

Des Moines, Iowa
April 23, 1959

A special meeting of the State Board of Regents was held in its office in the State Office Building in Des Moines, Iowa, on April 23, 1959.

Present:

Members of the State Board of Regents: Mr. Hagemann, Mrs. Evans, Mrs. Rosenfield, Mr. Stevens, and Mr. Strawman.

Members of the Finance Committee: Mr. Dancer and Mr. Gernetzky.

Absent:

Members of the State Board of Regents: Mr. Barlow, Mrs. Berkness, Mr. Drebenstedt, and Mr. Gillette.

Member of the Finance Committee Walsh.

The Board met at 3 p.m., with Mr. Hagemann in the chair and Mr. Dancer secretary of the meeting.

IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted:

REQUEST FOR HEARING - IOWA ASSOCIATION FOR THE DEAF - SURVEY - REPORT OF SPECIAL COMMITTEE. Mrs. Evans, chairman of the special committee appointed to consider the application filed by the Iowa Association of the Deaf for a hearing relative to matters at the Iowa School for the Deaf, and to review and evaluate the program at the Iowa School for the Deaf, submitted the report on the survey the special committee made and the following recommendations contained in that report: (See page 52, Board minutes of September 11-12, 1958; page 102, minutes of October 23-25, 1958; page 169, minutes of November 13-15, 1958; page 223, minutes of January 15-16, 1959; page 251, minutes of February 12-13, 1959.)

Committee Recommendations. After a thorough study of the reports of the consultants, a review of the correspondence from other experts familiar with the School and the education for the deaf, and after personal visits to the campus

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on the part of the Committee members, the Committee submits the following recommendations to the Board of Regents and to Governor Herschel C. Loveless:

1. That the necessary and proper steps be taken, within the financial resources available, to establish a salary schedule which is both equitable and as nearly competitive as possible in the market for teachers of the deaf.
2. That through personnel hiring policies, an established salary schedule, and the in-service training program, the level of collegiate training possessed by the teaching staff be up-graded.
3. That the recommendation concerning the dividing of the assignments of guidance director and Upper Division principal be carried out as soon as practically possible.
4. That as funds can be made available the improvements in library collections recommended be effected.
5. That as funds are available the recommended improvements in the vocational teaching equipment, the home economics facilities and equipment, and in the science teaching facilities and equipment be effected.
6. That the basic philosophy of the program of the School be maintained and the program further implemented and improved wherever possible, always to the end that individual academic achievement of the student shall be the foremost consideration.
7. That efforts be continued and improved toward the interpretation of the philosophy, purpose and program of the Iowa School for the Deaf to the citizens of Iowa, including the Iowa Association of the Deaf, to the end that there may be a clearer understanding, and more vigorous support for the School and its efforts on behalf of the deaf children of Iowa.

Mr. Stevens moved that the report of the Special Committee of the Survey of the Iowa School for the Deaf, and the recommendations contained therein, be approved and adopted as the report and recommendations of the State Board of Regents. The motion was seconded by Mr. Strawman and passed.

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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted:

LEASE - ATOMIC ENERGY COMMISSION - SITE FOR DEVELOPMENT BUILDING. At the meeting held on April 9, 1959, the officials of the Iowa State College were authorized to negotiate a lease with the United States of America (Department of the Army) covering a tract of land to be used as a site for the Development Building to be constructed by the Atomic Energy Commission. (See page 357, Board minutes of April 9-10, 1959.)

The following proposed lease was submitted:

1. THIS LEASE, made and entered into this _____ day of _____ in the year one thousand nine hundred and _____ by and between

THE STATE BOARD OF REGENTS OF THE STATE OF IOWA,
SUCCESSOR TO THE STATE BOARD OF EDUCATION OF THE STATE OF IOWA,

whose address is State House
Des Moines, Iowa

and whose interest in the property hereinafter described is that of owner for itself, its successors and assigns, hereinafter called Lessor, and THE UNITED STATES OF AMERICA, hereinafter called the Government :

WITNESSETH: The parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

2. The Lessor hereby leases to the Government the following described premises, viz: Exclusive use of a tract of land commencing at a point 242.56 ft. North and 30.97 ft. West of the center of Section 4, Township 33 North, Range 24 West of the Fifth Principal Meridian, Iowa; thence South 89°53' East 385.00 ft.; thence North 0°7' East 280.00 ft.; thence North 89°53' West 385.00 ft.; thence South 0°7' West 280.00 ft. to the point of beginning, to be used for the following purpose: A site for the erection of a building for use by the Atomic Energy Commission and other Governmental purposes, together with right of ingress and egress thereto.

In addition to the above described tract, the Lessor further grants to the Government an easement to construct, at its own expense, a tunnel through the property owned by the Lessor connecting the tract of land on which the proposed building is to be constructed with the tract of land on which the research building is constructed, now held under Lease No. W-25-075-eng-9170, as amended. This tract of land is described as follows: Commencing at a point on the lease

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line on the Research Building 177.68 ft. North and 157.62 ft. East of the center of Section 4, Township 83 North, Range 24 West of the Fifth Principal Meridian, Iowa; thence North $33^{\circ}19'$ East 77.01 ft. to the lease line of the proposed Development Building; thence South $89^{\circ}53'$ East 23.90 ft. along said lease line; thence South $33^{\circ}19'$ West 77.01 ft. to the said lease line of the Research Building; thence North $89^{\circ}53'30''$ west 23.90 ft. to the point of beginning, together with right of access at all times to said land over and across other land of the Lessor. The easement granted herein shall terminate contemporaneously with the termination of the Government's rights to the land leased hereunder.

3. TO HAVE AND TO HOLD the said premises for the term beginning May 1, 1959 through June 30, 1959, provided that unless and until the Government shall give notice of termination in accordance with provision 6 hereof, this lease shall remain in force thereafter from year to year without further notice; provided further that adequate appropriations are available from year to year for the payment of rentals; and provided further that this lease shall in no event extend beyond June 30, 2058.

4. The Government shall pay the Lessor rent at the following rate: One Dollar and no/100 (\$1.00) for the term of this lease and all renewals thereof, the receipt and sufficiency of which is hereby acknowledged.

5. The Government shall have the right, during the existence of this lease to attach fixtures, and erect structures or signs, in or upon the premises hereby leased, which fixtures and structures, or signs, so placed in, upon or attached to the said premises shall be and remain the property of the Government and may be removed or otherwise disposed of by the Government.

6. The Government may terminate this lease at any time by giving thirty (30) days notice in writing to the Lessor, and no rental shall accrue after the effective date of termination.

7. Any notice under the terms of this lease shall be in writing signed by a duly authorized representative of the party giving such notice, and if given by the Government shall be addressed to the Lessor at State House, Des Moines, Iowa, and if given by the Lessor shall be addressed to District Engineer, U. S. Army Engineer District, 1709 Jackson Street, Omaha 2, Nebraska.

8. The Lessor warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this lease without liability or in its discretion to deduct from the lease price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

9. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this lease or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this lease if made with a corporation for its general benefit.

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10. (a) The Government may, by written notice to the Lessor, terminate the right of the Lessor to proceed under this lease if it is found, after notice and hearing, by the U. S. Atomic Energy Commission or his duly authorized representative, that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Lessor, or any agent or representative of the Lessor, to any officer or employee of the Government with a view toward securing a lease or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing, of such lease; provided, that the existence of facts upon which the U. S. Atomic Energy Commission or his duly authorized representatives makes such findings shall be in issue and may be reviewed in any competent court.

(b) In the event this lease is terminated as provided in paragraph (a) hereof, the Government shall be entitled (i) to pursue the same remedies against the Lessor as it could pursue in the event of a breach of the lease by the Lessor, and (ii) as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the U. S. Atomic Energy Commission or his duly authorized representative) which shall be not less than three nor more than ten times the costs incurred by the Lessor in providing any such gratuities to any such officer or employee.

(c) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this lease.

11. The Lessor hereby reserves any buildings now on the premises with the right to use them in their present location until such time as construction of the new building on the leased premises is to be undertaken.

12. The Lessor further reserves and shall have the right to enter upon the premises at reasonable times for the purpose of maintaining, servicing, installing and extending the presently existing or future constructed water, sewer, gas, power and other utility lines under, over and across the said premises.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

The following resolution was submitted:

BE IT RESOLVED that the State Board of Regents of the State of Iowa hereby approve a proposed lease between the State Board of Regents of the State of Iowa, successor to the State Board of Education of the State of Iowa, as Lessor, and the United States of America, as the Government (Lessee), dated _____ covering the period beginning May 1, 1959, through June 30, 1959, and to remain in force thereafter from year to year until June 30, 2058, at the rate of \$1.00 rental for the term of the lease and all renewals thereof, all in accordance with the provisions contained in said lease and covering the following described premises:

A tract of land commencing at a point 242.56 ft. North and 30.97 ft. West of the center of Section 4, Township 83 North, Range 24 West of the Fifth Principal Meridian, Iowa; thence South 89° 53' East 385.00 ft.; thence North 0° 7' East 280.00 ft.; thence north 89° 53' West 385.00 ft.; thence South 0° 7' West 280.00 ft. to the point of beginning

F. Catalog and Announcements

The catalog of the junior college shall be the official publication of the college. The catalog shall present factual information on courses offered, available curricula, staff data, college rules and regulations, cost information, philosophy and objectives of the institution and other information of a general nature. A catalog shall be published at least every other year. In general, material of an advertising or publicity nature shall be published separately from the catalog.

G. Admission Requirements

The standard minimum requirements for admission to a junior college shall be graduation from an approved high school, or its equivalent. The junior college shall have the right to either establish admission requirements that are higher than this basic policy or to waive the basic admission requirements for students who will be taking only courses not leading to a baccalaureate degree. The method of determining the equivalence of a high school diploma shall be consistent with the practices followed by the three State institutions for higher education in Iowa.

H. High School Students in Junior College Classes

If the standard college course work offered by a junior college is of college level, most high school students will not be qualified for college level courses until after high school graduation. The faculty of a junior college may establish, however, standards under which high school seniors of special ability may take college course work for credit if the student has been registered for sufficient high school units to complete the requirements for graduation. The standards established by the faculty shall be filed with and approved by the Department of public Instruction.

I. Academic Year and Length of Periods

The academic year of a junior college shall provide for a minimum of 34 weeks of instruction. Each recitation or lecture section shall be at least 50 minutes in length.

J. Extra Sessions Restricted

As a general principle, Iowa public junior colleges shall not hold summer schools or offer classes meeting only on Saturdays. If under special conditions a departure from this principle seems justified, special permission must be secured from the State Department of Public Instruction. If permission is granted, the same standards shall be used as for regular classes and in the case of Saturday classes they will be counted as a part of the instructor's regular weekly load.

Evening classes are a standard part of a junior college program and must be counted as a part of an instructor's load if he also teaches regular daytime classes. Normally regular day college students will not take evening classes.

K. Credit Towards a Degree

Not more than one-half of the collegiate requirements for a baccalaureate degree from a state institution for higher learning may be satisfied by credit earned in a junior college.

L. Graduation Requirements

A minimum of sixty (60) semester hours of junior college credit exclusive of required courses in physical education and military science shall be required for graduation from a junior college. The diploma granted for completion of a junior college curriculum may be called an Associate in Arts, an Associate in Science, or an Associate degree of another designation. Documents of a lesser status may also be awarded for graduation.

No student shall be certified for graduation from a junior college who has not earned an over-all grade point ratio of 1.80 or above. Grade points shall be awarded as follows: A - 4, B - 3, C - 2, D - 1, F - 0.

M. High School Accreditation

A public junior college shall not be eligible to be approved unless the high school or high schools operated by the same district are accredited by the North Central Association.

III. FACULTY

Junior college instructors must hold certificates issued by the Board of Public Instruction which are valid for teaching in grades thirteen and fourteen.

Junior college instructors shall either have had collegiate preparation in junior college philosophy and teaching methods, and in counseling and guidance at the college level; or shall secure such preparation through participation in an approved in-service program.

A. Fields of Instruction except those appearing under B. and C. below. The instructor shall hold a master's degree from a recognized graduate school with a graduate major in his principal field of instruction and at least 15 semester hours of graduate credit in any other field taught.

B. Special Fields

1. Art

The instructor in art shall hold a master's degree with a major in art from a recognized graduate school; or, in lieu thereof, a certificate endorsed specifically for the teaching of art.

2. Librarian

A person serving as librarian for half-time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half-time shall have completed 15 hours of graduate credit in library science, and said person shall hold a certificate endorsed for service as a school librarian.

3. Music
The instructor in music shall hold a master's degree with a major in music from a recognized graduate school; or, in lieu thereof, a certificate endorsed specifically for the teaching of music.
4. The instructor in physical education shall hold a master's degree with a major in physical education from a recognized graduate school, or, in lieu thereof, a certificate endorsed specifically for the teaching of physical education.

C. Other Fields

1. Accounting

The instructor in accounting shall hold a master's degree from a recognized graduate school with 15 semester hours of credit in accounting of which at least 3 semester hours shall be graduate credit.

2. Courses Not Usually Included in Programs Leading to the Bachelor's Degree.

The instructor in any course which is not usually included in programs leading to the bachelor's degree in accredited colleges and universities shall have had appropriate preparation or competence for each such course taught as determined by the official in the Department of Public Instruction who supervises junior colleges.

3. Engineering Drawing

The instructor in engineering drawing shall hold a bachelor's degree from a recognized collegiate institution with at least 8 semester hours of credit in engineering drawing of the type required in a basic curriculum in engineering.

4. Shorthand and Typewriting

The instructor in shorthand and typewriting shall hold a master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of business or commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects.

D. Instructor Load

The load of an instructor in a junior college shall not exceed sixteen (16) semester credit hours. All junior college administrators shall use the following uniform method of computing the teaching load:

1. Junior college non-laboratory courses shall carry the same number of semester credit hours as are given in the course.
2. Junior college laboratory classes, extra-curricular supervision, and administrative duties shall be weighed .70 per clock hour.
3. High school classes shall be weighed .70 per class period.

4. High school extra-curricular supervision and administrative duties shall be weighed .50 per clock hour.
5. Adult education teaching assignments shall constitute a part of the 16 semester hour load and shall be weighted at .70 per clock hour of instruction except when carrying semester hours of college credit in which case items 1 and 2 will apply.

E. Faculty Organization and Meetings

The faculty shall be regularly organized and meet regularly for the purpose of study and development of the curriculum, improvement of instruction, development of general policy and such other matters as are appropriate to a college faculty. It is essential that the organized faculty have definite responsibility in the operation of the college.

IV. CURRICULUM

A junior college shall provide college courses in English, mathematics, the physical or natural sciences, the social sciences, and the humanities. Foreign language, business and other college courses may be offered in accordance with local needs where the community is able to supply the necessary equipment and qualified teacher or teachers.

On the basis of determined community or area needs, junior colleges may offer courses which are basically technological, service, and/or vocational in nature. These courses may differ in content, purpose, and length from college courses. Differences that do exist shall be noted in the official publications of the junior college. Junior colleges making such offerings shall comply with the requirements for each course in terms of teacher competency and instructional materials which the appropriate state supervising agency of the junior colleges shall establish from time to time.

V. STANDARDS OF WORK AND STUDENT-LOAD

Each course which is offered for college credit in a junior college shall be taught at a standard consistent with the quantity and quality of similar courses offered in accredited senior colleges.

A normal full-time student-load shall be 16 semester hours. Extra work may be taken by superior students with faculty approval but under no circumstances shall any student be permitted to register for more than 20 semester hours of work.

VI. LIBRARY

In evaluating a junior college library, for purposes of approval hereunder, consideration shall be given to the following specific recommendations:

- A. Organization and Administration
The library shall be adequately housed and professionally administered with books well distributed. An appropriate reading room, separate from the high school library if possible, should be open to all students throughout the day. Adequate seating space (recommended to seat 20% of the student body) shall be provided.
- B. Adequacy of Materials
The library shall contain adequate basic general reference books, and appropriate current periodicals in sufficient variety for each department in which instruction is given.
- C. Annual Appropriation
In each junior college there shall be an annual appropriation for the purchase of new books, exclusive of government documents and periodicals, if not less than \$1000 or \$10 per student, whichever is greater.
- D. Cataloging
Books must be properly cataloged.
- E. Coordination with Other Library Facilities
In no case shall the junior college depend upon the city library for any large share of materials or facilities unless it is close enough for students to use it for study during the school day and unless the junior college has adequate control over the books purchased and their use.
- F. Use by Students and Staff
Both students and staff members shall have free access to all library facilities.

VII. EQUIPMENT, LABORATORIES AND SUPPLIES

The junior college shall provide adequate equipment, laboratories and supplies in relation to the courses offered. Annual budgetary provision shall be adequate to keep instructional material, equipment and facilities up-to-date.

VIII. PHYSICAL PLANT

The location, buildings, and equipment of a junior college shall be well maintained and in good repair. They shall be clean, orderly and in good hygienic condition. A consistent plan of systematic maintenance shall be in evidence.

The Physical Plant shall be adequate in size and properly equipped for the program offered by the college. If space is shared with a high school, there shall be sufficient separation of rooms assigned to permit the development of a college atmosphere. Office space for the junior college shall be separate from the high school office.

IX. STUDENT PERSONNEL

A. Extra-Curricular Activities

The junior college shall provide sufficient extra-curricular activities to afford its students with an opportunity for the development of leadership and initiative. All extra-curricular activities of the college must be under the direct supervision of qualified members of the junior college faculty.

B. Counseling and Guidance

A junior college shall provide guidance services which serve all students enrolled and which utilize the aid of staff members, school facilities and community agencies. These services should include curriculum planning, student counseling, standardized testing, collection of student personal data, job placement and follow-up studies.

The guidance services shall be directed by a staff member specially prepared and qualified. Allotments shall be made of time, space and funds which are adequate for a comprehensive guidance program for the college.

The motion was seconded by Mr. Stevens and passed unanimously.

SPECIAL JOINT COMMITTEE - APPROVAL STANDARDS FOR PUBLIC JUNIOR COLLEGES - DISCHARGE OF COMMITTEE. At the meeting held on May 16-17, 1957, (page 366 of the minutes of that meeting) the State Board of Regents designated the Iowa Committee on Secondary School and College Relations as its committee to act jointly with a committee of the State Board of Public Instruction to establish and approve standards and eligibility for state aid for public junior colleges; and at the meeting held on June 20-21, 1957, (page 442 of the minutes of that meeting) Secretary Dancer reported that the State Board of Public Instruction had appointed J. C. Wright, Paul F. Johnston, Arthur Carpenter, Boyd H. Graeber, and W. W. Osborne as its representatives on the joint committee.

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Mr. Hunt moved that in the joint session the special joint committee appointed to establish and approve standards and eligibility for state aid for public junior colleges be discharged. The motion was seconded by Mr. Strawman and passed.

ADJOURNMENT. President Hagemann adjourned the joint meeting of the State Board of Public Instruction and the State Board of Regents and the special meeting of the State Board of Regents at 6 p. m.


David A. Dancer, Secretary