



Academic Senate Records UA.14.1

This finding aid was produced using ArchivesSpace on November 29, 2023.

Finding aid written in English.

Describing Archives: A Content Standard

University Archives and Historical Collections

Conrad Hall

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Table of Contents

Summary Information	3
Historical Note	3
Scope and Contents	5
Arrangement	6
Administrative Information	6
Controlled Access Headings	7
Collection Inventory	7
The Faculty	7
Minutes of Meetings (Volumes). Restricted	7
Minutes of Meetings (Microfilm). Restricted	8
Miscellaneous Records	8
Constitutions of Student Organizations	9
Academic Senate	9
Minutes of Meetings and Supporting Documents	9
Minutes of Meetings and Supporting Documents (Microfilm)	9
Agenda and Minutes of Meetings	9
Agenda and Minutes of Meetings (Microfilm)	9
Recordings of Meetings (Audio Cassettes)	10

Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Academic Senate
Title:	Academic Senate records
ID:	UA.14.1
Date [inclusive]:	1857-1995
Physical Description:	1 Cubic Feet
Language of the Material:	English .

Preferred Citation

Researchers wishing to cite this collection should include the following information:
"Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

[^ Return to Table of Contents](#)

Historical Note

The Faculty

During the first forty years of Michigan State University's history, the "Faculty" exercised both executive and legislative powers. They met weekly, with the president acting as moderator, to deliberate and vote on college matters ranging from curriculum and academic policy to individual cases of student misconduct. The faculty also constituted committees to deal with such concerns as the catalog, admission examinations and standards, operation of the museum and library, athletics, college buildings, the granting of graduate degrees, room inspection, and student absences from military drill and required work.

Under President Snyder (1896-1915) a distinction between legislative and executive functions emerged. The president assumed responsibility for student discipline. Weekly faculty meetings were replaced by monthly ones as the daily administration of the College became the province of the deans or committees appointed by and responsible to the president. But the faculty

continued to act on academic policy and curriculum, as well as to handle many student problems.

Initially, participation in faculty meetings was restricted to those holding the rank of professor. Associate professors were permitted to vote beginning in 1890. Assistant professors and instructors gained some voice in academic affairs when President John Hannah invited them to attend the first faculty Meeting held each term.

By the 1950s, the faculty had grown to over 800 members, and faculty meetings had become too large to permit extended debate and discussion. In order to govern more effectively, the faculty voted in 1955 to discontinue meeting as the "Faculty" and to reorganize as three All-University bodies: the Academic Assembly, Academic Senate, and Academic Council.

The Academic Senate

The 1955 Bylaws for Academic Governance and their subsequent revisions of 1958, 1961, 1968, 1971, and 1975, vest the authority of the faculty in two legislative bodies, the Academic Senate, and an elected council (now called the Faculty Council). The Senate most closely resembles, in terms of membership, what was known before as the "Faculty" (see Faculty Meeting Records).

The Academic Senate acts on revisions to the bylaws, issues raised by the elected council or by individual faculty, and matters which the Senate itself wishes to consider. Generally these are issues of major importance relating to educational policy, curricula, and tenure, referred to it by the elected council. Since the abolition of the Academic Assembly in 1961, the Senate has also served as a forum for the dissemination of ideas and information between the faculty and the administration.

Originally membership was restricted to tenured faculty, the deans of the colleges, and certain members of the University, ex-officio. In 1961 it was expanded to include all faculty appointed under the rules of tenure holding the rank of professor, associate professor, or instructor, and all administrative officers holding academic rank excepting the president and provost.

The 1955 requirement of a minimum of one meeting each term was reduced in the early 1970s to a minimum of one meeting a year to be held during the fall quarter. Either the Steering Committee or the president may call the Senate into special session.

Sources: This is MSU (Facts book), 1956-1981 Faculty Handbooks, 1956, 1959, 1962, 1964, 1966-1968, 1970, 1971, 1978, 1981 Bylaws for Academic Governance, 1955, 1958, 1971, 1968

[^ Return to Table of Contents](#)

Scope and Contents

Series 1: The Faculty This series consists of two indexes and four subseries. The first index is for the minutes of meetings for 1857-1925 and the second is for 1929-1942. Both are indexes to actions taken by the Faculty. Index headings include alumni scholarships, athletics, administration and buildings, courses and curricula, commencement, fees, grades and examinations, military science, organization of societies and clubs, registration and enrollment, and student social rules and governance. The indexes may be incomplete and entries are arranged alphabetically.

Subseries 1: Minutes of Meetings is the restricted official summaries of faculty meetings, documenting deliberations on curriculum, courses, athletics, and other University concerns within the purview of the faculty. Before 1896, decisions regarding individual cases of student misconduct constitute a large part of the record. Committee reports of varying detail are also included. These records are restricted in accordance with the "University Guidelines Governing Privacy and the Release of Student Records." It is arranged chronologically.

Subseries 2: Minutes of Meetings is a microfilmed copy of subseries 1.

Subseries 3: Miscellaneous Records includes student petitions for the scheduling of social events, formation of organizations, curriculum changes, and various other purposes; notices, announcements, schedules, and programs; and lists of periodicals held by the library. It is arranged alphabetically by subject.

Subseries 4: Constitutions of Student Organizations is arranged alphabetically by organization.

Series 2: The Academic Senate This series includes four subseries.

Subseries 1: Minutes of Meetings and Supporting Documents is the official minutes of meetings and supporting documents compiled by the Secretary for Academic Governance. Meeting minutes consist of a list of attendees and a summary of presentations made, but generally report no discussion on the floor. Supporting documents include agenda prepared by the Steering Committee, reports on course and curriculum changes, memoranda from committee chairmen and administrative officers of the University, annual reports of the Athletic Council and the Academic Council, and special reports of ad hoc committees. In a few instances, formal presentations made to the Senate are recorded verbatim. The most extensively considered topic is the reorganization of the faculty. There are also significant presentations on the use of the emeritus title (1957); the administration of doctoral programs (1947-1959); the elimination of a compulsory Reserve Officer Training Corp (ROTC) Program (1959); and policies on smoking on campus (1955), student cheating (1961 and 1963); grading (1964, 1968, and 1969), student academic freedom (1967), and student participation in academic governance (1970). Proposals for academic programs leading to Ph.D. degrees in Communication Arts (1958) and Foreign Languages (1961) and to the MBA and MFA degrees (1947) are also included. Minutes dating from after 1971 are interfiled with the Academic Council Minutes and Supporting Documents (see record group UA 14.3). This is arranged chronologically.

Subseries 2 is a microfilmed copy of subseries 1. For minutes of the February 4, 1958 meeting, see paper copy filed in series 1.

Subseries 3: Agenda and Minutes of Meetings includes the agenda prepared by the Steering Committee and official summaries of meetings compiled by the Secretary for Academic Governance. It is arranged chronologically.

Subseries 4 is a microfilm copy and identical in content to subseries 3 described above.

Subseries 5: Recordings of Meetings includes the cassette tape recordings of Senate meetings. For an indication of topics discussed, see minutes of Senate meetings found interfiled with the Academic Council minutes and Supporting Documents.

[^ Return to Table of Contents](#)

Arrangement

Two series: 1: The Faculty. 2. The Academic Senate.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

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Conditions Governing Access

Collection is open for research. Series 3 and 4 have restricted access.

Conditions Governing Use

Permission to publish material from this collection must be obtained from University Archives & Historical Collections, Michigan State University.

Conditions Governing Access

Legal Status: Copyright: Michigan State University. **Property Rights:** Michigan State University.

Custodial History

Materials were gifts of Madison Kuhn and William Combs.

[^ Return to Table of Contents](#)

Controlled Access Headings

- College students -- Michigan -- East Lansing -- Societies, etc. -- Sources
- Education -- Administration
- Universities and colleges -- Administration
- Minutes (administrative records)
- Reports
- Sound recordings
- Michigan State University. Academic Senate. Faculty Steering Committee -- 1955
- Michigan State University. Basic College
- Michigan State University. Faculty -- 1955

Collection Inventory

The Faculty

Title/Description	Instances	
Index to Minutes of Meetings, 1857-1925	box 927	folder 1-2
Index to Minutes of Meetings, 1929-1942	box 927	folder 3

Minutes of Meetings (Volumes). Restricted, 1857-1957

Title/Description	Instances
February 1857-August 1877	

	volume 1
September 1877-February 1899	volume 2
February 1899-April 1907	volume 3
May 1907-February 1914	volume 4
February 1914-May 1926	volume 5
June 1926-September 1940	volume 6
October 1940-September 1949	volume 7
October 1949-December 1957	volume 8

Minutes of Meetings (Microfilm). Restricted, 1857-1957

Title/Description	Instances	
May 1857-April 1881	drawer Microfilm	reel 1
May 1881-October 1902	drawer Microfilm	reel 2
November 1902-April 1912	drawer Microfilm	reel 3
May 1912-February 1924	drawer Microfilm	reel 4
March 1924-March 1940	drawer Microfilm	reel 5
April 1940-September 1949	drawer Microfilm	reel 6
October 1949-May 1955	drawer Microfilm	reel 7

Miscellaneous Records

Title/Description	Instances	
Committee reports, 1895-1912, undated	box 927	folder 4-6
Curriculum proposals, 1907-1912, undated	box 927	folder 7-10
Notes and announcements, 1910, undated	box 927	folder 11
Periodical Lists, 1908-1911	box 927	folder 12
Programs, 1909, undated	box 927	folder 13
Resolutions, 1908-1912, undated	box 927	folder 14
Special exams, 1906-1908	box 927	folder 15
Sports Schedules, 1907-1910	box 927	folder 16
Student Lists, 1902-1912, undated	box 927	folder 17

Student Petitions, 1906-1912, undated	box 927	folder 18
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Constitutions of Student Organizations, 1908-1911

Title/Description	Instances	
Cosmopolitan Club, 1911	box 927	folder 19
Delphic Literary Society, 1909	box 927	folder 20
Ionian Literary Society, 1909	box 927	folder 21
Literary Society, 1911	box 927	folder 22
Magico Literary Society, 1909	box 927	folder 23

[^ Return to Table of Contents](#)

Academic Senate

Minutes of Meetings and Supporting Documents, 1955-1971

Container Summary: 4 microfilm reels

Title/Description	Instances	
November 1955-November 1957	box 363	volume 1
February 1958-November 1961	box 363	volume 2
February 1962-May 1967	box 363	volume 3
January 1968-May 1971	box 363	volume 4

Minutes of Meetings and Supporting Documents (Microfilm)

Physical Description: 0.5 Cubic Feet

Title/Description	Instances	
November 1955-November 1957	drawer Microfilm	reel 1B
May 1958-November 1961	drawer Microfilm	reel 2
February 1962-May 1967	drawer Microfilm	reel 3
January 1968-May 1971	drawer Microfilm	reel 4

Agenda and Minutes of Meetings, 1955-1971

box 363	volume 5
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Agenda and Minutes of Meetings (Microfilm)

Container Summary: 3 microfilm reels

Title/Description	Instances	
October 1955-November 1957	drawer Microfilm	reel 7
February 1958-May 1969	drawer Microfilm	reel 8
October 1955-May 1971	drawer Microfilm	reel 1A
Minutes of Academic Senate, Microfilm (Duplicate set), 1857-1971	box 3079	
Agendas, meeting minutes and memos		
1957-1961, 1964	box 927	folder 27
1967, 1969-1970, 1979	box 927	folder 28
1991, 1995	box 927	folder 29
Statement to the Academic Senate by Provost Howard Neville, 1966	box 927	folder 24
Attendance of Academic Senate, 1959-1960	box 927	folder 25
Statement of University Policy for PH.D. Program., May 12, 1959	box 927	folder 26
Report from Athletic Council, circa 1970	box 927	folder 30
McKee Committee, undated	box 927	folder 31
Officers and Council members, 1970, 1971	box 927	folder 32

Recordings of Meetings (Audio Cassettes)**1972**

Title/Description	Instances
May 17, 1972 Digital Object: Academic Senate Meeting, May 17, 1972	cassette 388

1973

Title/Description	Instances
May 13, 1973 Digital Object: Academic Senate Meeting, March 13, 1973	cassette 389-390
May 16, 1973	cassette 391

Digital Object: [Academic Senate Meeting, May 16, 1973](#)

1974

Title/Description	Instances
March 6, 1974 <u>Digital Object: Academic Senate Meeting, March 6, 1974</u>	cassette 392
November 13, 1974 <u>Digital Object: Academic Senate Meeting, November 13, 1974</u>	cassette 393-394

1975

Title/Description	Instances
February 18, 1975 <u>Digital Object: Academic Senate Meeting, February 18, 1975</u>	cassette 395-396
May 21, 1975 <u>Digital Object: Academic Senate Meeting, May 21, 1975</u>	cassette 397-398
November 5, 1975	cassette 399-400

1976

Title/Description	Instances
May 19, 1976 <u>Digital Object: Academic Senate Meeting, May 19, 1976</u>	cassette 401
November 3, 1976 <u>Digital Object: Academic Senate Meeting, November 3, 1976</u>	cassette 402

1977

Title/Description	Instances
May 18, 1977 <u>Digital Object: Academic Senate Meeting, May 18, 1977</u>	cassette 403
November 9, 1977	cassette 406

Digital Object: [Academic Senate Meeting, November 9, 1977](#)

1978	
Title/Description	Instances
June 7, 1978 <u>Digital Object:</u> Academic Senate Meeting, June 7, 1978	cassette 404

1979	
Title/Description	Instances
May 23, 1979 <u>Digital Object:</u> Academic Senate Meeting, May 23, 1979	cassette 405
November 14, 1979 <u>Digital Object:</u> Academic Senate Meeting, November 14, 1979	cassette 406a

1980	
Title/Description	Instances
May 14, 1980 <u>Digital Object:</u> Academic Senate Meeting, May 14, 1980	cassette 210-211
November 25, 1980 <u>Physical Description:</u> 2 Audio Cassettes <u>Digital Object:</u> Academic Senate Meeting, November 25, 1980	cassette 253-254

1981	
Title/Description	Instances
April 3, 1981 <u>Digital Object:</u> Academic Senate Meeting, April 3, 1981	cassette 310
May 13, 1981 <u>Physical Description:</u> 1 Audio Cassettes <u>Digital Object:</u> Academic Senate Meeting, May 13, 1981	cassette 319
November 18, 1981	cassette 360

Digital Object: [Academic Senate Meeting, November 18, 1981](#)

1984

Title/Description	Instances
May 16, 1984 <u>Digital Object:</u> Academic Senate Meeting, May 16, 1984	cassette 650
May 31, 1984 <u>Digital Object:</u> Academic Senate Meeting, May 31, 1984	cassette 649

1988

Title/Description	Instances
May 18, 1988 <u>Physical Description:</u> 2 Audio Cassettes (83 min.) <u>Digital Object:</u> Academic Senate Meeting, May 18, 1988	cassette 1006-1007
October 19, 1988 <u>Physical Description:</u> 2 Audio Cassettes (109 min.) <u>Digital Object:</u> Academic Senate Meeting, October 19, 1988	cassette 1015-1016
October 19, 1988	cassette 1017-1018

1989

Title/Description	Instances
May 17, 1989 <u>Physical Description:</u> 2 Audio Cassettes (109 min.) <u>Digital Object:</u> Academic Senate Meeting, May 17, 1989	cassette 1042-1043
June 6, 1989 <u>Physical Description:</u> 2 Audio Cassettes (24 min.) <u>Digital Object:</u> Academic Senate Meeting, June 6, 1989	cassette 1048-1049
October 25, 1989 <u>Physical Description:</u> 2 Audio Cassettes (99 min.)	cassette 1062-1063

Digital Object: [Academic Senate Meeting, October 25, 1989](#)

1990

Title/Description	Instances
May 16, 1990 <u>Physical Description:</u> 2 Audio Cassettes (59 min.) <u>Digital Object:</u> Academic Senate Meeting, May 16, 1990	cassette 1085-1086

1991

Title/Description	Instances
January 30, 1991 <u>Physical Description:</u> 2 Audio Cassettes (47 min.) <u>Digital Object:</u> Academic Senate Meeting, January 30, 1991	cassette 1108-1109

1992

Title/Description	Instances
January 22, 1992 <u>Physical Description:</u> 1 Audio Cassettes (89 min.) <u>Digital Object:</u> Academic Senate Meeting, January 22, 1992	cassette 1139

1993

Title/Description	Instances
November 17, 1993 <u>Physical Description:</u> 2 Audio Cassettes (81 min.) <u>Digital Object:</u> Academic Senate Meeting, November 17, 1993	cassette 1183-1184

1995

Title/Description	Instances
February 7, 1995 <u>Physical Description:</u> 2 Audio Cassettes <u>Digital Object:</u> Academic Senate Meeting, February 7, 1995	cassette 1194-1195

1996

Title/Description	Instances
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March 27, 1996

cassette

Physical Description: 1 Audio Cassettes (30 min.)

1203

Digital Object: [Academic Senate Meeting, March 27, 1996](#)

[^ Return to Table of Contents](#)