

MOREHEAD STATE COLLEGE  
Minutes of Faculty Meeting.

January 15, 1963

The regular monthly meeting of the Morehead College faculty was held in the Breckinridge Auditorium at 4 p.m. on January 15. Dean Lappin presided.

Announcements:

Mr. Wilson: Car owners who want parking space on the campus are to come to his office to pick up new stickers. No additional charge is to be made. Each car owner must report whether or not he has public liability insurance.

Dr. Duncan: Mr. Beane and Mr. Mumper will present a recital at 8 p.m. on January 17.

Dean Lappin: Exceptions to the examination schedule should be made only in emergencies.

List of names of students who have not paid their fees will be distributed. Do not allow these students to take examinations unless they present statements from the business office that they have taken care of their obligations.

Care should be taken of examinations so they will not fall into the hands of students.

People who are to assist in registration of part-time students for Saturday and evening classes should be in the gymnasium by 8 a.m. on January 26.

Honor students are not required to attend classes. They are expected to take all tests and examinations.

Dr. Doran: Mr. Wade, who presented a tax-sheltered annuity plan, was introduced.

Dr. Rowland Royal, who will assist the research staff of the library and teach two classes in German, was introduced.

Concern was expressed about uncollected pledges for the hospital. Drive is to be started today to (1) collect unpaid pledges and (2) get cash contributions and/or pledges from those who have joined the staff since 1960. Payments may be made at the President's office.

Dean Lappin read a paper giving his personal ideas about marking.

Adjournment at 5:10 p.m.

/s/ Alice Cox  
Secretary

MOREHEAD STATE COLLEGE  
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February 19, 1963

The regular monthly faculty meeting was held at 4 p.m. in the Breckinridge Auditorium with Dean Lappin presiding.

Dean Lappin introduced Mr. Blodgett, who is heading the local drive to raise money to complete the St. Claire Hospital. Mr. Blodgett told of the plans for the "Second Mile Drive."

Announcements:

Dean Lappin: Asked that summer schedules be checked carefully. IBM registration to be started this summer.

Distributed Proposed Final Examination Schedule. If changes are desirable, make suggestions to department heads or division chairmen.

Give all examinations during examination week if possible. This statement applies to examinations not provided for on the regular schedule.

Called attention to 7:30 examination on Monday, May 27, preceding Commencement. Baccalaureate and President's reception will be on May ~~28~~<sup>26</sup>.

Stated that night and Saturday examinations are to be given at the time assigned.

Teachers should announce time of examination to each class.

Absences: Find out the reason for the student's absence if possible before reporting.

Changing Grades: To get a grade changed, write a statement to the Dean, explaining the error, the sole basis for changing grades.

Dean Wilson: Extended invitation to open house at Mignon Hall on February 24 between the hours of 1:30 and 4:00.

Dr. Duncan: Extended invitation to Annual Band Clinic. Program will include concert on March 1, 8:00 p.m., by the American Woodwind Quintette; March 2, 8:00 P.M., by the College Symphony Band, directed by Mr. Stetler; March 3, 3:00 p.m., Concert by High School Bands.

Mr. Bangham: Announced play dates--February 28 and March 1 and 2 for the Glass Menagerie. Play to be presented at 8:00 p.m. in the Little Theatre in the Classroom Building.

Dr. Tant: Announced the workshop on May 15 and 16 on the making of transparencies for the overhead projector.

Asked that division heads or chairmen name someone to participate in workshop.

Mrs. Whitaker: Annual sophomore tests to be given on Tuesday, February 26:

A - J from 9 to 11:50

K - Z from 1 to 3:50

Mr. Albert Stewart, Chairman of Faculty Organization Committee, distributed lists of committees. Mr. Lake's name was added to the Library Committee as chairman. Dr. Playforth was named chairman of the Athletic Committee. Dr. Palfrey was named to serve on the Research Committee instead of Mr. Higgins.

Mr. Stewart moved that his committee report be accepted. After the report was amended as indicated above, the report was accepted.

Mr. Stewart called a meeting of the Faculty Organization Committee at the close of the faculty meeting. He also asked that Division Heads send in their recommendations for faculty rank. Faculty members may appeal by letter for a change in rank.

Meeting adjourned at 5:00 p.m.

/s/ Alice Cox, Secretary

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/s/ Alice Cox, Secretary

MINUTES OF FACULTY MEETING  
Morehead State College

May 14, 1963

A special meeting of the faculty was called for 4:00 PM on May 14. Dean Lappin presided.

Paul West, President of the Student Council, asked the faculty to participate in the mock Democratic primary on May 16. The polls will be open in the Student House from 11:00 AM to 6:00 PM.

Mr. Fair presented names of candidates for degrees and asked that the name of Elmer Rose, candidate for the AB degree, be added, and that the names of Helen L. Galliher and James H. Thomas be withdrawn. Mr. Fincel seconded the motion that all those who complete their work satisfactorily be granted degrees. There was a unanimous vote in favor of the motion.

Announcements:

Dean Lappin: Give examinations according to the Schedule for Seniors to those seniors whose degrees depend on courses they are taking.

Give examinations according to schedule regardless of credit hours of the course.

Granted permission to give examinations to graduating seniors at the regular class meeting on Wednesday night, May 22. Grades must be in the Registrar's Office on Thursday morning.

Urged additional use of the library.

Distributed Directions for Registration, and discussed changes necessitated by use of IBM.

Urged that additional time be given students at time of advisement.

Asked that each instructor keep his class rolls.

Mr. Fincel: Asked that the following changes be made in the line-up for the academic procession:

Mr. Fair--Associate Professor instead of Assistant Professor.

Add the following names:

Mr. Ronald Nelson, Assistant Professor  
Mr. James E. Davis, Instructor  
Mrs. Edith Conyers, Instructor  
Mrs. Rose Wilson, Instructor  
Miss Beatrice Spriggs, Instructor

Dr. Doran: Announced convocation on May 22 to hear Billy Davis in behalf of public education.

Called attention to information in Faculty Handbook about:

- (1) sabbatical leaves
- (2) provisions for those who take leave without pay during the summer
- (3) the College not making a formal contract but issuing a letter of notification by March 31 if services are to be terminated
- (4) March 31 is the deadline for resignations. There was some discussion of possible alternatives, but no decision was made.

Gave the following figures for State appropriations for the College:

1953-54	\$ 427,700
1963-64	2,138,390

Distributed Report of the Advisory Committee on Financial Studies, which was presented to the Division of the Budget as a basis for financing higher education in Kentucky.

Called attention to the privilege of each individual to vote as he chooses in the Governor's race.

Adjournment at 5:00 PM.

/s/ Alice Cox  
Secretary

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MINUTES OF FACULTY MEETING  
MOREHEAD STATE COLLEGE  
June 24, 1963

A special meeting was called for 4:00 PM on June 24 in the Breckinridge Auditorium. Dean Lappin presided.

Announcements:

Dean Lappin: Confusion in giving wrong class cards to students was chief problem of registration for the summer session.

Return chairs to rooms from which they are borrowed.

Be sure to give special attention to graduate students in 300 and 400 courses.

Do not report absences during the summer session. Instructors will approve absences.

Pick up preliminary fall schedule and report errors or necessary changes at once.

Dr. Doran: Called attention to leaflet order blank advertising seat belts and recommended their use as requested by the Commissioner of Safety.

Called attention to Supplemental Telephone Directory and the changes effective after July 1.

Called attention to the importance of enrollment for the fall session, the beginning of the new biennium and a new budget.

Urged attendance at convocations which have been scheduled for the summer session.

Explained the attacks made recently in the newspapers concerning the extension of the graduate program in the subject matter field.

Announced Leadership Work Conference on August 5, 6, and 7, and asked for volunteers to assist.

Register for post summer session on August 7.

Said that the new administration building will be occupied next week. Open house will be announced.

Dean Wilson: Asked that every instructor read announcements concerning convocations to all classes.

Dr. Duncan: Concert ballet and marimba player in Button Auditorium during week following July 4.

Mr. Wicker: Kentucky Bookmen's Association will exhibit books in the recreation room of the Doran Student House from 8 a.m. on July 1 until noon on July 2. Special arrangements should be made if classes are to visit exhibit.

Called meeting at 3:30 p.m. on June 26, Room 215, Administration Building, to make plans for Leadership Conference.

Adjournment at 5 p.m.

/s/ Alice Cox, Secretary

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/s/ Alice Cox, Secretary

MOREHEAD STATE COLLEGE  
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October 15, 1963

The regular monthly meeting of the College faculty was held at 4 p.m. in the Breckinridge auditorium. Dean Lappin presided.

Dr. Stewart presided at the election of the following delegates and alternates for Eastern Kentucky Education Association:

Delegates: Miss Williams	Alternates: Mrs. Wells
Dr. Jackson	Mr. Woosley
Mr. Needham	Dr. Hall

Mrs. Ward asked for comments on the contents and format of the NEA Journal.

Dean Lappin: Asked for suggestions for reducing the excessive number of changes in the students' schedules following registration.

Turn grades in to IBM processing room.

Discussed Honors Program. Copies of program and names of participating students were distributed.

Asked that those who have few hours beyond masters make plans for additional study.

Dr. Doran: Asked that a representative from each division attend a meeting tonight, October 15, in the Little Theatre, of alumni and friends of state institutions of higher learning to talk about financing program in Kentucky.

Announced the following dates:

October 17 All-student convocation to hear Mr. Breathitt.

October 30 All-student convocation to hear Mr. Nunn.

November 11 Conference to consider what the public schools and colleges can do to reduce drop-outs.

November 22 Founders' Day

Reminded the faculty that only 90 had paid NEA-KEA dues.

Asked each one to assume responsibility for appearance of his classroom and office.

The meeting adjourned at 5 p.m.

/s/ Alice Cox, Secretary

MOREHEAD STATE COLLEGE  
Morehead, Kentucky

Minutes of the Faculty Meeting  
November 19, 1963

The regular monthly meeting of the faculty was held at 4 p.m., November 19. Dean Lappin presided.

A representative of the Blue Cross explained the Comprehensive Hospital Benefits program.

The Reverend Charles Brooks explained the United Fund and asked that faculty read the leaflet he distributed and send pledge cards to Division Heads.

Dean Lappin: Announced that Thanksgiving holiday will begin at noon on November 27. Wednesday and Friday night classes and Saturday classes will not meet.

Announced the schedule to be followed on Founders Day

11 a.m. classes will not meet  
12 M. classes will meet  
1 p.m. classes will be dismissed by 1:30

Asked that suggestions for changes in schedules for second semester be reported to Division Heads by 12 M. on November 20. (Particular attention is being paid to night and Saturday classes.)

Urged that absences be reported.

Asked that names of outstanding freshmen who might be eligible for the pre-Honors Program be reported to the Dean.

Dr. Doran: Announced that administrative offices will be closed on Thursday, Friday, and Saturday, November 28, 29, and 30.

Reemphasized the importance of reporting absences.

Invited the faculty to luncheon on Friday and asked that they make reservations in the President's office by Thursday afternoon.

Attendance will be checked at convocation on Friday afternoon.

Meeting was adjourned at 5 p.m.

/s/ Alice Cox  
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