

MOREHEAD STATE COLLEGE
Morehead, Kentucky

Minutes of the Faculty Meeting
February 25, 1964

Dean Lappin presided at the faculty meeting at 4 p.m. on February 25 (postponed from February 18).

Mr. Huffman announced the annual Morehead State College Band clinic, sponsored by the Division of Fine Arts. The program to be presented in the Baird Music Hall will include:

Symphony Band	8 p.m.	on February 27
Brass Choir	8 p.m.	on February 28
Clinic Band	3 p.m.	on March 1

Mr. Bangham invited the faculty to attend the Drama Department's production of Henrik Ibsen's "An Enemy of the People" at 8 p.m. on February 25, 26, and 29 in the Little Theater.

Dean Lappin asked the faculty to check on reasons for absences.

Dean Wilson reemphasized the importance of each faculty member reading page 47 of the Faculty Handbook for regulations concerning absences.

Dr. Hollie W. Sharpe, acting as chairman, Mr. Don Flatt, Mr. James R. Chaplin, Dr. Charles Pelfrey, and Mrs. Nan Ward reported on a conference on "Improvement of Instruction," sponsored by N. E. A. at Miami Beach on November 18-20, 1963.

Dr. Doran called a special meeting of the faculty for 4 p.m. on March 3 at which time he will explain the budget.

The meeting was adjourned at 5 p.m.

/s/ Alice Cox
Secretary

MOREHEAD STATE COLLEGE
Morehead, Kentucky

Minutes of the Faculty Meeting
March 17, 1964

Dean Lappin presided at the regular faculty meeting on March 17 in the Breckinridge Auditorium.

Announcements:

Miss Chapman: Orders for books should be in by March 31.

Mrs. Whitaker: Senior tests will be given on April 15 from 8 to 12.

Dean Wilson: Program by the Four Freshmen will be presented in the Fieldhouse at 8 p.m. on March 18.

Dr. Duncan: Daniel Ericourt, an outstanding performer of French piano music, will present the last program in the Celebrity Series on March 30 in Button Auditorium.

Dean Lappin explained the requirements for a candidate taking a second undergraduate degree at Morehead. Dr. Tant moved that these requirements be adopted. Motion, seconded by Dr. Jackson, passed without a dissenting vote.

EARNING A SECOND UNDERGRADUATE DEGREE

- A. When the first degree was the Bachelor of Arts granted by Morehead.
1. All requirements for the Bachelor of Science degree must be met.
 2. A minimum of fifteen semester hours of undergraduate residence credit must be earned after the Bachelor of Arts degree was granted. At least nine hours of this additional credit must be earned at Morehead.
 3. The fifteen hours of additional credit must be earned in those fields specifically carrying credit leading to the Bachelor of Science degree.
- B. When the first degree was the Bachelor of Science granted by Morehead.
1. All requirements for the Bachelor of Arts degree must be met.
 2. A minimum of fifteen semester hours of undergraduate residence credit must be earned after the Bachelor of Science degree was granted. At least nine hours of this additional credit must be earned at Morehead.
 3. The fifteen hours of additional credit must be earned in those fields which do not specifically carry credit leading to the Bachelor of Science degree.

Dr. Doran discussed Morehead's meeting standards for master's degrees. Degree should be determined by nature of courses taken.

Explained purpose of freshman program for the summer. Freshmen who graduate from high school before June 14 cannot enter post summer courses. (Dr. Williamson reported that about 60 have been accepted for the special freshman program.)

Discussed the need for correspondence courses and asked the division heads to consider possibilities of additional courses.

Asked that the faculty make arrangements for students to make up work missed when they are on trips representing the college.

Dr. Grote questioned the adequacy of the remuneration received for preparing correspondence courses and for grading lessons submitted.

The meeting was adjourned at 5:05 p.m.

/s/ Alice Cox
Secretary

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/s/ Alice Cox
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MOREHEAD STATE COLLEGE
Minutes of Faculty Meeting
May 19, 1964

A special meeting was called by Dean Lappin for 4 p.m. on May 19.

Mr. Fair presented the list of graduating seniors and asked that three names be withdrawn:

BS Candidate	Ronald G. Rucker
AB Candidate	Lawrence J. Richards
MA Candidate	Michael J. Svec

Mr. Fair moved that the remaining candidates be granted degrees if they complete their programs satisfactorily. Motion was seconded and passed by unanimous vote.

Miss Chapman: Made an appeal for contributions to the John F. Kennedy Memorial Library Fund. She asked for donations at the door at the close of the meeting and that each contributor sign his name on a sheet which would be sent to Mrs. Kennedy.

Announced that, contrary to rumor, books would be catalogued during the coming year as usual. She asked that each person identify the books that will be needed at the particular time so that they may be given priority.

Called attention to long list of students who have not paid fines.

Dr. Doran: Asked that each faculty member check the list and not allow students to take examinations until they have paid their library fines.

Dean Wilson: Announced convocation to honor those who have achieved in athletics. Seats will be reserved for the faculty.

Said that students are expected to attend commencement exercises on Monday, May 25, instead of regular assembly on Thursday.

Dr. Grote: Moved that a scholarship fund be established in memory of Mrs. Mona Combs, who died on May 18. Motion was seconded and passed. Mr. Mayhew was named to receive funds collected from students and faculty.

Invited the faculty to a cooking school at 7:30 on May 19 in Assembly Room in Home Economics Building.

Dean Lappin: Asked that everyone who is teaching a "G" course during the summer check to see if students enrolled are eligible for graduate credit and if they want graduate credit. Students may not elect or change graduate credit after the middle of the summer term.

Announced a new class schedule for next year, allowing 60 minutes for each class. Also a plan was announced for schedule of classes which would permit greater opportunity for use of classroom space.

Dean Lappin: Asked that each instructor read the Grade Summary Sheet carefully and note change in listing of withdrawals.

Asked that examination schedule be followed. Only Dean of Instruction has the privilege of permitting students to make changes.

Called attention to the large number of changes in schedules at the beginning of the semester because students were given wrong cards.

Called meeting of chairmen of divisions at the end of the meeting.

Called attention to the Alumni dinner on May 23, 6 p.m. First Distinguished Professor award to be given at the dinner.

Dr. Doran: Announced that the Miner's Memorial Association has chosen to have nursing students complete their training at the University Center at Cumberland. Any person who takes curriculum prescribed will be admitted to school of nursing next year (1965-66) without penalty.

Stated that the College is seeking affiliation with King's Daughters Hospital and with Good Samaritan Hospital.

Suggested that any faculty member who is in town make himself available as host to Methodist Conference, which will be held in Morehead at the close of this semester.

Stated that the Advisor's program had broken down because the faculty had not followed through with their responsibilities.

Called attention to the need for reporting absences.

Meeting adjourned at 5:50.

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MOREHEAD STATE COLLEGE
Minutes of Faculty Meeting
July 30, 1964

A meeting of the faculty was called by Dean Lappin for 3:40 p.m. on July 30.

Miss Chapman: Requested that faculty members again help the library in securing overdue books by not allowing students to take final examinations until they have paid their library fines and returned overdue books. A list containing the names of these students will be sent to each faculty member.

Mr. Mayhew: Announced the reception by President and Mrs. Doran for graduates, families and faculty Thursday, August 6, 4:00 p.m. to 5:00 p.m.

Invited faculty to attend the Alumni Banquet in the cafeteria Thursday, August 6, 5:00 p.m. Tickets are \$1.50 each.

Dean Lappin: Reminded the faculty that final examinations are to be given at the last class meeting on Friday, August 7.

Requested that the faculty check the list of students who have been recommended for the Honors Program for next year and make additional recommendations. The division chairmen have the list. Students must be juniors or seniors next year in order to qualify.

Dr. Doran: Requested names of students who will qualify for participation in the Pre-Honors Program for next year.

Mr. Fair: Presented the list of graduating seniors and noted changes in the list:

The name of Lawrence J. Richards should be removed from the Bachelor of Arts Degree list.

The name of Sherrill Wayne Storey should be added to the Bachelor of Science Degree list.

Mr. Fair moved that the students on the list be granted degrees if they complete their summer programs satisfactorily. Motion was seconded and passed by unanimous vote.

Dr. Doran: Emphasized that information intended for the President's office should be sent directly to him.

Announced that one, 2-bedroom faculty duplex is still available.

Requested that the faculty of the Division of Science and Mathematics meet with him immediately following the close of the regular faculty meeting.

Asked for the reaction of the faculty to the possibility of establishing a policy requiring additional training for office secretaries. A secretary who has had fewer than two years of training would be required to take additional courses in typewriting, shorthand, or other courses as determined by her employer.

Dr. Duncan: Objected to the proposed policy.

Dr. Grote: Indicated that many of the secretaries are planning to take additional courses in the fall semester.

Dr. Doran: Agreed to waive tuition and make arrangements for secretaries to take additional courses during working hours.

Called attention to the fact that secretaries who are hired for 12 months are to receive a two-week vacation and should otherwise keep regular hours.

Stated that a one-week vacation should be given to a secretary who is employed for nine months.

Announced the schedule for Friday, September 11:

9:00 a.m. Meeting of all division heads and members of the administrative staff in the Little Theater.

11:00 a.m. Reception for new faculty, Doran Student House.

12:00 Noon Luncheon for new faculty. Dr. Harry Sparks, State Superintendent of Public Instruction and Chairman of the Morehead State College Board of Regents, will be the featured speaker.

2:00 p.m. Division meetings.

Stated that faculty meetings should be improved next year to a type of meeting that would promote professional growth and development.

Requested that every faculty member attend faculty meetings and convocations.

The meeting was adjourned at 4:10 p.m.

/s/ Charles M. Ray
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MINUTES OF FACULTY MEETING
September 11, 1964
Morehead State College

A special meeting was called for 9 a.m. on September 11. Dr. Adron Doran presided and introduced members of the administrative staff who explained procedures and practices.

Dean Lappin: Explained scheduling of classes meeting Fridays. Schedules will be posted later.

Asked that all classes meet on schedule and for the full period.

Get Faculty Handbook and College Catalog and read information about absences.

Be sure to present list of students who are going off the campus two weeks in advance.

Make provision for classes you miss when you make request for travel. It may be better in some cases to dismiss classes if the instructor is going to be absent for just one day.

Keep careful check of absences from classes. When student misses class and you cannot determine reason, and his absence would affect quality of his work, report those absences to the division head.

Get class record books at the book store.

Report freshmen grades at the end of the first four weeks. Mid term and final grades will be recorded later.

See that there is no smoking in classes.

Be sure to have transcript of credits earned sent to Registrar.

Dean Wilson: Asked that each one who agrees to chaperon a school function meet that responsibility. The sponsor of the group should also be present.

Get off-campus trips approved. Give names of chaperons and plans made for housing. Use college station wagons whenever possible. Do not use private cars because insurance is not adequate. Trip must be approved by the President. Purchase additional insurance for trip in the Business Office.

Be sure to get the approval of the Dean of Students for all activities. Use of physical facilities must be cleared.

Be sure to place faculty parking sticker on rear window of your car. Stickers will be mailed soon.

Mr. McClure: Be sure to fill out exemption and teacher retirement certificates. Blue Cross and Blue Shield may be purchased through Business Office.

Make requests for travel in the state ten days in advance and out-of state travel 30 days before date of departure. Station wagon request forms are available.

Minutes for Faculty Meeting

Page 2

September 11, 1964

- Mr. McClure: Get receipt for all expenditures of more than \$2 if you expect to be reimbursed. Get tax exemption certificates before you buy tickets.
- Report anything that has been overlooked in the faculty housing.
- Turn in gas credit cards.
- Mr. Wicker: Reviewed the services of the Division of School Services and emphasized the importance of professional organizations. He asked that checks for KEA (\$16) and NEA (\$10) be sent to division heads by October 1. If necessary postdated checks may be given for membership.
- Mr. Fair: Asked that transcripts of all credits earned be sent to the Registrar's Office.
- Recommended that light "loads" be given to students who are on probation. (This information is shown on pink cards.)
- Said that only names of students who have paid fees will appear on class rolls.
- Mr. Hornback: Announced that Public Relations Office will run copies of tests but that the instructor must bring tests to Public Relations Office.
- Make all requests for printing and photography to the secretary in the Public Relations Office.
- Announced that copies of the Raconteur are on sale in the College Bookstore.
- Said that plans are made to include the picture of every faculty member in the Raconteur.
- Invited all new faculty members to join the Alumni Association.
- Announced the following program for Homecoming: October 16--Candlelight dinner in Student House followed by concert at 8 p.m. in the Field House, featuring Pete Fountain's jazz group; October 17-- Academic receptions, Dr. Grote, Chairman; Smorgasbord at noon, reception at 5 p.m. and dance at 8 p.m.
- Dr. Tant: Asked that film requests be sent to his office. Catalogs are in offices of Division Heads. A course in the preparation of instructional materials will be offered. Course carries graduate credit.
- Dr. Doran: Announced the appointment of a steering committee composed of Dr. Heaslip, Dr. Jackson and Dr. Payne for the Division of Science and Mathematics. The committee will choose its chairman and report to Dean Lappin.
- Explained the following plan which would relate to transfer students who are on probation: Transfer students who have three or more semesters must carry a full load and they must have a standing of 2 (C) and an acceptable pattern of behavior to be eligible for admission the second semester.

Minutes of Faculty Meeting

Page 3

September 11, 1964

Dr. Doran: Motion to put this plan into effect was made by Dr. Tant, seconded by Mr. Barber, and passed without a dissenting vote.

Asked Division Heads to determine the reason for absences from the meeting.

Reviewed the improvements that have been made in the physical facilities.

Urged that each one pay his pledge to St. Claire Hospital and invited new staff members to make pledges.

Reemphasized the need for reporting absences.

Announced that there is a two-bedroom duplex available.

Asked that all students who have not paid fees be sent to the Business Office.

Mr. Laughlin: Announced that box seats and reserved seats are available for the football games at the Breathitt Sports Center. Reserved seats will cost \$2 and general admission \$1 if tickets are bought at the Business Office by Friday preceding the game. This price will apply to all members of immediate family.

Added that those faculty members who take up tickets will have free tickets for themselves and their families. All others must buy tickets.

Miss Chapman: Asked that the faculty give few assignments to be completed in the library during the remodeling period. She also suggested that books be put on one-week reserves for night classes during this period.

Meeting was adjourned at 11:20.

/s/ Alice Cox
Secretary

MINUTES OF FACULTY MEETING
October 13, 1964
Morehead State College

A special meeting of the faculty was called for 3 p.m. on October 13. Dr. Doran presided.

Dr. Doran: Called for a meeting of division heads and Dean Lappin at the close of the meeting.

Announced that classes will be dismissed on October 26 from 10:20 to 12:40 for an address by Senator Wayne Morris. The 26th is being sponsored by the National Conference of Christians and Jews. Students and faculty will have lunch at 11:45; visitors at 12:45.

Reminded academic heads that, according to Mr. Robert Stokes, they were not returning receiving reports as directed.

Asked for a showing of hands of those who would sign a petition for better TV coverage.

Dr. Mangrum: Presented the following replacements for various committees and moved that the report be accepted. There were no dissenting votes.

Administrative Council: Dr. Morris Norfleet to replace Mr. Albert Stewart.
Faculty Organization: Dr. Ruth Barnes to replace Mr. Albert Stewart.
Coordinating Council: Dr. Margaret Heaslip to replace Mr. William Owsley.
Graduate Council: Dr. Crayton Jackson to replace Dr. William Owsley; Dr. Glenn Fulbright to replace Mr. Tom Young; and Dr. Zell Walter to be reappointed.
Student Life: Miss Bettie McClaskey to replace Miss Pat Gross and Miss Sue Young to replace Miss Jo Wilson.
Public Affairs: Mr. Jerry Bangham to replace Mr. James Beane and Mr. Harry Mayhew to replace Mr. Billy Joe Hall.
Research: Mr. Roy Dillon to replace Mr. Alex Conyers and Mr. Charles Thompson to replace Dr. Kerr. Dr. Charles Pelfrey to be chairman.

Miss Chapman: Asked for signatures on a library petition held by Mr. Rondal Hart.

Dr. Doran: Explained the purpose of the petition. He said that an effort is being made to call for funds for a library program in the county without having to go to the populace. If enough people sign the petition, the question does not have to appear on the ballot.

Dr. Doran introduced Dr. Ernest O. Melby, distinguished professor at Michigan State University. Dr. O. Melby discussed the plight of the uneducated and the unprepared and emphasized the need for understanding of related problems by all those concerned with our national well being.

The meeting was adjourned at 4:25.

/s/ Alice Cox, Secretary

MINUTES OF FACULTY MEETING
October 20, 1964
Morehead State College

The regular monthly faculty meeting was held at 4 p.m. on October 20, Dr. Doran presided.

Mr. Wicker: Announced that the college is entitled to three delegates to delegate assemblies of the Kentucky Education Association and of the Eastern Kentucky Education Association. He suggested that the faculty might choose additional alternates or, as in the past, the delegates of one organization might serve as alternates for the other.

Mr. Wilson: Moved that the faculty follow the same plan as in the past. The motion passed without an opposing vote.

The following delegates were elected:

KEA - Miss Patti Bolin, Dr. Zepp, and Dr. Pryor
EKEA - Dr. Young, Dr. Sharpe and Mr. Luckey

Dr. Stewart: Explained that the college has filled out all necessary forms for active affiliation with KEA. He also explained the advantages and the requirements for such affiliation and answered questions from the floor.

Dr. Young Moved that we become an active association. The motion was seconded and, after some discussion, 87 voted in favor of affiliation and 4 against.

Dr. Stewart: Named Dr. Hall, Miss Bolin, and Dr. Jackson to a committee to submit a ballot of officers for the local education association. The ballot should include candidates for president, vice president, secretary, educational reporter, and chairmen of the following committees: Teacher Education and Professional Standards (TEPS); Finance Education and Salary Scheduling (FESS); Ethics and Tenure; and Legislation.

Dr. Doran: Told of a conversation with Mr. Pack about TV service. He re-stated his interest in good TV service and said that a petition would be circulated for all those who are on the cable to sign if they wanted to. (This is to be an action of private individuals--not of representatives of the college.)

Mr. Wilson: The New Christy Minstrels will be at the fieldhouse at 8 p.m. on October 27. At Dr. Doran's suggestion, students and faculty will be admitted for \$2 if tickets are bought in advance.

Dr. Doran: Asked that the faculty tell students that classes will be dismissed at 10:20 on October 26 for the lecture by Senator Morse.

Meeting adjourned at 5 p.m.

/s/ Alice Cox, Secretary