for most events except to students who get tickets at specified times. Faculty members may purchase season tickets at \$15.00.

President McCluer reminded members of the faculty that they should operate within their budgets.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

To: Educational Policies Committee

From: Committee on Honorary Degrees

The Committee on Honorary Degrees met at 12:30 p.m. on Tuesday, October 2, in the President's Office. The committee, which is a sub-committee of the Educational Policies Committee, was asked to consider criteria for granting honorary degrees.

The committee decided that the report should begin with a clarification of the definition of an honorary degree and the distinction between an earned degree and an honorary degree. One of the definitions of honorary in Webster's Dictionary is "conferred in recognition of achievement or service without the usual prerequisites or obligations." One can also refer to the definition of honoris causa which says the same thing in somewhat different terms. The distinction between an honorary and an earned degree lies in the phrase "without the usual prerequisites or obligations" i.e. without necessarily completing college courses and college obligations (for example: residency requirement). The recipient of an honorary degree need not have received a baccalaureate degree (or even attended college).

The honorary degrees are "conferred in recognition of achievement or service." However, we of the committee recommend three criteria by which the candidate should be judged. The candidate should:

- (a) be a person of character
- (b) have attained a level of eminence in his or her career, and
- (c) have achieved social significance by contributing to the well-being of the community. (The community need not be international, national, nor even regional; it could at times refer to the local community).

It is not possible to quantify the measure of a person's character, the level of eminence, or his social significance. Nearly everyone has some degree of each of these characteristics. It becomes the responsibility of the review committees of the faculty and the board to evaluate to the best of their abilities the relative strengths of the candidates' qualities and to award the degree honoris causa to those with the highest qualities.

John A. Bornmann, Chairman
President Franc McCluer
Dolores Roman
James Martin

27 November 1973

TO: All Faculty

SUBJECT: Evening College Operations

FROM: Elwood L. Miller

I want to thank all of you for helping the Evening College start its second year with an attendance record that surprises even me:

42 classes operating with about 865 class seats filled.
Some 700 students attending evening classes:
329 full-time regular students, 18 staff, and 353 evening and special students.

I would also like to take this opportunity to answer some questions concerning Evening College operations and procedures.

Evening College classes can be offered in two ways:

1. Funded by the respective department--as a part of the regular teaching load of the instructor or, if taught by a part-time person, the instructor's salary is a portion of the approved departmental budget. In these cases the Evening College merely acts as an intermediary (including the course in Bulletins, advertising, etc.)
2. Funded by the Evening College. In these instances, the course suggestion (or need) could originate within or outside the department. In all cases, a contingency agreement is negotiated with the instructor by the Evening College. This agreement stipulates the salary agreed upon, course title and meeting times, and the minimum number of tuition-paying evening students required for the course to materialize. Naturally, full-time resident or day student enrollments do not count (only students that pay tuition by the course count toward the minimum enrollment required since these are the only revenues accruing to the Evening College). Thus, it is possible for any given evening course offered on a contingency basis to have a relatively large total enrollment but still not materialize due to an insufficient evening-student demand. The final decision to "run" or cancel a class rests with the Evening College.

Courses to be funded by the Evening College must be conceived and submitted so as to permit their inclusion in the Evening College Bulletin. This is vital if sufficient interest is to be created in the outside community to enable the course to pay for itself. Bulletins will be published prior to the Fall and Spring Terms. In order for our systems to be operable, the following cut-off dates for courses funded by the Evening College will be used:

Fall issue --- not later than June 15.

Spring issue --- not later than December 15.

One additional point deserves mention. Since our first attempt this past May was so well received, we intend to make a regular practice of pre-registering our evening degree candidates. Each May hereafter, every candidate pursuing a degree in the Evening College will, in concert with his academic adviser, select and pre-register for all courses to be taken during the coming calendar year (yes, some four or five terms). This provides mutual benefits: it helps the student follow his "roadmap" without meandering; it helps the Evening College match courses with needs. Therefore, the courses submitted to the Registrar by departments for general pre-registration purposes each May will become increasingly important.

Again, I personally wish to thank each of you for your past cooperation and understanding. I solicit your future support as well. In return, the Evening College will assist, as well as suggest, the development of new programs for which there is a perceived need in the community.

ELM/mb

LINDENWOOD COLLEGE II

Office of the Dean

DATE: November 26, 1973
TO: All Faculty and Administrative Offices
FROM: Patrick F. Delaney, Jr.

Below are some of the items that will be released to the St. Charles papers. This will give you some idea of what is being done in the way of Field Studies and Internships:

Several students from The Lindenwood Colleges will receive course credit in the Humanities during the January Term for Field Study at the Missouri School for the Blind. Students will use their art training and training from other fields in experimental projects designed for the students in the school. The students at the School for the Blind are not only afflicted with a visual handicap but some are mentally handicapped and some have motor disabilities. The students will work under the direction of Mr. Donald Sharpiot, the Art Director for the Missouri School for the Blind. Each student will write an evaluation of the experience and these will be compiled into a form for future reference for both the School for the Blind and for Lindenwood students. Preliminary readings concerning the art program for the blind and conferences with Mr. Sharpiot will be required. Glenn Michaels is the student who initiated this course and he will be responsible for making arrangements with the Lindenwood students and with the School for the Blind in January. Mr. Hendren, Chairman of the Art Department at The Lindenwood Colleges, has been Faculty Adviser in planning with Mr. Michaels. They will confer before January and again when Mr. Hendren returns from his January Term course in Greece. This course is taken on a Pass-Fail basis. Students other than Glenn Michaels involved in this course are: Kip Bowers, Keith Berdak, William Payne, Alan Mick, Mary Montgomery, and Rose DeMoor.

Victoria Kern of The Lindenwood Colleges, will be doing a Field Study in Urban Planning during the month of January, working in the St. Charles City Planning Department in a para-professional capacity under the Director of Planning, performing various planning tasks. At the present time two specific projects have been decided upon: continuing work as the Coordinator of the Bicentennial Planning Commission and working on the establishment of programs for the elderly in the city. She will receive course credit in Sociology.

Lynn Hosmer of The Lindenwood Colleges, will be working under Mrs. Harriette Snorden, Director of Youth Outreach, during the Colleges' January Term, for which she will receive course credit in Sociology. Youth Outreach is a program sponsored by the Episcopal Church and is centered in Indianapolis, Indiana. Youth Outreach has a home for runaway youths, social workers who counsel youths and parents, and various other activities which strive to help youths solve their problems.

Dorothy Koziatek of The Lindenwood Colleges, will be teaching a mini-course in crafts during the January Term for which she will receive credit in an Education course. This course will be based on design and composition for 7th and 8th grade students from St. Cletus Junior High School. She will design the curriculum for a nine-week mini-course. The objective of the course is that the student should be able to use the principles and elements of design in three two-dimensional projects and one three dimensional project in an aesthetic and pleasing manner.

Patricia Kleba and Gale Johnston, students of The Lindenwood Colleges, will be receiving first-hand knowledge in the field of advertising during the Colleges' January Term. They will be doing a Field Study involving on-the-job production work for the Frank/James Advertising Agency in Clayton, Mo. The program will involve a creative emphasis on layout, letterheads, and design for the agency. They will receive Commercial Art credit for this work.

Susan Carey of The Lindenwood Colleges will be working at Lammerts in Clayton in the Interior Design Department during the Colleges' January Term. She will receive credit in Art for this Field Study.

Joan Bernbaum of The Lindenwood Colleges will receive credit in Art History during the Colleges' January Term, doing a Field Study at the St. Louis Art Museum. She will be working under the Curatorial Assistant, Mrs. James Fisher, clearing and organizing the storeroom of ceramic and porcelain pieces from countries such as Holland, England, and Germany, and classifying them according to country.

Frank Rittenhouse of The Lindenwood Colleges is gaining Internship credit in the Department of Biology by participation in the use of the electron microscope in research pertaining to the barrier function of the skin. This work is being done during the Fall Term at Washington University School of Medicine, Department of Anatomy, under the direction of Dr. David Menten. Studies employing the techniques of freeze etching, freeze fracturing, and transmission electron microscopy will be employed to examine the fine structure of the stratum corneum.

John Dooley of The Lindenwood Colleges is at present doing an Internship at the Argonne National Laboratory in Argonne, Illinois, working in the Physics Division under Dr. Stanley Cohen on the software implementation and documentation of the Speakeasy computer language. The Speakeasy language is intended to provide scientists with the means of quickly formulating a problem for computer processing and for obtaining answers in a minimum of time. In addition to his work on Speakeasy he will be attending the general seminar on Research Methods and will attend at least one other seminar a week on a particular area of research. Dooley will receive Internship credit in Math for this work.

William Marc Cutright of The Lindenwood Colleges will receive credit in History during the Spring Term for an Internship with R. Reed Whitaker, Head of the National Archives in Kansas City. He will learn the nature and processes of archival administration and maintenance, such as acquisition, disposition, preservatory, and arrangement of governmental historical documents. Necessary instruction and evaluation will be provided by archival personnel in exchange for student labor.

Date: November 28, 1973

To: All Faculty Members

From: Doris Crozier, Dean

The Curriculum Committee of Lindenwood College for Women has, for the second year, decided to make available, for the use of faculty members, Course Evaluations (see attached.) It was their opinion that you might find them easier to administer if you do not wait until the end of your courses.

If you wish to use these Evaluations, please stop by my office and pick up the number you need.

DBC:mmm

DIRECTIONS: Do not place your name on this questionnaire. Place the number of the course which you are evaluating in the upper right hand corner. In the interest of improvement of instruction you are earnestly requested to give thoughtful and sincere responses to each of the following questions if they apply to your particular course. The results are for the use of the instructor only. Do not answer questions which do not apply.

Indicate your answer to the questions by encircling the word or phrase which most nearly expresses your considered opinion. When you have completed the questionnaire, please return it to your instructor.

Note that the descriptive words to the right of the questions are not arranged in order from "good to bad" or from "bad to good," but are mixed. Please select only one answer to each question.

I. CONTENT AND MATERIALS

- | | | | | |
|---|--------------------------|-------------------|----------------------|---------------------|
| 1. Is the course what you expected it to be from its title and catalog description? | To Some
Extent | Very
Nearly | Exactly | Not at
all |
| 2. How well is the content of the course organized | Not so
well | Well | Poorly | Very
Well |
| 3. How would you rate the adequacy of the text(s) and outside reading assignments? | Poor | Excellent | Inade-
quate | Good |
| 4. How importantly did the laboratory or individual projects contribute to understanding of the material? | Signi-
ficantly | Waste of
time | Partially | Little |
| 5. Is the amount of time needed to do laboratory work or outside projects reasonable? | Almost un-
reasonable | Unrea-
sonable | Fairly
Reasonable | Rea-
sonable |
| 6. Has this course encouraged you to do further study in the field? | Decided
to major | En-
couraged | Dis-
couraged | Totally
repelled |

II. THE INSTRUCTOR

- | | | | | |
|--|----------------|-----------------|----------------|-----------------|
| 7. How well does the instructor know the subject? | Poorly | Very
well | Well | Not
well |
| 8. How well does the instructor articulate goals for assignments and for the course? | Clearly | Very
clearly | Not
clearly | Obscurely |
| 9. Does the instructor explain difficult material clearly? | Not
Clearly | Obscurely | Clearly | Very
Clearly |
| 10. Is the instructor eager to be helpful and answer questions? | Very | Not very | Never | Usually |
| 11. Has he/she encouraged discussion | Usually | Always | Seldom | Never |
| 12. Is he/she accessible to students outside of class? | Seldom | Always | Usually | Never |

COURSE EVALUATION QUESTIONNAIRE

3

IV. ADDITIONAL COMMENTS

24. Have you any suggestions on how the course might be improved?

25. What did you like most about the course?

To: Faculty and Staff
From: Jerry Vaillancourt, KCLC AM

This is an invitation to use us. This year, KCLC AM has set a goal of becoming a prime source of campus information. We would like the students and staff of Lindenwood to regard KCLC AM as their means of finding out what's going on, both on the campus and in items off campus that directly affect their lives.

We need your help to accomplish this. I'd like to invite you to use KCLC AM as a medium for reaching the student body. If you have anything you'd like to spread around - from advertising a bake sale to using our facilities as a forum for detailed discussion, consider the station yours.

You can get in contact with me directly or through Box # 584.

And, of course, we're always open to your comments and suggestions.

THE LINDENWOOD COLLEGES

St. Charles, Missouri 63301

November 20, 1973

Dear Friend:

On Friday evening, November 30, at 8 p.m., in the Jelkyl Center for the Performing Arts, at The Lindenwood Colleges, we will host Congressman James W. Symington, who will present an address entitled "Technology and Politics: Modernizing the Political System." Mr. Symington, a member of the House Science and Astronautics Committee, has been invited to address our freshman students enrolled in the Lindenwood Common Course, but we would be honored if you, your family, and friends would also attend this talk.

The Lindenwood Common Course was begun some six years ago as part of our effort to give our students a college experience in dealing with the significant issues of our times which would enable them to develop essential skills in writing and communication. The course is taught not by one instructor or department, but by faculty drawn from the divisions of Social Science, the Humanities, and Natural Science. We thus expose our entering students to a variety of views, beliefs, and experience in confidence that only that person who examines the human experience broadly can live and work effectively in our world today.

Each year the Lindenwood Common Course examines one topic from various perspectives. This year the theme of the Common is "Human Values and Social Interaction." We believe Congressman Symington will bring to our students and community a wealth of experience in public affairs and a sensitivity to contemporary political issues. We are sure that members of both the Lindenwood and local community will benefit from the opportunity to hear Congressman Symington and share their ideas with him.

We hope you will join us on November 30.

Yours sincerely,



F. L. McCluer
Interim President

FLM:MY

M. Amber

The Lindenwood Colleges

Educational Policies Committee

Tower Room - The Library

AGENDA

November 28, 1973, 1:30-2:30 p.m.

Minutes of the October 24, 1973 meeting (attached)

Reports from the Division Chairmen on progress of planning

Reports from EPC representatives on various standing committees

Consideration of Radio Courses (memo attached)

Consideration of Consortium MFA Program

Discussion of grading system

By copy of this agenda, the faculty is informed of this meeting and its content. If additional business should be brought to the meeting, faculty members are requested to bring it to the attention of their division chairmen.

M. Ambler

FACULTY MEETING AGENDA

December 5, 1973, 1:30 p.m.

Fine Arts Building, Room 202

Mr. McCluer Presiding

Invocation - Miss Johnson

Minutes of the November 7, 1973 meeting (attached)

Report of the Educational Policies Committee - Mr. Barnett

1. Motion to approve the offer of a joint degree with Shimer College for transferring seniors.
2. Report on consideration of radio courses
3. Report on consideration of separating transfer grade point average from Lindenwood grade point average
4. Report on consideration of Consortium MFA program

Faculty Council motion on By-Laws Amendment - Mr. Eckert

Report on Title I Grant and Humanities Grant - Mr. Barnett and Mr. Hood

Report on presidential search - Mr. McCluer

Announcements

Blue Cross-Blue Shield coverage deadline - Mr. Barnett

Miss Ambler

Others

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
November 7, 1973

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, November 7, 1973. President McCluer presided and gave the invocation.

Charlotte Manges represented the students of Lindenwood College for Women. There were no representatives from Lindenwood College II.

Mr. Doherty moved that the minutes of the meeting of October 3, 1973, be approved as distributed. The motion was seconded and passed.

In connection with the report of the Educational Policies Committee, Dean Barnett asked Mr. Bornmann to report for the Committee on Honorary Degrees, a sub-committee of the Educational Policies Committee. The committee is composed of President Franc McCluer, Dolores Roman, James Martin, and John A. Bornmann, Chairman. Copy of the report is attached to the agenda. In accordance with the recommendation of the sub-committee and EPC, Mr. Bornmann moved that a proposed change in V-A-2-d of the Bylaws be made from "d. To recommend to the Faculty candidates for honorary degrees." to:

"d. To recommend to the Faculty candidates for honorary degrees using as criteria:

The candidate should be:

- (a) a person of character
- (b) have attained a level of eminence in his or her career, and
- (c) have achieved social significance by contributing to the well-being of the community."

The motion was seconded and passed. In accordance with Section VIII-B of the Faculty Constitution this proposed bylaw will be referred to the Faculty Council, which may amend the proposed bylaw, and the Council will present it, together with its recommendation, at the next meeting of the Faculty for vote.

Dean Barnett, continuing the report of the Educational Policies Committee, said that the motion made at the October faculty meeting in regard to counting physical activity course grades in the grade point averages, and the increase in upper limit of pass-fail courses, which had been referred back to EPC for further study, was discussed. On the recommendation of EPC. Dean Barnett moved that grades earned in physical education activity courses be computed in the grade point average of the student. The motion was seconded. Mr. Greenlaw moved that the motion be amended so that music ensemble grades be included in the above. The amendment was seconded and approved. The motion, as amended, was accepted. Dean Barnett further stated that the EPC had dropped the pass-fail stipulation.

Miss Ambler said that at the last meeting of the Academic Resources Committee there was a discussion of how to use the \$5,000 grant from the Federal Government. This money must be used for materials in environmental studies, Black studies, and elementary education. Miss Anderson, Mr. Bartholomew, and Mrs. Carpenter have been asked to direct the purchases. Suggestions from others will be welcome.

Mr. Feely moved that the Academic Resources Committee reconsider the allotment of the library budget for departments for this year. The motion was seconded and passed.

Miss Ambler announced that she has notices from various university presses of books at reduced prices and will be happy to let anyone see these announcements so that orders may be placed.

President McCluer read an excerpt from the minutes of the October 31 meeting of the Board of Control detailing the procedure in selecting a new President for The Lindenwood Colleges, and copies of this procedure were distributed with copy being attached to the official copy of the minutes.

President McCluer announced that the offices will be closed the day after Thanksgiving.

In regard to the faculty travel budget, Dean Barnett announced that money will be available to members of the faculty for travel and lodging only if the faculty member is an officer of the organization or performing official duties at a conference, such as reading a paper. This, of course, is a temporary measure. As much as possible, travel budgets including Dean Barnett's travel budget will be used for members of the administration and faculty who go into the field to generate student admission activity. Forms will be sent to the faculty within the next few days asking for information from faculty members about official duties at conferences.

Ms. Ebest announced that there had been an alumnae-student hockey game on November 3, at which the score was tied 0-0.

Mr. Berg announced that beginning November 12 some items in the college cafeteria would be individually priced.

Mr. Smith reported that 34% of the employees of Lindenwood had participated in the United Fund campaign, contributing a total of \$1,111. To date \$5,335 has come in for the Parents' Fund, compared with a total of \$2,365 last year.

Dean Barnett introduced Ms. Linda Nelson, Assistant Professor of Psychology, who spoke and led a discussion on "Meritocratic vs. Egalitarian Objectives in Higher Education."

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

LINDENWOOD COLLEGE II

Office of the Dean

DATE: December 20, 1973
TO: All Faculty and Administrative Offices
FROM: Patrick F. Delaney, Jr.

You may recall our memorandum of November 26 in which we described Internships and Field Studies of some of our students. The response to this memo was so favorable that we decided to inform you concerning other students who are engaged in similar educational experiences.

Karen Taylor has completed an Internship for the Fall Term in the KMOX Radio Station Promotion Department. Her responsibilities included aiding to compile marketing information, classification of "At Your Service" critiques, general office duties, as well as collection and preparation of various public relations news releases and advertising.

Robert Nash has completed an Internship for the Fall Term, assisting the KMOX-TV Program Department in the preparation and gathering of research material for various station programs. He also assisted the producer in the actual production of the programs.

Marc Askenasi has applied for an Internship for the Spring Term in which he will be working with the Carmel Woods Condominiums in Ellisville, Mo., as a decorating consultant, dealing with the sale and building, along with the decorating of new condominiums.

Kathleen Gallagher has applied for an Internship during the Spring Term through work done in Argonne National Laboratory's 1974 Spring Undergraduate Participation Program. She will be working in the Physics Division under the direction of Dr. Stanley Cohen on the SPEAKEASY Project. SPEAKEASY is a highly modular computer system designed to provide easy access to information stored in a large computer.

Carolyn Read has applied for Field Study credit in Sociology for the January Term, working at Grace Hill House with children and youth and people over 65.

Richard Meier has applied for Field Study credit in Business Administration for the Spring Term, working with a CPA in St. Charles, performing those duties typical of a Junior Accountant in the field of public accounting.

Jennifer Bond has applied for Field Study credit in Communication Arts for the January Term, working at the Gardner Advertising Company as a copywriting apprentice.

Walter Franklin completed a Field Study during the Summer Session, working at KMOX. His responsibilities were to the producers of the Bob Burn's Sports Show and the night time version of "At Your Service". At times he was allowed to produce these shows on his own. He was also responsible to the people in the news room, which included writing news, ripping the wires, and answering the phones. Additional duties were to edit the tapes of the baseball games so that the highlights could be played on the Sunday morning sports show.

December 21, 1973

Memorandum to: All Board Members, Faculty and Staff

From: B. Richard Berg

Subject: Director of Admissions

President McCluer has asked me to inform you that we have employed Mr. Edwin A. Gorsky as Director of Admissions for The Lindenwood Colleges, beginning on January 1, 1974.

Mr. Gorsky, 46, comes to Lindenwood following nine years as Director of Admissions for Bethany College in Lindsborg, Kansas. He had a very successful career at Bethany, and for the past six months has been employed by Modern Business Systems in Fort Smith, Arkansas, where he quickly became one of their top salesmen.

He and his wife, Jean, have missed working with students and are looking forward to being at Lindenwood. The Gorsky's will be moving to St. Charles during the holidays and will be living at 1022 Jefferson Street, St. Charles, Mo. 63301.

Mr. Gorsky earned his bachelor of arts degree at the College of Emporia and received his masters from the University of Kansas. His career has included eleven years as a high school guidance counselor in Bonner Springs, Kansas, and two years as a science instructor and athletic coach at Fort Scott Junior College.



h.C. Faculty Minutes

THE LINDENWOOD COLLEGES

To: All Members of the Faculty January 11, 1974
From: Dean of the Faculty
Subject: Faculty Meeting and Forthcoming Board Meeting

The Faculty Meeting scheduled for January has been cancelled. There was no business of any urgency, and the press of other business makes it seem advisable that we not hold a meeting. Meetings of other committees such as the Educational Policies Committee, etc., will, however, be held.

At the meeting of the Boards of Directors and Trustees on Monday, January 21, the request for a general salary increase for faculty and staff will be presented to the Board for preliminary discussion. In a meeting with the Salary and Tenure Committee of the AAUP and Dr. McCluer, Dr. Berg and me a month or so ago, the possibility of a cost of living increase was discussed and it was generally agreed that if at all possible this should be pursued.

No decision on this, of course, can be reached at this time. The matter, however, will be brought to the Board and there will be some discussion in January and there can be further discussions, then, throughout the spring until the time of the decision itself. Whether or not such an increase will be possible will depend on several factors, most importantly the enrollment projections for next year and the general financial status of the College.

Howard A. Barnett
Howard A. Barnett

HAB:jam

M. Ambler

FACULTY MEETING AGENDA

February 13, 1974, 1:30 p.m.

Fine Arts Building, Room 202

Mr. Barnett Presiding

Invocation - Miss Johnson

Minutes of the December 5, 1973 meeting (attached)

Report of the Educational Policies Committee - Mr. Barnett

1. Report on approved Griffin proposal
2. Report on CLEP
3. Report on "Director's List" for Evening College
4. Catalog revisions

Report on Development - Mr. Smith

Report on changes in the Alumni Office - Mr. Barnett

Business from the floor

Announcements

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
December 5, 1973

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, December 5, 1973. President McCluer presided. Miss Johnson gave the invocation.

Charlotte Manges and Robin Smith represented the students of Lindenwood College for Women. There were no student representatives from Lindenwood College II.

Dr. Miller moved to approve the minutes of the meeting of November 7 as distributed. The motion was seconded and accepted.

In making the report for the Educational Policies Committee Dean Barnett moved to approve the idea of offering a joint degree with Shimer College this year for seniors from Shimer who transfer to Lindenwood. The motion was seconded and passed.

Dean Barnett reported that Mr. Uram had presented to the Educational Policies Committee the idea of offering radio courses by Lindenwood faculty. Although no action was taken, the Educational Policies Committee encouraged this. New courses which will be offered in this way will go through regular channels.

Dean Barnett also reported that EPC is studying a proposal to separate the grade point average which a student brings in from another institution from the Lindenwood grade point average.

Dean Barnett further reported a proposal for a Consortium (Webster, Maryville, Fontbonne, and Lindenwood) Master of Fine Arts Program. Departmental members of these four colleges are working on the development of such a degree. When their proposal has been completed, the administrative officers of the four institutions will study it.

Dr. Eckert reported that at the meeting of Faculty Council November 14 the Council approved the amendment of the Faculty Bylaws in regard to Section V-A-2-d, as stated in the November 7 minutes of the meeting of the faculty, and moved that this change be approved by the faculty. The motion was seconded and approved. The bylaw amendment will be referred to the Board for action.

Mrs. Huesemann, following a recommendation of the Lindenwood Chapter of AAUP, moved that the following be added to the Bylaws proposed as Section I-C-5 and that the proposed bylaw be sent to the Faculty Council for action:

"A non-tenured faculty member who is notified by the administration that his contract will not be renewed at the expiration of his appointment shall review the matter with his Department Chairman and the Dean of the Faculty. The result of this review shall be reported to the Faculty Council by the Department Chairman. The faculty member may then, by written request, ask that a hearing before the Faculty Council be arranged as defined in the Faculty Constitution, Section I-B-1-c-2, or that a hearing not be held."

The motion was seconded and passed.

Dean Barnett reported that the continuation of the Eastern Consortium has been funded under the Title I grant. Colleges in this consortium are Lindenwood, UMSL, Webster, Washington U., St. Louis U., and the Junior College District. Details of the plan, which will focus on programs in the St. Louis area, will come out in a week or two.

The Higher Education Coordinating Council of Metropolitan St. Louis, Dean Barnett continued, made a proposal to the Humanities Committee to develop a form on financing higher education with the major stress on humanists. This grant has been approved.

President McCluer reported that the four presidential candidates suggested by the Faculty Consulting Committee have been invited to the campus for interviews. Two have declined our invitation. Two - Dr. Kolb, Provost of Beloit College, and Dr. Wyckoff, of Princeton Seminary, will be on campus in January although Dr. Wyckoff has said he would like to visit us without any commitment on his part to be a candidate. Dr. Magill, Executive Associate of the Association of American Colleges, will also be here in January. Two other candidates - Earl Reeves, Director of Urban Studies at the University of Tulsa, and Craven E. Williams, Vice President of Mary Baldwin College, have been on campus for interviews.

Dr. Berg announced that Tom Martin, a candidate for the position of Director of Admissions, will be on campus Friday with his wife. The Admissions Committee will meet with him at 2:30 that day.

Dr. Barnett announced that 19-year olds will no longer be covered under the family plan of Blue Cross-Blue Shield and must be covered under a sponsored membership after December 31.

Miss Ambler reminded faculty members again that she would appreciate suggestions of any Government documents that can be gotten through the depository. Miss Ambler also said that she had information about grants which are available to those with Ph.D. degrees who want to go into library work and would be glad to give it to anyone interested.

Miss Fields announced that the writers' workshop is open to all students.

Dr. Eckert announced that the Faculty Council would meet following the meeting of the faculty.

Dean Crozier announced that the faculty evaluation questionnaire response has been good.

Dr. Greenlaw announced that the Christmas Concert of the Lindenwood Choir and Orchestra would be at 8 p.m., Sunday, December 9, and the St. Charles Choral Society's Christmas program will be Sunday, December 16, at 3 p.m., and Monday, December 17, at 8 p.m.

Miss Yonker announced that 21 additional students had received Missouri State Grants.

Dr. Miller asked that faculty members notify him of any course changes for the Evening College Bulletin before the end of the month.

Mr. Palank announced that he will offer a course during the January Term on the use of the computer in any field of study.

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

Miss M. Ambler

FACULTY MEETING AGENDA

March 6, 1974, 1:30 p.m.

Fine Arts Building, Room 202

Mr. McCluer Presiding

Invocation: Mr. McCluer

Minutes of the February 13, 1974 meeting (attached)

Report of the Educational Policies Committee - Mr. Barnett

1. Motion to change exploratory electives to distributional electives

"The EPC recommends the dropping of the present exploratory elective requirement and in its place allowing any two or three courses to be taken within each Division to satisfy the requirement. None of these electives may be in the student's major ^{area} field of concentration. ^{and other courses which are} Those courses that a department considers inappropriate to fulfill distributional requirements will be designated by a statement in the catalog to read: "Not available as a distributional requirement." Independent studies, internships, tutorials, and field studies shall be excluded as possible courses to fulfill distributional requirement." ^{effective June 10, 1974.}

(Note: The Humanities Division proposes to amend the motion to exclude also courses which serve as other types of degree requirements such as the modern language courses needed for the B.A. degree.)

2. Motion that Rebecca Trautmann, after first year in Washington University program in Social Work, be granted the bachelor's degree.

3. Discussion of other items

Report of Spring Term Registration and 1974-75 Schedule - Mr. Barnett

Revised admissions and registration practices

Appointment of ad hoc committee to study January term

Business from the floor

Announcements

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
February 13, 1974

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, February 13, 1974. President McCluer presided. Dr. Johnson gave the invocation.

Robin Smith represented the students of Lindenwood College for Women, and John Dooley represented the students of Lindenwood College II.

On motion made by Dr. Eckert, which was seconded and passed, the minutes of December 5, 1973 were corrected on page 2, line 2, of the second paragraph, from "to develop a form on..." to "to develop a forum on..." Dr. Eckert moved that the minutes of the meeting of December 5, 1973 be approved as corrected. The motion was seconded and passed.

Dean Barnett made the following report for the Educational Policies Committee:

1. By action of the Humanities Division and the Educational Policies Committee, the course in Literary Editing for production of The Griffin, formerly English 79 ($\frac{1}{2}$ course credit), has been changed to Humanities 79 ($\frac{1}{2}$ course credit), pass-fail, Little Magazine Production. The new description is as follows:

This course is designed to prepare the student for working on an arts-type magazine and is coordinated with The Griffin. The staff works on various aspects of editing: criticizing poetry, prose and drama (which may or may not be in English), and art, photography and composed music. It is also designed to give a basic foundation for doing lay-out work and to introduce the student to the problems involved in publishing.

Students from art, photography, music, and English will be included in the course.

2. A proposal from the Social Science Division concerning CLEP has been received. EPC could not act on the proposal, however. The matter will be taken back to the divisions and will be returned to EPC with recommendations.

Dean Barnett asked faculty members to examine the CLEP tests in their particular areas. Miss Lichliter will send out notices to faculty when the tests come in.

3. A Director's List for Evening College students will be compiled. This will compare to the Dean's List for regular students.
4. EPC will be examining the copy in the catalog in order to make revisions for the new catalog. Dean Barnett asked faculty members to give immediate attention to courses listed in their disciplines since he will be meeting with department chairmen about this in the near future.

Mr. Smith reported that the Parents' Fund Campaign is in its final stages. \$9,445 has been received from 53 parents, compared with \$2,300 last year. The Alumni Fund Campaign is under way. The total received at this time from 223 alumni is \$6,419. He said that it is hoped that a larger percentage will support the colleges this year. The second mailer has gone out and others will go out within the next nine weeks. Mr. Smith also reported that many of the faculty have been approached about grant proposals. At the present time six proposals in various stages of preparation are being worked on.

Mr. Smith then gave a detailed report on our program in estate planning.

President McCluer reported that the following presidential candidates have been on campus since the December faculty meeting:

Samuel H. Magill, Executive Associate of the Association of American Colleges. He has also been back to meet with the Board committee.

Frederick Geib, Chairman, Department of Sociology, Colby College

Campbell Wyckoff, Professor of Christian Education, Princeton Theological Seminary

Richard Timmins, President, Huron College

F. Brooke Sloss, Director of Educational Planning, Westminster College

Gail E. Myers, Dean of Arts and Sciences, Trinity University.

Others who will be on campus for interviews in the next few weeks are:

Lyle Boyles, Assistant Superintendent of Schools for Certified Personnel, Curriculum and Public Affairs, Fort Zumwalt School District

William Huntley, Professor of Religion, Westminster College

Larry Ter Molen, Executive Director of Development, Southern Methodist University.

President McCluer also reported that William L. Kolb, Provost of Beloit College, has withdrawn as a candidate because of his health.

Dean Barnett announced that as of March 1 Mary Lichliter will be Director of Alumnae Affairs and Placement and Dorothy (Mrs. C. J.) Barklage will be Associate Director of Alumnae Affairs and Placement. The Continuing Education Office will no longer be a separate office. Registration for continuing education students will be handled by the Office of the Dean of Lindenwood College, the Office of the Dean of Lindenwood College II, and the Evening College. Sandy Lovinguth will return to full-time work in the Admissions Office.

President McCluer announced that Edwin A. Gorsky has been employed as Director of Admissions.

Dr. Greenlaw reported that the Music Department has received invitations from alumni in Kansas City, Oklahoma City, Tulsa, Dallas, and Houston to bring the choir on tour to those areas. It is proposed that the trip will be the week of March 11. Students in the choir would be away from classes for a week. Dr. Greenlaw expressed the hope that faculty members would give these students opportunities to make up class work prior to leaving on tour.

Dean Crozier and Dean Delaney announced that Parents' Weekend is scheduled for March 15-17.

Mrs. Bittner announced that a senior student, who spent January in Michigan helping mentally retarded and physically handicapped children learn horseback riding, has agreed to teach a handicapped child in St. Charles. She could teach one or two other children. Mrs. Bittner asked faculty members if they knew of such children who might be interested to get in touch with her.

After suggestion made by Dr. Doherty that advisees' folders include printed space on the back for recording grades each term, Mr. Nichols moved that the advisees' folders be reprinted so that grades for four years could be put on the folders. The motion was seconded and passed. Dean Crozier said that the information had not been included this year because some faculty members did not record it. She, therefore, moved that all faculty members fill out this information. The motion was seconded and approved.

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

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There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

M. Ambler

To: All Faculty Members

March 4, 1974

From: Office of the Dean of the Faculty

Subject: Additional Agenda Item for Faculty Meeting on March 6

By oversight the following items was omitted from the agenda; it should be considered at the next Faculty Meeting:

From the Faculty Council -- Mr. Eckert

"A proposed addition to be article I-C-5 of the Bylaws of the Faculty Constitution

A non-tenured faculty member who is notified by the administration that his contract will not be renewed at the expiration of his appointment shall review the matter with his Department Chairman and the Dean of the Faculty. The result of this review will be reported to the Faculty Council by the Department Chairman. The faculty member may then, by written request, ask that a hearing before the Faculty Council, as defined in the Faculty Constitution, section I-B-1-c-2, be arranged or that a hearing not be held."

Miss M. Ambler

The Lindenwood Colleges
Educational Policies Committee

Tower Room - The Library

AGENDA

April 3, 1974, 1:30 p.m.

SPECIAL MEETING

Total time of this meeting will be devoted to:

Proposal concerning the Lindenwood Common

By copy of this agenda, the faculty is informed of this meeting and its content.

Note: There have been changes in the times of faculty related committee meetings, as follows:

Wednesday, April 3rd -- EPC at 1:30 p.m. in Library Tower Room
Wednesday, April 10th -- Faculty Meeting at 1:30 p.m. in Fine Arts Building
Wednesday, April 10th -- Faculty Council meeting following the Faculty Meeting in the Fine Arts Bldg.

Miss M. Ambler

FACULTY MEETING AGENDA

April 10, 1974

Fine Arts Building, Room 202

Mr. McCluer Presiding

Invocation: Mr. McCluer

Minutes of the March 6, 1974 meeting (attached)

Report of the Educational Policies Committee -- Mr. Barnett

1. Report on assignment of students to advisers
2. Report of computer's administrative and academic function
3. Report on course approvals

Election of faculty members to committees

Assignments of classrooms - Mr. Berg

Report from Development Office - Mr. Smith

Explanation of new registration forms and procedures for registration -
Mr. Palank

Business from the floor

Announcements

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
March 6, 1974

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, March 6, 1974. President McCluer presided and gave the invocation.

Charlotte Manges and Robin Smith represented the students of Lindenwood College. John Dooley represented the students of Lindenwood College II.

Dr. Bornmann moved that the minutes of the meeting of February 13 be approved as distributed. The motion was seconded and passed.

Mrs. Lucy Morros, who is presently helping with the Key Persons program, announced that prospective students would be entertained on campus the evening of March 16. She asked that members of the faculty give her the names of any junior or senior high school students in the St. Charles or St. Louis area that they know so that they can be contacted.

President McCluer introduced Edwin A. Gorsky, Director of Admissions.

Dean Barnett presented the following as a motion from EPC:

The present exploratory elective requirement be dropped and in its place allow any two or three courses to be taken within each division to satisfy the requirement. None of these electives may be in the student's major field of concentration. Those courses that a department considers inappropriate to fulfill distributional requirements will be designated by a statement in the catalog to read: "Not available as a distributional requirement." Independent studies, internships, tutorials, and field studies shall be excluded as possible courses to fulfill distributional requirement.

The motion was seconded. Dr. Bornmann moved to amend "major field" in the fourth line to "area." The motion was seconded and approved.

Dean Crozier moved to amend the first sentence to read, "The present exploratory elective requirement be dropped effective June 10, 1974..." The amendment was seconded and approved.

The main motion, as amended, was passed.

Dr. Eckert moved that the second sentence be amended to read "None of these electives may be in the student's area of concentration or used to fulfill other types of degree requirements." The motion was seconded and passed.

The motion, with amendments, which was passed reads:

The present exploratory elective requirement be dropped effective June 10, 1974 and in its place allow any two or three courses to be taken within each division to satisfy the requirement. None of these electives may be in the student's area of concentration or used to fulfill other types of degree requirements. Those courses that a department considers inappropriate to fulfill distributional requirements will be designated by a statement in the catalog to read: "Not available as a distributional requirement." Independent studies, internships, tutorials, and field studies shall be excluded as possible courses to fulfill distributional requirement.

Dean Barnett then presented a motion from EPC that Rebecca Trautman, who wishes to enter the graduate program in Social Work at Washington University, and who has not completed the degree requirements at Lindenwood, be granted the bachelor's degree from Lindenwood upon successful completion of the first year in graduate Social Work at Washington University. The motion was seconded and passed.

Dean Barnett reported that EPC is still working on the grading system and having discussion on the material in the catalog.

Dr. Eckert moved that on the recommendation of the Faculty Council a proposed addition, to be Article I-C-5, be made to the Bylaws as follows:

A non-tenured faculty member who is notified by the administration that his contract will not be renewed at the expiration of his appointment may again review the matter with his Department Chairman and the Dean of the Faculty. The result of this review will be reported to the Faculty Council by the Department Chairman. The faculty member may then, by written request, ask that a hearing before the Faculty Council, as defined in the Faculty Constitution, Section I-B-1-c-2, be arranged or that a hearing not be held.

The motion was seconded and passed. This will be referred to the Board for action.

Dean Barnett announced that members of the faculty must have their 1974-75 course offerings in the Registrar's Office before spring vacation since registration will be soon after the students return from vacation. He also suggested that in preparing material for the catalog, faculty members include in the course description information if the course is not suitable for auditing.

Dean Barnett reported that since the Continuing Education Office will no longer operate as a separate office, Dean Crozier will be responsible for part-time and continuing education women students who can be counseled in the day, as well as regular women students. Dean Crozier will also undertake services to foreign students. She will also have files on all Evening College women students although the central files will be in the Evening College Office. In addition to all regular men students, Dean Delaney will be responsible for part-time and continuing education men students who can be counseled in the day. He will also have files on all Evening College men students, with the central files being in the Evening College Office. Dr. Miller will have responsibility for all Evening College students whose counseling is possible only in the evening and whose programs are centered in the Evening College. The Admissions Office will

be handling all matriculated students (those taking courses for credit - whether full or part-time). Only those who audit courses or take private instruction not for credit will not matriculate. The Evening College will serve as an agent of the Admissions Office in the evening and material will be turned over to the Admissions Office promptly. Admissions for non-credit or post-graduate students will be handled by the Registrar's Office and the department involved.

Dean Barnett said that because of possible transportation problems with regard to January Term Off-campus courses, he and Miss Lichliter believe an ad hoc committee to study the January Term and to make some suggestions for interesting experiences in January in addition to those overseas should be appointed. The following volunteered to serve on this committee:

Harry Hendren
Daryl Anderson
Joy Ebest
Mary Lichliter
Howard A. Barnett

Robin Smith, President of the Lindenwood College Student Body, asked the faculty to encourage and to back students to become active in some form of student government and to run for office.

Dr. Bornmann announced that the Blood Mobile will be on campus March 13 from 11 a.m. to 4 p.m.

In reporting on the presidential search, Dr. McCluer said that the following candidates had been on campus for interviews since the last faculty meeting:

Lyle Boyles, Fort Zumwalt School District
William Huntley, Professor of Religion, Westminster College
Larry Ter Molen, Executive Director of Development, Southern
Methodist University
Edwin G. Egle, Jr., St. Louis University. (He has had a conference with the President, but not with the committee since he is not sure he wishes to be a candidate.)

Others who have been written are:

George C. Stone, Sterling College
Kenneth White, Vice President, Davis & Elkins College

Dr. Eckert announced that the Erick Hawkins Dance Company would give a lecture-demonstration on Monday, March 18.

Dean Crozier reminded members of the faculty that there would be an opportunity for parents to meet and talk with faculty on Saturday, March 16, from 10 to noon, in the library.

Miss Ambler asked members of the faculty who are interested in come in to look over the list from the Government Printing Office of documents that are available.

The following were nominated from the floor to serve on the Nominations Committee:

Daryl Anderson (Natural Science Division)
Boyd Morros (Social Science Division)
Anthony Perrone (Humanities Division)

It was moved, seconded, and passed that nominations be closed. The above were elected by acclamation to the Nominations Committee.

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

Miss M. Ambler

The Lindenwood Colleges
Educational Policies Committee

Tower Room - The Library

AGENDA

April 24, 1974, 3:30 p.m.

Minutes of the March 21, 1974 meeting (attached)

Minutes of the Special April 3, 1974 meeting (attached)

Reports from Division Chairmen (Any matters to be considered by the EPC should be submitted in advance if possible.)

Reports from EPC representatives on various standing committees

Proposal from the Association of American Colleges Plan on Change in Liberal Arts (preliminary information attached)

Formulation of Contract Degree

Note: The time of the meeting has been changed from 1:30 to 3:30 p.m.

By copy of this agenda, the faculty is informed of this meeting and its content. If additional business should be brought to the meeting, faculty members are requested to bring it to the attention of their division chairman.

Name SMITH, JOHN

Student Number _____

Note: Type or print with ball point pen

FALL TERM

JANUARY TERM

SPRING TERM

Co	Section	Credit	Course	Section	Credit	Course	Section	Credit
C.N. 225	1	3						
M.L.F. 001	1							
B.A. 220	6							
M.T.H. 102	2							
ENG. 202	1							
C.A. 137	2							
M.V.S. 002	6	3						

SUMMER TERM

SCHEDULE - FALL

YEAR

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Room
8	A	A	I	A	A	
9 to 11	B	C	J K	C	B	
11	D	D	L	D	D	
12 to 1:30						
1:30	E	E		E	E	
2:30 to 4:30	F	G		G	F	
4:30	H	H		H	H	
EVE.	1.	2.	3.	4.	5.	

SCHEDULE - SPRING

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Room
8	A	A	I	A	A	
9 to 11	B	C	J K	C	B	
11	D	D	L	D	D	
12 to 1:30						
1:30	E	E		E	E	
2:30 to 4:30	F	G		G	F	
4:30	H	H		H	H	
EVE.	1.	2.	3.	4.	5.	

STEPS -IN- REGISTRATION- PROCES :

1. Using the old single part registration form set your advisee's coursework for the next semester.
2. Once you and the student agree on a set of courses, then the multiple copy form should be printed or typed as follows:
 - 1) The student's name should be printed (Last name, First name)
 - 2) The class and the student number should be left blank.
 - 3) The sections of each of the courses the student is taking should be entered next.
 - a. under course enter the letters and numbers of the section positions 1,2,3 are reserved for course letters(e.g. CA) positions 4,5,6 are reserved for course numbers(e.g. 001) position 7 is used to designate a tutorial.
If this format is not followed exactly changes to the form you submit must be made by the registrar, so please follow the format exactly.
3. Under section enter the section number. Note that each section must have a section number.
4. Under credit enter the credit for that section. If the student is taking that section for the credit specified in the schedule, then this field can be left blank. If the student is taking that section for credit other than that stated in the schedule then the credit must be entered as follows:

ENTER	4	for full credit
	3	" 3/4 credit
	2	" 2/4 credit
	1	" 1/4 credit
	A	" Audit
5. After checking the form making certain that the data entered is correct and legible, remove the gold (last copy) sheet for your files.
6. Give the remaining three copies to the student and instruct him to take the copies to the business office. Only after the student has made the appropriate arrangements with the business office will his registration be processed by the registrar's office. If the student loses the form he will not be registered and must return to his advisor to start the process over.
7. As the adviser is completing the multiple copy form, the student should complete a single copy form for his reference.

Miss M. Ambler

FACULTY MEETING AGENDA

May 1, 1974

Fine Arts Building, Room 202

Mr. McCluer presiding

Invocation: Mr. McCluer

Minutes of the April 10, 1974 meeting (attached)

Report of the Educational Policies Committee - Mr. Hood

1. Motion that the EPC recommend the approval of a Contract Degree Program with the understanding that the two Curriculum Committees will meet jointly and develop a detailed description for inclusion in the Catalog. The administration will review the cost implications of the Contract Degree Program. The complete program will be presented to the EPC and the faculty at the end of this time. *(attached)*
2. Further reports from the EPC.

Approval of Degree candidates - Miss Beale

Report and recommendations from the Faculty Council - Mr. Eckert

Business from the floor

Announcements

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
April 10, 1974

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, April 10, 1974. President McCluer presided and gave the invocation.

There were no student representatives of Lindenwood College present. John Dooley represented the students of Lindenwood College II.

Dr. Moore moved that the minutes of the meeting of March 6 be approved as distributed. The motion was seconded and passed.

Dean Barnett reported on the following matters for the Educational Policies Committee:

1. The Educational Policies Committee has been studying the Lindenwood Common Course. Next year there will be greater emphasis in this course on writing.
2. In regard to the assignment of students to advisers, a new form will be developed by the Deans which will be departmental in orientation. The purpose of the new form will be to provide an ongoing record of the student's record in the student's folder.
3. There will be a course next fall both in the day and evening in computer science. The administrative use of the computer will be primarily in the Admissions Office and the Registrar's Office.
4. Courses in Sociology, Education, Natural Science Division, Physical Education, Social Science Divisions, and a total revision of the Communication Arts curriculum were approved by the Educational Policies Committee. These do not require faculty action.

Ballots for the election of the following committees were distributed by the tellers. Each ballot gives the report of the Nominations Committee.

Lindenwood College II Curriculum Committee (two to be elected)

Nominations from the Nominations Committee:

T. W. Doherty
Esther L. Johnson
Robert Palank
Teresa Welch

There being no nominations from the floor, nominations were closed.

Lindenwood College II Curriculum Committee (continued)

The following were elected:

T. W. Doherty
Teresa Welch

Special Events Committee (one to be elected)

Nominations from the Nominations Committee:

Vincent Brescia
Grazina Amonas

Since there were no nominations from the floor, nominations were closed.

The following person was elected:

Vincent Brescia

Board Faculty and Curriculum Committee (three to be elected for one year terms with the stipulation that of these two be tenured and one be a non-tenured member of the faculty)

Nominations from the Nominations Committee:

Tenured:

Jeanne Huesemann
John Wehmer
John Moore

Non-tenured:

John Nichols
Boyd Morros

The following were nominated from the floor:

Tenured:

Dominic Soda

Non-tenured:

Louis Florimonte
Linda Nelson

Nominations were closed since there were no further nominations from the floor.

The following were elected:

Jeanne Huesemann
John Wehmer
Boyd Morros

Educational Policies Committee (two to be elected)

Nominations from the Nominations Committee:

John Bartholomew
Joy Ebest
Gene Uram

Nominations from the floor:

Mary Gruber

There being no further nominations, nominations were closed.

The following were elected:

John Bartholomew
Mary Gruber

Academic Resources Committee (three to be elected)

Nominations from the Nominations Committee:

C. Edward Balog
Virginia Carpenter
James Feely
Linda Nelson

Nominations were closed since there were no nominations from the floor.

The following were elected:

C. Edward Balog
James Feely
Linda Nelson

Concerts and Lectures Committee (three to be elected)

Nominations from the Nominations Committee:

Louis Florimonte
Mary Gruber
Kenneth Greenlaw
Dominic Sola

Nominations from the floor:

Grazina Amonas

There being no further nominations from the floor, nominations were closed.

The following were elected:

Louis Florimonte
Kenneth Greenlaw
Grazina Amonas

Special Terms Committee (two to be elected)

Nominations from the Nominations Committee

John Bornmann
Anthony Perrone
Richard Wier

Since there were no nominations from the floor, nominations were closed.

The following were elected:

Anthony Perrone
Richard Wier

Admissions and Financial Aid Committee (two to be elected)

Nominations from the Nominations Committee:

James Hood
Thomas Smith
Suzanne Taylor

Nominations from the floor:

Harry Hendren
John Nichols

There being no further nominations from the floor, nominations were closed.

The following were elected:

James Hood
Suzanne Taylor

Lindenwood College Curriculum Committee (two to be elected)

Nominations from the Nominations Committee:

Fern Bittner
Harry Hendren
Stephanie Meszaros
Linda Sullivan

Nominations were closed since there were no nominations from the floor.

The following were elected:

Harry Hendren
Linda Sullivan

Dean Barnett announced that the Red House would be made available for the use of the faculty in the fall and asked for volunteers who would be interested in helping to make plans for the use of this house. The following will serve on the committee:

Louis Florimonte
 Richard Wier
 Vincent Brescia
 Jean Fields
 Robert Palank
 Linda Nelson
 Teresa Welch

Dean Barnett announced that Heidi Berendt, the Faculty Secretary, has resigned. Mrs. Jean Maxon will replace her.

Mr. Berg asked members of the faculty if they change classroom assignments to check with the Registrar's Office about the change or with Mrs. Mayfield if an auditorium is to be used. This is important since space not assigned to faculty members is often used for conferences.

Mr. Smith reported that the Parents' Fund Campaign had been completed and that over \$10,000 had been received. The last mailing in the Alumni Fund Campaign is being sent this week. 562 alumni (or 6%) have responded, with a total of \$14,924. During the last month 6 trustees have pledged or given a total of \$10,000. The Community Support Campaign will begin on April 24 and will conclude May 8. Information will be distributed to members of the faculty by Mr. Smith in regard to the Arts and Education Fund for 1974.

In regard to the presidential search, President McCluer reported that since the March faculty meeting, the following have notified us that they do not wish to be considered as presidential candidates, or have withdrawn as candidates:

Edwin G. Egle, Jr.
 George C. Stone
 Larry Ter Molen
 Kenneth White

One other candidate - Warren B. Knox, Vice President of Public Affairs at Reed College, and former President of the College of Idaho - has been invited to the college for a visit and will be on campus April 11.

Mr. Palank explained the new registration forms and procedures for registration.

Dr. Wier asked members of the faculty to refer students to him who entered in January or February so that he could advise them about the Common Course.

There was discussion of charging a fee for late registration of students but no change was recommended at this time.

Miss Fields announced that she is distributing copies of the Communication Arts film catalog now on hand. Anyone who wishes to use any of these films in courses should get in touch with Miss Fields.

Miss Fields said that members of the IBIS staff asked her to thank members of the faculty for their assistance. She also said that the IBIS had recently received several awards.

Dean Crozier announced that if departments have honors to be presented Honors Day, they should contact Dean Delaney or her so that these can be put on the program.

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

OUTLINE OF MODEL FOR CONTRACT DEGREE PROGRAM (Revised by EPC - 4/24/74)

I. General Description

The Contract Degree Program is an alternative to the traditional degree concentration at Lindenwood. Contract Degrees under this proposal may be earned in either the Bachelor of Arts or Bachelor of Science categories and are characterized by individual student selection of the course programs.

II. Reasons for the Use of a Contract Degree Program

1. To achieve a level of personal development in areas which the individual student determines himself.
2. To meet a particular ability or achievement objective.
3. To prepare for a particular philosophical, religious, or aesthetic life role.
4. To meet a particular career objective.

III. Procedures by which a Contract Degree Program is Established

1. An orientation program will be held each fall to which students will be invited for an explanation of the nature of the program. This orientation session will be an elaboration upon the description of the program which will be contained in the catalog and will therefore be represented to students who may be considering Lindenwood.
2. The student will choose an adviser from the faculty who will, with the student, develop a committee totaling at least three faculty members. The adviser and the other faculty members on the committee chosen must all be faculty who are members of departments in which the disciplines involved by the program are contained.
3. Students shall be warned of the nature of the contract and its implications. (See Sangamon report)*
4. The student in consultation with this Contract Degree committee develops the program which he will be following.
5. Specifications of the program are as follows:
 - a. The standard college requirements for the Bachelor of Arts or Bachelor of Science degrees, and the BFA, BM, and BME degrees will be maintained. This includes the requirement of the Lindenwood Common, the number of distributional requirements as appropriate, and standard grading practices. The upper limitation presently applied in the area of concentration will apply as the limit of work in a single department. (Any variation in the pass-fail stipulations of the regular program must be worked out in the contract.)

- b. Statement of goal.
 - c. The Contract Degree program may be entered into at any time beginning with the freshman year, but must be established prior to the last of the junior year.
 - d. A review for the purpose of considering the necessity of redesigning the contract program must be held at least once a year.
 - e. The minimum number of courses in which the students will be involved each term must be specified.
 - f. The contract should be an outline of courses to be followed with sufficient number of options available in order for the student to complete the contract without jeopardy because of changes in the curriculum. Optional and required courses should be carefully specified in the contract.
 - g. Description of the costs entailed beyond those of regular curriculum must be given.
5. Once the details of the Contract Degree have been developed by the student's committee it will be taken to the appropriate Curriculum Committee. All programs approved by the Curriculum Committees are to be read by the EPC. Where there are costs and staff commitments beyond the ordinary the EPC must obtain approval of the administration before confirming the contract.
 6. Yearly reports and evaluations as well as a final report and evaluation will be made by the members of the student's committee and the student to the Curriculum Committee. Students may withdraw and enter a regular degree program and either the student's Contract Advisory Committee or the Curriculum Committee may require the student to withdraw and enter a regular degree program.
 7. At the end of the completion of the requirements of the contract the committee through authorization of the Curriculum Committees will indicate satisfactory completion to the Registrar who is thereby authorized to take the recommendations for the degree to the faculty along with the other students graduating at that time.

* "Since I have chosen to shape my own program--within the limits of the resources which can be provided for me by the University and the surrounding community--I also accept the responsibility for the consequences of this decision (for example, that this concentration area may not be readily recognized, or found acceptable, by other persons or institutions). I know that I will be certified for graduation only when, in addition to all other university requirements, I have shown an adequate attainment of the objectives of this proposal, including an account of any major deviations from it, to an appropriate body of persons from the institution."

FACULTY MEETING AGENDA

May 29, 1974

Fine Arts Building, Room 202

Mr. McCluer Presiding

Invocation: Mr. McCluer

Minutes of the May 1, 1974 meeting (attached)

Report of the Educational Policies Committee - Mr. Barnett

1. Contract Degree Program
2. Evening Interdisciplinary Course

Introduction of Resolution - Mr. Hood

Business from the floor

Announcements

Adjournment

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
May 1, 1974

The regular meeting of the Faculty of The Lindenwood Colleges was held in the New Fine Arts Building at 1:30 p.m., Wednesday, May 1, 1974. President McCluer presided and gave the invocation.

Charlotte Manges represented the students of Lindenwood College for Women, and John Dooley represented the students of Lindenwood College II.

Dr. Bornmann moved that the minutes of the April 10 meeting be approved as distributed. The motion was seconded and accepted.

In the absence of Dean Barnett, Dr. Hood gave the report of the Educational Policies Committee. Dr. Hood moved, on the recommendation of EPC, that the faculty approve the concept of the Contract Degree Program (attached to the agenda) with the understanding that the two Curriculum Committees will meet jointly and develop a detailed description for inclusion in the Catalog. The administration will review the cost implications of the Contract Degree Program. The complete program will be presented to the EPC and the faculty at the end of this time. The motion was seconded and passed.

Dr. Eckert reported that one responsibility of the Faculty Council is to elect an ad hoc committee when a retirement is anticipated to recommend to the Faculty a decision on emeritus status. According to the Faculty Constitution a member of the faculty or an officer of administration with long and distinguished service to The Colleges may, upon retirement, be awarded emeritus status. The ad hoc committee of the Council has met and made recommendations to the Council in regard to emeritus status setting 10 years or more as the length of service to be used in determining emeritus status. Dr. Eckert moved, on the recommendation of the Faculty Council, that emeritus status be approved for the following:

Professor Emeritus Agnes Sibley
Professor Emeritus Hazel M. Toliver
Registrar Emeritus Lula Clayton Beale
Librarian Emeritus Mary E. Ambler

The motion was seconded and enthusiastically carried.

Dr. Bartholomew reported that the Academic Resources Committee recommends a change in the Bylaws. He moved that Section V-B of the Bylaws be amended:

1. By removing the statement "(the term of membership is one year.)"
2. By changing Section V-B-1-a to read:

Five faculty members, two elected for staggered two year terms, one elected for a one year term, and two appointed. The Librarian, Audio Visual Director, Language Laboratory Director, and Director of the Computer Center are ex officio members with vote.

The motion was seconded and passed, and will be referred to the Faculty Council. Dr. Bartholomew suggested that the Faculty Council might also wish to consider that the two appointed members be appointed for staggered two-year terms.

In regard to the presidential search, President McCluer reported that following a meeting of the Board of Control with Dr. and Mrs. Samuel Magill on April 24 and a subsequent meeting of the Board of Control on April 29, the Board has decided not to offer the position to Dr. Magill and we are looking for further candidates. The full Board meets May 10 and will determine the next steps to take in examination of candidates.

Miss Beale moved that the candidates be approved for the appropriate degrees, such degrees to be awarded when credits are completed. The motion was seconded and passed. (List is attached to the official copy of the minutes.)

Dr. Hood announced that there will be a dinner honoring the retirees Sunday evening, May 10, at 6:30 p.m., in the College Dining Room.

Miss Swigen announced for Dr. Greenlaw that the faculty is invited to the Spring Choir Concert on Friday and Saturday, May 3 and 4, in Jelkyl Center, and to the Lindenwood Colleges Orchestra and Chamber Ensembles on Wednesday, May 8, in Jelkyl Center.

Dean Crozier announced that she and Dean Delaney are completing the programs for Honors Day and reminded the Faculty that they should send in promptly the names of students to be honored if they have not done so.

Mr. Kanak invited the Faculty's attention to the student art show that is in the Art Building.

There being no further business, the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

INDIVIDUAL CONTRACT DEGREE PROGRAM

- I. The Individual Contract Degree Program is an alternative to the traditional degree concentration at The Lindenwood Colleges. The Contract Degree Program should not replace any existing degree program, including those in which a student may have a double Area of Concentration, and can be elected only when the student's educational objectives cannot be met through one of our standard programs.

Supervision of this program is provided by a Joint Review Committee comprised of students and faculty members equally representative of the Curriculum Committees of Lindenwood College for Women and Lindenwood II.

The standard college degree requirements for the Bachelor Degrees will be maintained. This includes the requirement of the Lindenwood Common, foreign language requirements for the Bachelor of Arts, the appropriate distributional requirements, course load, and standard grading practices. (Any variation in the pass-fail stipulations of the regular program must be worked out in the contract.)

II. Reasons for Use of a Contract Degree Program

- A. Demonstrated inability to meet needs within the existing programs.
- B. Need to meet a particular ability or achievement objective.
- C. Need to meet a particular career objective.
- D. Need to prepare for a particular philosophical, religious, or aesthetic life role.
- E. Need to achieve a level of personal development in areas which the individual student determines himself/herself.

III. Procedures by which a Contract Degree Program is established

- A. At the beginning of each long term the Joint Review Committee will conduct an orientation session for the purpose of explaining the use of the contract to all eligible students.
- B. Ordinarily a contract may be formulated no sooner than the end of the freshman year, and no later than the end of the first long term of the junior year.
- C. Students desiring to enter this program should obtain the proper forms from their respective Deans.

IV. How to Set up a Contract

- A. Students interested in the Contract Degree Program will choose an Adviser from the faculty who, with the student, will develop a Committee of at least three faculty members. These faculty members should be in disciplines covered by the Contract.
- B. The student and his/her faculty adviser and faculty committee will then draw up the contract and submit it to the Joint Review Committee which will evaluate the contract and make recommendations concerning its

adoption. This evaluation is submitted to the Curriculum Committee of the student's College and then to the Educational Policies Committee for final approval subject to administrative review for commitments of resources and budget. Each year, prior to preregistration, contract students, their advisers, and their Advisory Committee should make reports to the Joint Review Committee concerning the progress made.

- C. On completion of the requirements of the contract, the student's adviser and Faculty Committee, through authorization of the Joint Review Committee, will indicate satisfactory completion of the contract to the Registrar who is thereby authorized to take this recommendation for the Degree to the Faculty at the appropriate time.

- V. The contract should contain a statement to the effect that the student recognizes that he or she is being certified for graduation only, and that he or she has chosen to shape his or her own program within the limits of the resources, faculty and financial, which can be provided by the College. The student also accepts the responsibility for the consequences of this decision: for example, that the contract Area of Concentration may not be recognized or found acceptable by other persons, institutions, or graduate schools.

- VI. Provisions for Dissolution
 - A. Dissolution of the contract and arrangements for return to the standard degree program may be initiated by the student or his Advisory Committee and must be approved by the Joint Review Committee.

 - B. Formal notice of dissolution of a contract must be filed with the Registrar by the Adviser, and the adviser is then responsible for directing the student in resuming standard degree program.

LCC 301: Colloquium

The evening Colloquium seeks to establish an understanding of the liberal arts which will undergird the work of Lindenwood students in their particular academic fields. Students must have completed basic work in English composition prior to enrollment.

The theme of the course for the Fall of 1974 will be The Democratic Experience. Drawing on interpretations of this theme in art and literature, its interrelations with science and technology, its historical expression and the interpretations of the social sciences, the course will encourage students to relate their individual experience to a major theme in our culture.

Prerequisites: English 201, 202 and sophomore standing as a degree candidate in the evening college.

To: Faculty of Lindenwood Colleges

From: Curriculum Committee of Lindenwood College for Women

Re: Approval of the purpose and general design of a supplementary program of Women's Studies so that steps may be taken during the summer to elicit grant funding.

Recognizing the necessity for colleges and universities to continue to evaluate and develop curricula with respect to the particular needs of women in higher education and to the need to prepare women students for a changing role in our society, the Curriculum Committee of Lindenwood College for Women has considered the need for a program of Women's Studies. The Committee has reviewed the Carnegie Commission Report on the Status of Women in Higher Education, the annual survey of the expectations of Lindenwood's students with respect to social and vocational roles, the response of students to the 1974 January course LC Seminar on Women, and an extensive array of data from other sources. In the light of this information the Committee recommends that the following principles be used as guidelines for a more detailed proposal with which to seek funding.

PURPOSE:

- A. To develop the resources necessary to integrate course work related to Women's Studies into the existing curriculum.
- B. To develop a comprehensive program with both cognitive/academic and personal/social components to supplement and enhance the value of the Lindenwood academic experience for women students.
- C. To extend the resources of the college in counselling and placement with emphasis on the particular needs of women student, their goals, and their conflicts.

PROGRAM DESIGN

- A. The Committee does not anticipate a separate academic concentration in Women's Studies (except conceivably through a contract degree.) Instead, each department will be encouraged (funded) to develop course(s) which specifically meet the academic needs of women students. These courses will be offered once or twice to assess their effectiveness and appropriateness. Finally, the department will develop a plan by which the most valuable and successful aspects of the course are integrated with other more conventional offerings. The individual "women's" course will thus become redundant and can be removed from the list of offerings. The LC Seminar on Women will remain the single "women's" course.
- B. Much of the literature we have reviewed suggests that women need more than just academic preparation if their entry into the post-graduate world is to be successful. The Committee recommends that funding be sought to extend our resources in counselling, field study, and placement so that vocational/social decisions can be made more intelligently and appropriate work-related social skills be developed within a framework of group support. Specifically, we are considering support groups which will consist of women alumnae, faculty, and students as a vehicle to accomplish some of our purpose. However, this tool will need to be more completely explored.

Miss Ambler

The Lindenwood Colleges

Educational Policies Committee

Tower Room - The Library

AGENDA

May 29, 1974, 10:00 a.m.

Minutes of the April 24, 1974 meeting (attached)

Reports from Division Chairmen (any matters to be considered by the EPC should be submitted in advance if possible)

Reports from EPC representatives on various standing committees

Report on revisions on Contract Degree Program

Proposal on the Evening Common

Report on Memo from Independent Colleges & Universities of Missouri concerning Missouri Commission on Higher Education Memo

By copy of this agenda, the faculty is informed of this meeting and its content. If additional business should be brought to the meeting, faculty members are requested to bring it to the attention of their division chairman.

NOTE:

Please turn in your Faculty Manual to the Office of the Dean of the Faculty before leaving campus for the summer. These will be revised and corrected during the summer.

Secondly, the maintenance staff has asked that this year, as in other years, you clean off the tops of your desks so that these may be cleaned and waxed thoroughly during the summer.

Miss Amble

Instructions for Baccalaureate
and Commencement Exercises

May 24, and May 25, 1974

for

Seniors, Faculty, and Administration

John B. Moore, Marshal

CALENDAR

1. May 22, 1974 Rehearsal 1 p.m. in the Chapel for Seniors, Linden Scroll, and Ushers.
It is imperative that every senior be there promptly. Bring these instructions with you.

2. May 24, 1974 Baccalaureate 7:30 p.m.
Assemble in the Chapel in places designated on the diagram, at 7:00 p.m.

3. May 25, 1974 Commencement 9:30 a.m.
Assemble at designated place at 9:00 a.m. as the exercises will begin promptly at 9:30 a.m.

PLACES TO ASSEMBLE:

President's Party - Entrance to Roemer. Robe in the President's Office.

Board of Directors - Front of Roemer. Robe in Dean Barnett's Office.

Faculty - Head of line near Roemer entrance and end of line near Butler Hall.

Seniors - Head of line near Roemer entrance and end of line on path leading to President's House.

If we have inclement weather, Commencement exercises will proceed in the Chapel as in the case of the Baccalaureate exercises.

Order of Procession

Flag Bearers
The Marshal
Faculty
Board of Directors
President's Party
Seniors

Order of Recession

Flag Bearers
President's Party
Seniors
Board of Directors
Faculty
The Marshal

INSTRUCTIONS FOR FACULTY

Tradition at the Lindenwood Colleges has always had the faculty line up for these exercises according to seniority. The administration leads, followed by the faculty. If there are any mistakes, omissions, or anticipated absences, please inform the Marshal.

Caps and gowns are to be returned immediately after Commencement exercises, Room 17, Roemer Hall.

The men will follow the example of the President in removing and replacing their caps. Women will wear their caps throughout the service.

FACULTY ORDER OF MARCH

Left Line

Right Line

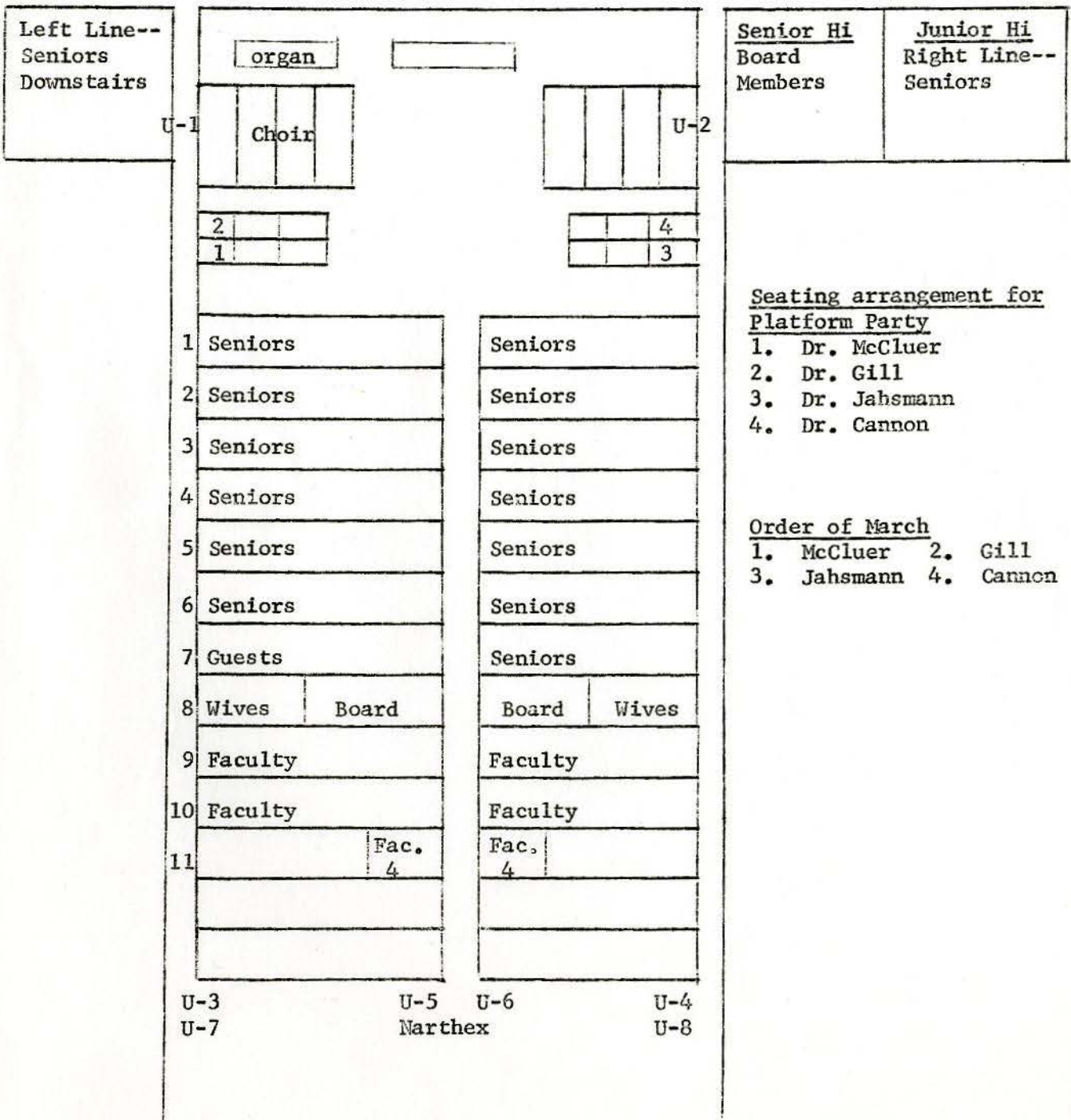
Barnett (Baccalaureate only)
(March in Left Line for Baccalaureate)

Delaney (Baccalaureate only)
Berg
Gorsky
Conover (Baccalaureate only)
Sibley
Doherty
Kanak
Bittner, F.
Toliver
Hood
Johnson
Bornmann
Williams
Roman
Ebest
Galvez
Meszaros
Bartholomew
Nichols
Soda
Smith
Florimonte
Miller
Sullivan
Janof

Crozier (Baccalaureate only)
Lichliter
Beale
Banks
Swingen
Hendren
Amonas
Huesemann
Wehmer
Bittner, G.
Ambler
Fields
Carpenter
Welch
Eckert
Greenlaw (Commencement only)
Wier
Brescia
Perrone
Taylor
Gruber
Palank
Balog
Morros
Uram

BACCALAUREATE SERVICE
Lindenwood College Chapel

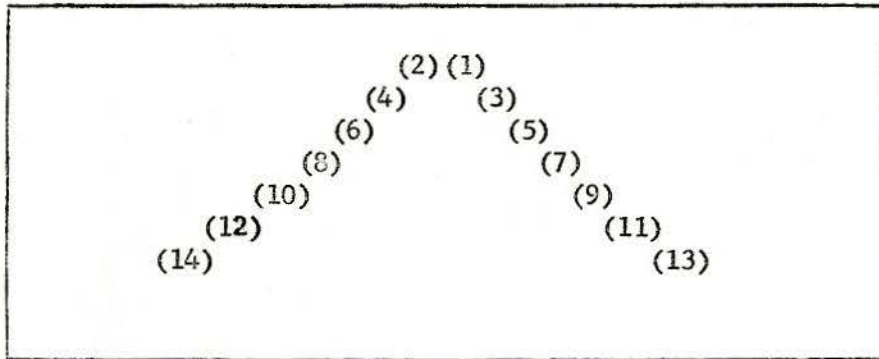
<u>Nursery</u> Left Line of Faculty	S t a i r s	<u>Rest- Room</u>	<u>Choir Room</u>	<u>Jr. Dept.</u> Choir here	<u>Primary</u> Right Line of Faculty	<u>Minister's</u> <u>Study</u> President's Party
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- Seating arrangement for Platform Party
1. Dr. McCluer
 2. Dr. Gill
 3. Dr. Jahsmann
 4. Dr. Cannon

- Order of March
1. McCluer 2. Gill
 3. Jahsmann 4. Cannon

COMMENCEMENT (Outside)



	Lindenwood Flag	U.S. Flag
Row 1	Seniors 11 seats	Seniors 11 seats
2	Seniors	Seniors
3	Seniors	Seniors
4	Seniors	Seniors
5	Seniors	Seniors
6	Seniors	Seniors
7	Guests	Seniors
8	Wives Board	Board Wives
9	Faculty	Faculty
10	Faculty	Faculty
11	Fac. 4	Fac. 4

Platform Seating Arrangement
and
Order of March

- | | |
|------------------|------------------|
| 2. Mr. Rather | 1. Pres. McCluer |
| 4. Mr. Hyland | 3. Mrs. Smith |
| 6. Mr. Purcell | 5. Mrs. Gibbons |
| 8. Dr. Crider | 7. Mr. Jelkyl |
| 10. Dean Barnett | 9. Mr. Goodall |
| 12. Dean Crozier | 11. Dean Delaney |
| 14. Dr. McDowell | 13. Mr. Johnson |

SEATING CHART IF COMMENCEMENT IS IN CHAPEL

13. Crozier	14. Delaney
11. Barnett	12. Goodall
9. Crider	10. Jelkyl
7. Purcell	8. Gibbons
5. Hyland	6. Smith
3. Rather	4. Johnson
1. McCluer	2. McDowell

Order of March

Seat No.

1. Dr. McCluer
3. Mr. Rather
5. Mr. Hyland
7. Mr. Purcell
9. Dr. Crider
11. Dr. Barnett
13. Dean Crozier

Seat No.

2. Dr. McDowell
4. Mr. Johnson
6. Mrs. Smith
8. Mrs. Gibbons
10. Mr. Jelkyl
12. Mr. Goodall
14. Dean Delaney