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FACULTY NEWSNOTES

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Editor: B. Schuch

December 15, 1972

No. 6

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OFFICE OF THE PRESIDENT:

It is my genuine pleasure to acknowledge the contributions that the Madrigal Singers have made to the University of San Diego. We are privileged to have such a fine group of students who have devoted their time and talents in their performances.

On Saturday, December 2, the Madrigal Singers were invited to perform for the San Diego Symphony COMBO. They did an outstanding job.

I encourage our faculty and staff to support the Madrigal Singers.

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OFFICE OF THE PROVOST:

Progress Report on WASC Evaluation

We have received official word that Dr. Daniel G. Aldrich, Chancellor of the University of California at Irvine, is our Case Study Director for the February visit. Because Chancellor Aldrich's schedule did not allow him to come on the designated dates, February 15-16, the time of the WASC visit has been changed to the first part of that same week, namely, Monday and Tuesday, February 12 and 13, 1973. The visiting teams will come on Sunday afternoon, February 11, for internal briefing by the Case Study Director and the chairman of the evaluation team. Along with the Case Study team of probably about 10 participants, there is a small WASC evaluation team of about 5; this group will be chaired by Dr. Otis Shao, Dean of Graduate Studies and Professor of Political Science at University of the Pacific.

Since the case study approach involves seminars and discussions between the participants and on-campus groups (faculty, students, administration), it would be well to keep yourselves comparatively free on those two days - at least until we find out what the timetable for the teams will look like. Chancellor Aldrich and Dr. Shao will visit the campus sometime in January to meet with us and set up their timetable.

In connection with the case study, a "prospectus" was drawn up, highlighting focal points for discussion by on-campus participants with our visitors. This "prospectus" is attached (two green pages at the back) for your information. It has been sent by Dr. Andersen, Executive Director of WASC, to the Executive Directors of all the regional accrediting associations in the United States (North Central, Middle States, Southern,

New England, and Northwest) and to all member institutions in the Senior Commission (four-year and graduate institutions) of the Western College Association, which includes California and Hawaii. Dr. Andersen has invited institutions in all these regions who might be interested in participating in the case study to send him an expression of their desire to join the case study team. WASC will then choose about 10 participants from among those who have expressed interest.

Several of the revised drafts of sections of our Report have already been sent to my office. I look forward to receiving all of them by Monday, December 18, 1972.

### Analysis of Student/Faculty Statistics

During the past few weeks, my office has been working on several sets of statistics: a) enrollment statistics for the entire University since 1969; b) statistics for the current semester interrelating courses offered, class enrollments, average students per course and student units generated, FTE faculty, faculty-student ratio, etc. Some of you saw the enrollment matrix at the open forums on budget.

I am attaching at the back of these Newsnotes, for your information, the two sets of statistics. The enrollment sheet is self-explanatory. The student-faculty statistics sheet needs some explanation, and I ask you to read it in the light of the annotations which follow:

1. The chart aims for approximate accuracy. If there are errors of any significance, my office would be grateful to have them pointed out, in order to revise the chart.
2. The real faculty/student ratio figure is column J, because it includes administrative time (such as department chairmanships) as well as instructional time. However, column I - which gives an instructional faculty/student ratio - is included as well, since the comparison between column I and column J indicates the effect of faculty administrative time on the faculty/student ratio.
3. The administrative time of the Deans of the four schools/college is NOT included anywhere in the chart; their instructional time is included, if they are teaching.
4. The faculty/student ratios given are figured on the basis of student units and full-time-equivalent faculty. Faculty members on sabbatical leave are excluded. The result is only an approximation of the official institutional faculty/student ratio, as it has been figured for various associations, but the correlation is close. For your information, our official faculty/student ratios for the fall semester, 1972, are as follows:

College of Arts and Sciences	}	14 to 1, figured according to the norms given in the AAUP salary survey
School of Business Administration		
School of Education		

School of Law:

- a) According to norms of the American Bar Association, which accredited law schools follow:

39 to 1 (FTE students/Full-time faculty)

- b) According to norms given in the AAUP salary survey, and therefore equivalent to the norms for the other schools:

33.3 to 1

Note: The difference lies chiefly in the fact that American Association norms include only full-time faculty, not part-time faculty. The ABA norms also include the Dean, Assistant Deans, and librarians, but not those on sabbatical leave.

5. Where there is only one class in an area (Latin, Anthropology this semester, etc.) an "average" is not meaningful and has been omitted.
6. As indicated in the footnote, figures for number of classes and average students per class in the science areas do not count labs as separate classes, even if the instructor is different from the instructor in the lecture portion of the course. Hence, the asterisked figures are not quite comparable with other figures on the chart.
7. The chart reflects fall semester figures. Once we have spring semester figures, we can compute an average for the year.

NOTE: One key element in student/faculty statistics is not reflected in this chart, and will be the subject of another presentation - namely, the advising load. A discipline may have a fairly high faculty/student ratio, but a small number of majors for its faculty members to advise. Another discipline may have the same faculty/student ratio, along with several hundred majors to advise.

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UNIVERSITY CABINET AND BUDGET COMMITTEE POLICIES:

Intersession Salary Scale

At its meeting on Wednesday, November 15, 1972, the University Cabinet accepted the experimental Intersession salary scale proposed by Dr. Gilbert Oddo, Director of Intersession. The proposal was adopted for the coming January, 1973, Intersession only, and the Cabinet has asked that an evaluation of the success of the proposal be made following the Intersession.

1. When enrollment is from three to six students, Ph. D. 's will receive \$550., M. A. 's \$450.
2. When enrollment is from seven to nine students, Ph. D. 's will receive \$800, M. A. 's \$650.
3. When enrollment is ten or more, the standard part-time scale will apply, that is, Ph. D. 's will receive \$1020, M. A. 's \$855.

## Refund Policies:

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At its meetings on Wednesday, November 8, 1972, and Wednesday, December 13, 1972, the University Cabinet adopted the following refund policies for incorporation into next year's official catalogs:

### Tuition Refund Policy and Other Fees

1. The Law School and Graduate School application fee be \$20. The undergraduate application fee remain at \$15. until the Admissions Office can make further recommendations.
2. The Law School institutes a change of program fee of \$5.
3. The current undergraduate and graduate change of program fee be abolished.
4. A program refund policy be instituted when tuition is determined on a credit basis, as follows:
  - a. 80% per unit during the first week.
  - b. 50% per unit during the next four weeks.

The refund to be based on net credit reduction.

5. A standard withdrawal refund policy, as follows:
  - a. First week of classes, 80%.
  - b. Next four weeks, 50%.
  - c. After five weeks of classes, no tuition refunds.
  - d. Exceptions to be at the discretion of the Deans and expressed in writing for good cause such as military induction, failure to receive first year-second semester grades (in the case of the Law School), etc.

### Room and Board Refund Policy

The following refund structure shall apply when an undergraduate resident student withdraws from the Residence Halls:

1. First week of classes, 80% refund of Room and Board fees.
2. Next four weeks of classes, 50% refund of Room and Board fees.
3. After five weeks of classes, no refund of Room and Board fees.
4. Exceptions may be made at the discretion of the Dean of Students for circumstances beyond the control of the student.

### Auditing of Law School Courses:

At its meeting on November 27, 1972, the University Cabinet agreed that alumni of the law school be allowed to audit classes at half the regular charge.

### Capital Expenditures:

At its meeting of Tuesday, December 12, 1972, the University Budget Committee discussed an issue which had been brought to its attention concerning the use of Supplies budgets to purchase capital items, such as typewriters. Since the Budget Committee, in setting up the 1972-1973

budget, has specifically designated allocations for "Supplies" and "Capital Expenditures" separately, the two cost centers should not be intermingled. If a school or department did not ask for or was denied an allocation for Capital Expenditures, then a request for a capital item should come via the Dean to the Budget Committee (or come to the Dean in the form of a request for transfer of funds within an account); the capital item should not be simply charged to Supplies.

## OFFICE OF FINANCIAL AID:

### Statistics

The following report is presented for the information of all faculty, staff, and administration. Financial aid awards to students in the College of Arts and Sciences, School of Education, and School of Business Administration were made in the following areas for the first semester of the 1972-1973 academic year. Since all aid awards are made on the basis of one-half per semester these figures indicate amounts for the first semester only. Social Security Benefits, Welfare Payments, Vocational Rehabilitation, and Veterans Benefits are not included. Any questions concerning any aspect of this report should be directed to Mr. George T. Urdzik, Director of Financial Aid.

<u>Program</u>	<u>1st Semester Amount</u>	<u>No. of Students</u>
Advanced Placement Program	\$ 2,524	25
Athletic Grants-in-Aid	25,621	24
Bureau of Indian Affairs Grants	5,085	4
California State Scholarships	140,017	188
College Opportunity Grants	2,780	2
College Work-Opportunity Awards	10,300	32
College Work-Study Awards	40,050	108
Educational Opportunity Grants		
Initial	5,250	19
Renewal	20,025	43
Faculty and Staff Discounts	15,553	34
Federally Insured Student Loans	117,195	108
Graduate Assistantships	7,890	10
Graduate Fellowships	6,658	6
National Direct Student Loans	44,087	107
Other Misc. and Private Awards	36,394	82
Religious and Clergy Discounts	5,909	56
Resident Assistant Awards	5,205	11
Seminarian Grants-in-Aid	10,843	33
Special Education Traineeships	11,750	5
Tuition Waivers		
Seniors	2,780	26
Sophomores and Juniors	1,237	16
United Student Aid Fund Loans	23,450	17
USD Grants	7,500	29
USD Music Scholarships	750	3
USD Scholarships	19,925	52
Fall semester total from all sources	\$568,778	
Fall semester total from USD		
operational funds:	\$122,695	

### Financial Aid Workshop

George T. Urdzik recently attended a five-day workshop for financial aid administrators sponsored by the College Scholarship Service of the College Entrance Examination Board (December 10-15, 1972).

The Workshop, held at the Asilomar Conference Grounds in Pacific Grove, was an intensive and thorough review of the major issues, systems and techniques to be used in the development of an effective and efficient student financial aid program.

Guest speakers and workshop participants included Arthur S. Marmaduke, Executive Director of the California State Scholarship and Loan Commission, James E. Nelson, Vice-President of the C. E. E. B., Richard Rowe, Deputy Director Division of Student Assistance - U. S. Office of Education, and Edward Sanders, Research Fellow - Claremont Colleges.

### OFFICE OF THE DIRECTOR OF SECURITY:

The USD Campus Security Department announces with regret the death of one of its half-time employees, Mr. Jose Diaz, on December 4, 1972. Mr. Diaz was employed as a security officer from November 8, 1971, until his untimely death. The University of San Diego mourns the loss of a loyal and devoted employee.

### RELOCATION OF THE CAMINO HALL POST OFFICE:

The renovation and expansion of the Camino Library is forcing the relocation of the Camino Hall Main Post Office. The Main Post Office will be relocated to De Sales Hall, Room 101, which was previously the faculty secretaries' office and Xerox facility. At the Faculty Senate meeting last week two alternate plans for the relocation of the mail boxes assigned to faculty members whose offices are in Camino or Founders Hall were discussed. A show of hands indicated that the faculty's preference was to have the mail boxes located somewhere in Camino or Founders Hall rather than in De Sales Hall.

### USD SPANISH CLUB:

The USD Spanish Club presents the BALLETS FOLKLORICO DE TIJUANA and the CATHEDRAL CHOIR in "Navidad Mexicana," A MEXICAN CHRISTMAS CELEBRATION, Sunday, December 17, 1972 at 7:30 p. m. UNIVERSITY OF SAN DIEGO GREEK THEATER. NO ADMISSION FEE.

We would love to have all of our UNIVERSITY COMMUNITY and their families with us.

FACULTY AND STAFF NOTES:

Father Charles Dollen has been named a Guest Editor by KSDO. His first program was aired November 14, 1972 at 8:40 a. m. and 4:40 p. m.

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Sara Finn has received word that she is an Associate Member of the Public Relations Society of America. The PRSA is a national professional organization. After fulfilling the requirements of five years additional study and an examination, she may apply for accredited membership.

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		UNDERGRADUATES							GRADUATES						TOTALS											
		FRESHMEN		SOPH		JUNIOR		SENIOR		Special		TOTAL U.G.		FTE U.G.		ON CAMPUS		External Degree		FTE GRAD		Headcount 6+8+9		FTE 7+10		Avg. FTE
		1		2		3		4		5		6		7		8		9		10		11		12		13
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
1969-	CW	157	134	90	75	120	103	94	120	28	37	489	469	445	424	69	84			40	46	558	553	485	470	
	CM	214	190	140	124	197	182	169	167	25	26	745	689	689	634	95	68			49	44	840	757	738	678	
1970	TOT	371	324	230	199	317	285	263	287	53	63	1234	1158	1134	1058	164	152			89	90	1398	1310	1223	1148	1185.5
1970-	CW	158	148	144	132	95	91	112	106	42	31	551	508	482	449	85	103			48	56	636	611	530	505	
	CM	161	144	190	176	157	145	192	182	29	26	729	673	690	645	86	93			60	59	815	766	750	704	
1971	TOT	319	292	334	308	252	236	304	288	71	57	1280	1181	1172	1094	171	196			108	115	1451	1377	1280	1209 (94.5%)	1244.5
1971-	CW	175	162	137	107	118	104	104	101	14	37	548	511	504	455	119	122	17	27	77	73	684	660	581	528	
	CM	153	145	168	130	179	174	165	155	29	71	694	675	653	611	110	120	13	23	73	75	817	818	726	686	
1972	TOT	328	307	305	237	297	278	269	256	43	108 (44)	1242	1186	1157	1066	229	242	30	50	150 (12)	148 (20)	1501	1478	1307	1214 (94%)	1255.5
BUDGETED 1972-1973		350 Fall		300 Fall		250 Fall		285 Fall		-		1185 Fall		1185 14 MCRD 1199		300 (fall) (150 FTE)		56 (267 units)		150 22 Ext. Degree 172		1485 fall + External Degree 36 Ext. Degree		1335 fall 1262 Spring 36 Ext. Degree		1300 36 1336
1972-	Women	199		162		99		133		21		614		558		125		28		84		767		642		
	Men	197		146		139		186		88		756		668		96		20		63		872		731		
1973	TOT	396		308		238		319		109 (53)		1370		1226 (14)		221		48		147 (19)		1639		1373 (33)		
PROJECTED 1973-1974																										

\*MCRD students included in Total.

\*External degree FTE included in Total Grad. FTE

USD ENROLLMENT: LAW	Day	Evening	Total	FTE
1969-1970	361	203	564	497
1970-1971	503	206	709	641
1971-1972	577	233	810	732
1972-1973	632	245	877	796

TOTAL HEADCOUNTS: 1969-1970 - 1962  
 1970-1971 - 2160  
 1971-1972 - 2311  
 1972-1973 - 2516

STUDENTS

FACULTY

SCHOOL/ COLLEGE	Courses offered		Total class enrollment		Avg. studs. per course		Stud. units generated		Instruc- tional F. T. E.	F. T. E. Fac.	Avg. fac. load	Stud. units per instruc- tional f.t.e.	Instr. fac-stu ratio	Fac- stu. ratio
	A		B		B÷A C		D		(12 units) E	F	G	D÷E H	D÷15un ÷E I	D÷15un ÷F J
	UG	Grad	UG	Grad	UG	Grad	UG	Grad						
B. Admin.	26	0	609	0	23.4	0	1827	0	6.5	6.5	12	281.1	18.7/1	18.7/1
Educ. (incl. P. E. /L. Sci.)	24	17	391	236	16.3	13.9	955	701	8.25	9	11.6	200.7	13.4/1	12.3/1
Arts & Sciences														
Behav. Sci.	25	2	630	17	25.2	8.5	1878	51	7	7	11.7	275.6	18.4/1	18.4/1
For. Lang.	27	4	420	22	15.6	5.5	1545	66	9.2	9.5	11.7	175.1	11.7/1	11.3/1
Hist.-P. Sci.	36	7	708	50	19.7	7.1	2260	168	10.75	11.25	11.7	225.9	15.1/1	14.4/1
Humanities	67	1	1230	9	18.4	9	3508	30	16.7	17.2	11.6	211.9	14.1/1	13.7/1
Philosophy	24	0	612	0	25.5	0	1836	0	6	6.25	12	306	20.4/1	19.6/1
Rel. Studies	23	0	484	0	21	0	1452	0	5.5	5.75	12	264	17.6/1	16.8/1
Sci. /Math	45	0	919	0	20.4	0	3267	0	17.7	18.2	11.1	184.6	12.3/1	11.97/1
Interdisc.														
External Degree	3	4	60	85	20	21.3	180	255	1.75	1.75	-	248.6	16.6/1	16.6/1
TOTALS	300	35	6063	419	20.2	12	18,708	1271	89.35	92.4		223.6	14.9/1	14.4/1
School of Law		76		4694		61.8		11481	23	24		499.2	33.3/1	31.9/1

STUDENTS
FACULTY

Supplementary Data		STUDENTS						FACULTY						
Arts & Sciences	Courses offered		Total class enrollment		Avg. studs. per course		Stud. units generated		Instruc-tional F. T. E. (12 units)	F. T. E. Fac.	Avg. fac. load.	Stud. units per instruc-tional f.t.e.	Instr. fac-stu ratio $\frac{D \div 15 \text{un}}{\div E}$	Fac. stu. ratio $\frac{D \div 15 \text{un}}{\div F}$
	A		B		B ÷ A		D		E	F	G	H	I	J
	UG	Grad	UG	Grad	UG	Grad	UG	Grad						
Behav.: Anthro	1	0	46	0	-	0	138	0	.25	.25	-	-	-	-
Psych	16	2	410	17	25.6	8.5	1230	51	4.5	4.5	12	284.7	18.97/1	18.97/1
Soc	8	0	174	0	21.8	0	510	0	2.25	2.25	11	226.7	15.1/1	15.1/1
For. L.: French	9	2	121	16	13.4	8	395	48	3	3.1	10.9	147.7	9.8/1	9.5/1
German	3	0	38	0	12.7	0	152	0	1	1.1	12	152	10.1/1	9.2/1
Latin	1	0	27	0	-	0	131	0	.4	.4	-	-	-	-
Spanish	14	2	234	6	16.7	3	867	18	4.8	4.9	11.8	184.4	12.3/1	12/1
H.-P. S: History	21	4	408	24	19.4	6	1221	90	6.25	6.5	11.3	209.8	13.98/1	13.4/1
Pol. Sci.	15	3	300	26	20	8.6	1039	78	4.5	4.75	12.3	248.2	16.5/1	15.7/1
Human.: Art	14	0	269	0	19.2	0	631	0	3	3.1	11.2	210.3	14/1	13.6/1
C. Arts English	32	1	706	9	22.1	9	2377	30	9.3	9.5	11.9	258.8	17.3/1	16.9/1
Music	16	0	205	0	12.8	0	393	0	3.4	3.5	11	115.6	7.7/1	7.5/1
Speech	5	0	50	0	10	0	107	0	1	1.1	12	107	7.1/1	6.5/1
Sci-M.: Biology	13*	0	310	0	23.8*	0	1134	0	6.5	6.7	11.4	174.5	11.6/1	11.3/1
Chem.	13*	0	215	0	16.5*	0	693	0	4.7	4.8	11	147.4	9.8/1	9.6/1
Math	13	0	264	0	20.3	0	988	0	4	4.1	12	247	16.5/1	16.1/1
Physics	6*	0	130	0	21.7*	0	452	0	2.5	2.6	10.5	180.8	12/1	11.6/1
Education														
Education P. E.	15	16	331	226	22.1	14.1	877	669	6.75	7.5	11.6	229	15.3/1	13.7/1
Lib. Science	2	1	19	10	9.5	10	49	32	.5	.5	-	162	10.8/1	-
Health Ed.	1	0	5	0	-	0	5	0	-	-	-	-	-	-

\*Labs not counted as separate classes.