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FACULTY NEWSNOTES

Editor: B. Schuch

November 10, 1972

No. 4

OFFICE OF THE PRESIDENT:

Community Relations Coordinator

I am pleased to announce that Mr. Willie Moore has been appointed Community Relations Coordinator, reporting directly to the Director of University Relations. Mr. Moore's responsibilities include assistance in building stronger relations with the minority communities.

Merit Recommendations

During a Spring, 1972 meeting of the Faculty Senate, in response to a requested 7% "across-the-board" increase in faculty salaries, I indicated that although I did concur with raising the level of faculty salaries, I did not agree with the practice of failing to recognize individual merit on a University faculty. Further, I stated that in the future my recommendations for faculty salary increases to the Board of Trustees would be based upon (a) a cost of living increment, and (b) an additional increment to recognize meritorious efforts and accomplishments of individual faculty members.

It is my firm conviction that an appraisal of a faculty member should include input from the faculty, the students, and the administration with whom the faculty member most directly is involved. Accordingly, I encourage the faculty, either through the Faculty Senate, or through the individual schools and college to establish the necessary criteria and procedures for the evaluation process.

It is my expectation that the input of recommendations from the faculty will be available for the preparation of contracts for the 1973-1974 academic year.

OFFICE OF THE PROVOST:

Progress Report on Search Committees for Deans of Arts and Sciences/Education

As announced in the last issue of the Faculty Newsnotes, the Search Committees for Dean of the College of Arts and Sciences and Dean of the School of Education have been officially constituted. Both Committees met within the past week to elect their chairmen, set their timetables, and discuss procedures. Official reports will be issued periodically by the chairmen, either through these Newsnotes or through letter/memorandum, in order to keep the campus community posted on developments.

Chairman, Search Committee for Dean of Arts & Sciences: Dr. Lee Gerlach

Chairman, Search Committee for Dean of Education: Dr. Robert Nelson

Task Force on Academic Advising

I have been asked by President Hughes to designate a task force "to examine our academic advising procedures and policies and to recommend to the University Cabinet a program for improving that part of our student assistance program." The President also indicated his view that "it will be essential to include a formal training program for academic faculty members who are involved in academic counseling, a statement of policy pertaining to academic counseling, and the necessary procedures for assuring that every student receives the kind of support to which he is entitled at the University of San Diego."

Since the task force in question will concern the College of Arts and Sciences, the School of Business, and the School of Education, I wish to set up a group which will include faculty, administrators, and students from these areas. In order to facilitate the work of the task force, the group should not be too large. Miss Dorothy Florence, AS President, and Mr. Randy Woodard, GSA President, are being asked to designate, respectively, a student from Business Administration and a student from Education. Miss Colleen Mauricio, Secretary of Academics for the AS government, is being asked to represent Arts and Sciences.

Faculty members from the three schools who may be interested in serving on this important task force are asked to give their names to Dean Morin, Dean Nelson, or Dean Nouri by Wednesday, November 15, 1972. Faculty members for the task force will be chosen from among those who have expressed an interest in serving.

Progress Report on CLEP Examinations

At the Faculty Senate meeting on May 18, 1972, the faculty approved the following recommendation of the Curriculum Committee: "that those disciplines which approve the use of CLEP exams be allowed to use them for credit as determined by the discipline, and to establish their own standards."

In implementation of this action of the Faculty Senate, my office has again sent for the CLEP examinations in which various disciplines last year indicated an interest. The process has been slowed somewhat by the Educational Testing Service's new ruling that only ten tests could be requested at one time. The first set of ten tests has been reviewed by the pertinent disciplines, their recommendations have been received, and the tests have been returned. The second set of tests has been requested and should be here shortly. At the conclusion of this process of review and standard-setting, the University of San Diego will be in a position to communicate to its students the policy accepted by the Senate and the specific implementation by participating departments.

For those of you who are interested in the expansion of CLEP use in colleges and universities around the nation, a reprint is attached at the back of the Newsnotes of an article appearing in the May, 1972 issue of the "College Board News."

Academic Calendars, 1973-1974

The vast majority of the faculty found acceptable the proposed Academic Calendar for Arts and Sciences, Business Administration, and Education which was circulated last week. The proposal of the Calendar Committee is therefore adopted for 1973-1974. It is attached to these Newsnotes, along with the official School of Law Academic Calendar for 1973-1974.

UNIVERSITY CABINET AND BUDGET COMMITTEE POLICIES:

Keys

At its meeting on Wednesday, November 1, 1972, the University Cabinet approved the following policy statement on the issuance and distribution of keys:

University Policy on the Issuance and Distribution of Keys

1. As a general policy, keys will be issued to those persons who are assigned the responsibility for their respective facilities and will ordinarily follow the established organization structure of the University.
2. The responsibility for issuance, retrieval and control of keys shall rest with the Physical Plant Department. A signature card receipt will be required for the issuance of any and all keys to authorized persons.
3. The Security Department shall have sufficient keys to provide access to all campus facilities. The issuance of campus master keys shall be restricted to Campus Security and Physical Plant.
4. Exceptions will be made in certain warranted situations when presented in writing and approved by the President.

Fees: Special Admissions Fee

At its meeting on Thursday, October 31, 1972, the University Budget Committee approved the establishment of a \$10. Special Admission Fee for those occasional students who do not seek formal admission to the University, but wish to register for occasional courses in regular or special sessions. The fee is effective with the January Intersession, 1973. This policy substitutes for the prior policy of charging the full application fee to all students, regular or occasional, at registration if they have not already paid it as part of their formal admissions process.

The policy is applicable to students of the College of Arts and Sciences, the School of Education, and the School of Business Administration. It does not at this time apply for the School of Law.

Death Benefit Policy

At its meeting on Tuesday, October 24, 1972, the University Budget Committee approved the following policy:

Upon the death of a full-time employee of the University of San Diego, a death benefit equivalent to two months salary will be paid to the immediate surviving beneficiary of the deceased employee, this payment to be made as soon as possible after the death of the employee.

OFFICE OF DIRECTOR OF ACADEMIC SERVICES

In the fall of 1971, the numbers and major areas for degrees conferred by the then Coordinate Colleges of the University of San Diego were circulated to all members of the faculty. This list has recently been updated by

Mr. Nicholas De Turi, Registrar; the list now includes the past three years, using the Department of Health, Education, and Welfare reporting period of July 1 through June 30. For the interest of faculty members, the numbers of USD bachelor's degree recipients, by major, for the past three years is attached to these Newsnotes.

SCHOOL OF LAW

USD Summer Institute on International & Comparative Law

The Cabinet has approved the establishment of a Summer Institute on International and Comparative Law in Paris beginning in 1973, and also has approved the proposed budget.

The Institute will be held in co-operation with the Catholic Institute of Paris. Dean Pierre Azard of the Faculty of Law will assist with the venture and make classrooms and other facilities available there.

The USD Law School faculty, pursuant to the recommendation of its curriculum committee, endorsed the academic aspects of the Institute and authorized the granting of USD course credit for work done at the Institute.

1. Purpose. The purpose of the Institute is to provide American, Canadian, and European law students with intensive training in international and comparative law on a total immersion basis during the summer; to make use of Paris' resources to expose students to a typical civil law jurisdiction, as contrasted to the common law jurisdictions to which they are accustomed; and to bring together USD faculty in these fields for a summer of interchange with recognized experts. Incidental benefits accruing to USD are the additional opportunities for faculty summer employment, added prestige in the law school world, the association of recognized scholars with USD, and an opportunity to evaluate the teaching abilities of prospective faculty members.

2. Academic. The program would last roughly six weeks beginning July 1. "Comparative Law and the French Legal System" would be required of all participants. This three credit course would feature class sessions in the morning devoted to examination of comparative law problems and methodology, together with strong emphasis on the French legal experience. Occasional afternoon enrichment sessions would involve seminars with French legal figures, American lawyers practicing in Paris, Common Market officials, and field trips to courts and other institutions of legal interest. For his other course, each student could elect one of a number of electives dealing with International or Comparative Law. Each student would normally take two courses for a total of six credits. The particular electives offered would depend on the availability of teachers; Public International Law, International Organizations, International Business Transactions, Common Market Law, Comparative Constitutional Law, and Roman Law are all possibilities.

The present plan is to begin with a faculty of four teachers. If student registration warrants it, the number of teachers will be increased in future years. Our tentative thought is to use two USD faculty members, one of whom would act as Administrator of the program, and two faculty

members from other schools. Instructors from other law schools will be picked to attract an enrollment by their reputation, and to keep that enrollment satisfied because of the quality of the instruction. It is likely that during the first year, teachers will be sought from such law schools as Harvard, Yale, Columbia, Penn, Michigan, etc.

3. Facilities. Classes will be held at the Catholic Institute, which is located east of the Luxembourg Gardens on the Left Bank. Student residence facilities have been tentatively reserved at the Cite Universitaire, a 4,000 student housing complex located near the Porte d'Orleans, ten minutes by subway from the Luxembourg Gardens.

SCHOOL OF EDUCATION

Dr. DeForest L. Strunk was in attendance at a National Institute on the BKR Project entitled "Model Programs - Change Agents" sponsored by the Division of Retardation Institute of Florida and the Bureau of Education for the Handicapped United States Office of Education.

Dr. Strunk served as a consultant and as a speaker with this Institute.

Dr. Strunk was appointed to the Board of Directors of the American Association on Mental Deficiency Region II. He was also appointed Chairman on the Committee of Education of this group.

COLLEGE OF ARTS AND SCIENCES

Announcement of the appointment of Professor Therese T. Hanafin to the Art Acceptance and Loan Committee of the Fine Arts Society of San Diego was recently made. This nine-member board must approve all acquisitions to and loans from the Fine Arts Gallery.

Professor Therese T. Hanafin addressed the Fine Arts Gallery October 20 in the James S. Copley Auditorium on the subject of "Creativity." She will return November 17 to address that group with another illustrated lecture entitled "Subject Matter." Professor Hanafin has addressed that group on five previous occasions.

FACULTY AND STAFF NOTES

George T. Urdzik and Dean Edward J. Philbin recently attended a one-day workshop sponsored by the Department of Health, Education, and Welfare in Los Angeles (Oct. 26).

The purpose of the workshop was to provide financial aid officers with assistance and information in completing the fiscal year '74 application for federal loan, grant, and work-study funds. In addition, changes resulting from the new higher education amendments of July 1 were presented and reviewed.

Michael R. Cihak and George T. Urdzik represented the University of San Diego at the recent "So You Want To Go Back To School" conference held at UCSD on Saturday, October 28, 1972.

Mr. Cihak presented admission and course data to the adults wishing to continue their education, while Mr. Urdzik discussed financial aid possibilities.

DEAN OF STUDENTS OFFICE

Speaker

On Tuesday, November 14, at 7:30 P. M. in Camino Theatre, the Rev. David Stanley, S. J. will be delivering a lecture entitled "Biblical Spirituality for Modern Man."

A limited supply of free tickets for faculty and students of USD are available in the Dean of Students Office. Please contact Tom Cosgrove if you are interested.

Film Forum

The film Camelot will be shown in De Sales Auditorium, Thursday, November 16, beginning at 7:30 P. M. Admission is free to faculty and students.

Opera Workshop

The USD Music Department is presenting an Opera Workshop November 17 and 18. Performances begin at 8:15 P. M. in the Camino Theatre.

Guitar Recital

The H. VII Municipal Government of Tijuana through the Department of Culture offers the Spanish Club of the University of San Diego a guitar recital with JOSE MORALES FLORES. An excellent performer of classical music with a 10 string guitar, Sr. Flores will perform Monday, November 20 at 7:30 P. M. in the Student Union. Admission Free.

New Shakespeare Co. Postponed

Because of other cancellations in the area, the New Shakespeare Co. requested that the performance at our University be changed from Nov. 27 to Feb. 2, the first week of the second semester.

OFFICE OF THE BUSINESS OFFICER

The following information was reviewed and commented on by Dr. Hughes at the last Faculty Senate meeting and is attached for your information. Exhibit 1 is a comparison of the percentage relationship of Income and Expenditures for various private colleges to the percentage relationships in the '72-'73 U. S. D. budget. Exhibit 2 details the changes in the University of San Diego's '72-'73 budget as compared to the '71-'72 budget. If you would like additional information, please contact Mr. Gerald Hitzeman (ext. 361).

PERCENTAGE RELATIONSHIPS OF INCOME AND EXPENDITURE
DATA AT SELECTED PRIVATE UNIVERSITIES

	48 Private ¹ 4-Yr. Colleges 1969-1970	1970-1971 ² 275 Catholic Institutions	1970-1971 ² 25 Catholic Institutions 2000-4000	Budget ³ USD 1972-1973
<u>INCOME</u>				
<u>Educational and General</u>				
1. Tuition and Fees	48.11	54.73	64.04	74.61
2. Endowment	10.29	.88	.51	.38
3. Gifts and Grants	8.42	12.05	7.49	.94
4. Contributed Services	-	3.66	3.40	1.56
5. Federal Government	-	2.14	.71	2.15
6. Other Income	3.73	3.41	3.45	.43
7. TOTAL EDUCATION AND GENERAL	<u>70.55</u>	<u>76.87</u>	<u>79.60</u>	<u>80.07</u>
8. Student Aid	5.35	4.11	4.60	.19
9. Auxiliary Services	24.10	19.02	15.80	19.74
10. TOTAL INCOME	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
<u>EXPENDITURES</u>				
<u>Educational and General</u>				
11. Administration	18.36	14.98	16.62	12.69
12. Instructional	33.81	43.33	38.93	44.47
13. Library	3.62	3.62	3.84	6.79
14. Physical Plant	9.64	8.44	8.60	6.02
15. Other Educational and General	.76	3.36	6.88	6.91
16. TOTAL EDUCATION AND GENERAL	<u>66.19</u>	<u>73.73</u>	<u>74.86</u>	<u>76.88</u>
17. Student Aid	9.53	7.56	8.95	6.80
18. Athletics	.82	-	-	2.80
19. Auxiliary Services	23.46	18.71	16.19	13.52
20. TOTAL EXPENDITURES	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
21. Average Debt Retirement	<u>\$250,000</u>	<u>\$143,000</u>	<u>\$199,000</u>	<u>\$140,000</u>
22. Average Deficit	<u>\$149,000</u>	<u>\$226,000</u>	<u>\$ 82,000</u>	<u>\$ 81,000</u>

¹ "The Turning Point", The College of Wooster, 1960-1970.

² "The Independent Catholic College, National Catholic Educational Association, 1972.

³ University of San Diego Proposed Budget, 1972-1973.

PROPOSED BUDGET

1972-1973

<u>Current Unrestricted Fund</u>	<u>Approved Budget 1971-1972</u>	<u>Proposed Budget 1972-1973</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease) Over 1971-72</u>	<u>% of Proposed Budget</u>
<u>ESTIMATED INCOME</u>					
<u>Educational and General</u>					
1. Tuition and Fees	\$3,460,765	\$3,963,940	\$503,175	14.5	74.6
2. Endowment	--	20,000	20,000	--	.4
3. Gifts	25,000	50,000	25,000	--	.9
4. Contributed Services	168,556	83,068	(85,488)	(50.7)	1.6
5. Federal Government	100,435	114,000	13,565	13.5	2.1
6. Other Income	<u>41,800</u>	<u>22,700</u>	<u>(19,100)</u>	<u>--</u>	<u>.5</u>
7. TOTAL EDUCATIONAL AND GENERAL	\$3,796,556	\$4,253,708	\$457,152	12.0	80.1
8. <u>Student Aid</u>	\$ --	\$ 10,000	\$ 10,000	--	.2
9. <u>Auxiliary Services</u>	<u>\$ 996,400</u>	<u>\$1,049,000</u>	<u>\$ 52,600</u>	<u>5.3</u>	<u>19.7</u>
10. <u>TOTAL ESTIMATED INCOME</u>	<u>\$4,792,956</u>	<u>\$5,312,708</u>	<u>\$519,752</u>	<u>10.8</u>	<u>100.0</u>
<u>ESTIMATED EXPENDITURES</u>					
<u>Educational and General</u>					
11. Administration	\$ 638,288	\$ 666,605	\$ 28,317	4.4	12.7
12. Instructional	2,071,983	2,336,231	264,248	12.8	44.5
13. Library	368,742	356,540	(12,202)	(3.3)	6.8
14. Physical Plant	303,813	316,465	12,652	4.2	6.0
15. Other Educational and General	<u>354,712</u>	<u>363,300</u>	<u>8,588</u>	<u>2.4</u>	<u>6.9</u>
16. TOTAL EDUCATIONAL AND GENERAL	\$3,737,538	\$4,039,141	\$301,603	8.1	76.9
18. <u>Student Aid</u>	\$ 275,775	\$ 357,115	\$ 81,340	29.5	6.8
19. <u>Intercollegiate Athletics</u>	\$ 141,643	\$ 147,260	\$ 5,617	4.0	2.8
20. <u>Auxiliary Services</u>	<u>\$ 732,445</u>	<u>\$ 710,118</u>	<u>\$(22,327)</u>	<u>(3.0)</u>	<u>13.5</u>
21. <u>TOTAL ESTIMATE EXPENDITURES</u>	<u>\$4,887,401</u>	<u>\$5,253,634</u>	<u>\$366,233</u>	<u>7.5</u>	<u>100.0</u>
22. <u>OPERATING BALANCE</u>	\$ (94,445)	\$ 59,074	\$153,519		
23. <u>Debt Retirement</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>--</u>		
24. <u>ESTIMATED SURPLUS (DEFICIT)</u>	<u>\$ (234,445)</u>	<u>\$ (80,926)</u>	<u>\$153,519</u>		

Fall Semester:

Thursday and Friday, August 30-31, 1973: Academic Advisement
 Friday, August 31, 1973: Freshman and New Student Registration
 Tuesday, September 4, 1973: Registration for Returning Students
 Registration for Graduate Students
 Wednesday, September 5, 1973: Classes Begin
 Thursday-Friday, November 22-23, 1973: Thanksgiving Vacation
 Friday, December 14: Last Day for Classes
 Saturday-Friday, December 15-21, 1973: Final Examinations

Intersession:

Thursday, January 3-Wednesday, January 23, 1974
 Thursday, January 24: Final Examination; Last Day of Intersession

Spring Semester:

Monday, January 28, 1974: Registration
 Tuesday, January 29, 1974: Classes Begin
 Saturday, April 6, 1974: Last Day of Classes Before Easter Vacation
 (Sunday, April 14: Easter Sunday)
 Tuesday, April 16, 1974: Classes Reconvene After Vacation
 Friday, May 17, 1974: Last Day of Classes; Honors Convocation
 Monday, May 20 through Wednesday, May 29: Final Examinations
 Friday, May 31, or Saturday, June 1, or Sunday, June 2: Commencement

Summer Sessions:

Pre-Session: Monday, June 3--Friday, June 21, 1974
Main Session: Monday, June 24--Friday, August 2, 1974
Post-Session: Monday, August 5--Friday, August 23, 1974

September 4--Tuesday: Registration, First Year Students
 September 5--Wednesday: Registration, Upperclassmen
 September 6--Thursday: Fall Semester Classes Begin
 November 21--Wednesday: Last Day of Classes Prior to Thanksgiving Holiday
 November 26--Monday: Classes Resume
 December 21--Friday: Last Day of Classes Prior to Christmas Recess and End
 of Fall Semester Classes
 January 7-15: First Semester Final Examinations
 January 16-17: Registration, Spring Semester
 January 21--Monday: Spring Semester Classes Begin
 April 5--Friday: Last Day of Classes Prior to Easter Recess
 April 15--Monday: Classes Resume
 May 10--Friday: Last Day of Classes Spring Semester
 May 13-17: Study Period
 May 18-28: Final Examinations
 June 1--Saturday: Commencement

UNIVERSITY OF SAN DIEGO
1970, 1971, AND 1972 GRADUATING CLASS
NUMBER OF UNDERGRADUATE DEGREES CONFERRED BETWEEN:

MAJOR AREA OF STUDY	HEW Reporting Period 7/1/69 - 6/30/70		HEW Reporting Period 7/1/70 - 6/30/71		HEW Reporting Period 7/1/71 - 6/30/72	
	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN
ACCOUNTING	12	0	14	0	12	0
ART	2	6	3	5	2	5
BIOLOGY	9	4	19	3	9	2
BUSINESS ADMIN.	25	0	35	0	23	3
CHEMISTRY	3	3	0	0	2	2
ECONOMICS	4	0	5	0	3	0
ENGLISH	8	17	5	20	5	16
FRENCH	0	0	2	3	0	3
HISTORY	21	20	22	26	16	19
HUMANITIES	0	0	0	1	0	0
LATIN	1	0	0	0	0	0
MATHEMATICS	3	0	4	0	1	2
MUSIC	2	4	0	6	1	2
NURSING	0	3	0	2	0	5
PHILOSOPHY	6	2	9	2	12	3
PHYSICS	1	0	1	0	3	0
POLITICAL SCIENCE	16	2	9	6	23	2
PSYCHOLOGY	9	1	10	2	4	15
SOCIAL SCIENCE	3	12	8	9	2	9
SOCIOLOGY	7	11	5	12	1	5
SPANISH	6	4	3	14	5	4
SPEECH	3	2	3	0	2	0
TOTALS						
*MAJORS	141	91	157	111	126	97
*GRADUATES	133	88	152	102	122	95

*THE DIFFERENCE BETWEEN THE NUMBER OF MAJORS AND THE NUMBER OF GRADUATES IS DUE TO THE FACT THAT SOME STUDENTS MAJOR IN TWO AREAS.