

MINUTES OF THE STAFF MEETING

Psychology Department
November 6, 1972

The Psychology Department held its November meeting in EP 104 at 4 o'clock, November 6, 1972

PRESENT: Grossnickle, Hayes, Higgins, Corwin, Tacker, Roberts, Mitchell, Childers, Long, Stapleton, Castellow, Graham, Martoccia, Moore, Means, Lao.

Due to the fact that Dr. Mitchell had to be present at a University Committee, Dr. Grossnickle presided.

The minutes of the last meeting were approved as distributed.

The following items of business were discussed:

1. Dr. Grossnickle announced that Mr. Wilbert Ball of Guidance and Counseling had asked that he be permitted to attend a staff meeting in order to familiarize the staff with the activities of the Counseling Department. It was the consensus of the staff members he should be invited to attend a forthcoming meeting.
2. Dr. Grossnickle reminded the staff of the importance of maintaining office hours and stated that the Faculty Manual required that at least five hours per week be scheduled when students could be sure to find the staff member in his office.
3. Dr. Grossnickle announced that the Department had no funds for refreshments to be served at the monthly colloquia sponsored by Dr. Means. Suggestions were asked for as to how this activity could be financed. Dr. Moore moved that each staff member donate 50¢ the first month of the academic year and 25¢ per month thereafter to Psi Chi for the purpose of establishing such a fund. Motion passed with no dissenting vote.
4. Dr. Grossnickle put on the floor for discussion the revision of syllabi. It was thought that professors involved in teaching specific courses in their area might want to look at the syllabus on file in the Departmental Office for that particular course and determine if they felt it was current or if it should be revised. After a full discussion it was decided to refer the matter to the Departmental Curriculum Committee for recommendation.
5. Dr. Tacker announced that last year the Southern Association revised its guidelines for off-campus graduate courses deleting the stipulation that no more than one-third of the required hours could be taken off campus and also deleting the statement that correspondence courses were not acceptable for credit on a graduate degree. No requirement for length of residence would be in effect. Dr. Tacker asked the staff their wishes as to how he should vote when the issue comes up to the Graduate Council. The staff instructed Dr. Tacker to oppose this revision.
6. Dr. Grossnickle announced that the professors ask one of the office secretaries to do any copying they desired to have done on the copying machines rather than try to use them themselves.
7. The staff was urged to be sure and check student classification on the IBM cards before admitting a student to their class. There have been several instances recently when a student was permitted in a class in which he should not have

been registered and this has come to the attention of the Administration at a time when it was too late to do anything about it without penalty to the student.

8. The staff was urged to remind any students they have taking the readings courses in the Department to leave the course card in the Departmental Office, along with the signed slip showing who will be responsible for directing the readings.
9. Dr. Means announced that Dr. Martoccia was the speaker for the November colloquium to be held Monday, November 13 at 3:30 in Home Econ. 205.

Dr. Means also put on the floor for discussion the possibility of each staff member being willing to purchase a psychology journal and contributing it to the Psi Chi Library. In this way he felt that Psi Chi would then have a very worthwhile library for graduate students as well as the undergraduate. Dr. Moore moved that this be done and the motion passed without a dissenting vote.

10. Dr. Means spoke about the fact that the University had only one typist for manuscript typing and he had tried several times during this quarter to get a manuscript typed and was always told the typist was typing a book for a professor and would be unable to do his typing. Finally he did get one manuscript typed when Dr. Howell instructed the typist to stop typing on the book at the next chapter break but he did feel that that was not the purpose of a manuscript typist for the University. It was the feeling of the group that any professor having a book typed should bear the expense of that typing and not be able to tie up the University typist for long periods of time to the extent that no one else would be able to get typing done. Dr. Lao was asked to place this on the Chancellor's Advisory Council agenda for action.
11. Dr. Lao announced that the minutes of the Chancellor's Advisory Council would be placed on the staff bulletin board so that interested professors could be aware of the actions of that Council.
12. Dr. Grossnickle announced that in order for a professor to give a student an exam early it required permission of the Provost. Also, to change the time for an exam requires Departmental Chairman's permission as well as Dean Capwell and Dr. Williams.
13. Dr. Mitchell reported on the Committee he and Dr. Corwin attended--Teacher Education Committee. The certification of school psychologist was on the agenda and they were expected to be present. After discussion it was decided that they did not know if this was the proper committee for this to be considered and this would be determined and it would be scheduled at another time.
14. It was announced that the course bank passed the Faculty Senate and that there is a deadline of December 1 for undergraduate courses to be put in this bank. The Curriculum Committee of the Psychology Departments recommends that Psychology 290: Comparative Psychology and Psychology 314: Motivation and Perception be placed in the bank. Motion made and passed with one dissenting vote that this be done.

During the discussion it was brought out that if this was not done and the course was not taught during the year it would be dropped from the curriculum and this was not felt to be desirable.

For the graduate courses, pending final instructions by the Graduate Council, the Committee recommends that the following courses be put in the bank: Psychology 307G: Psychology of Language, Psychology 326G: Group Testing, Psychology 360G: Instrumentation for Behavioral Research, Psychology 403: Seminar in School Psychology, Psychology 444: Theories of Adolescence, Psychology 465: Advanced Developmental Psychology, Psychology 472: Psychology of Cognitive Processes. Motion made and passed unanimously that these courses be placed in the bank at the appropriate time.

Dr. Tacker moved that the Departmental Curriculum Committee be asked to look into the problem of courses that presently have small demands to determine why this is so. Dr. Mitchell asked that staff members furnish the Curriculum Committee with recommendations for specific courses to be studied.

15. Dr. Mitchell announced that a member of the Southern Association Self Study Committee had visited with him and had also met with several other staff members and he felt that there had been a significant exchange of information.

The meeting adjourned at 5 o'clock.

William F Grossnickle

William F. Grossnickle, Ph.D.
Presiding Officer