

RECESSED MEETING OF THE UNIVERSITY FACULTY SENATE

January 13, 1975

(Recessed from January 6, 1975)

MINUTES

The recessed meeting of the University Faculty Senate of January 6 continued on January 13, 1975, convening at 4 PM. \*Senators not in attendance were:

Denise Barbieri	Raymond F. Goodrich	F. Loren Smith
David A. Barlow	Robert C. Hodson	Barbara Stafford
John B. Bishop	Robert Hogenson	Richard W. Tarpley
Joseph T. Bockrath	Mohammed Ilyas	Edward A. Trabant
P. Timothy Brown	William E. McDaniel	Roger S. Ulrich
Mary K. Carl	Allen L. Morehart	Raymond Wolters
Theodore M. Feely, Jr.	Daniel C. Neale	Philip Burton
W. Bruce Finnie	Lucia Palmer	Asa B. Pieratt
William S. Gaither	Judith A. Runkle	Rowland Richards

Discussion continued on the consideration of the proposed regulations from the Committee on Undergraduate Admissions and Standing to implement the Senate-approved policy on Satisfactory Progress Toward Degree. No formal action was necessary; it was felt that the faculty should have the opportunity to respond. After continuing discussion, the Committee made an editorial change to Item 6 of that policy:

*Students enrolled in the Division of Continuing Education in order to qualify for readmission will normally not be permitted to register for regular daytime courses....*

The complete policy is attached to these minutes.

Professor R. Steiner reported for the Committee on Research with recommendations concerning policy on Involvement of Human Subjects in Research and Research-related activities.

Following discussion, Professor McLaughlin made the following motion:

*It is moved that: (1) The proposed revised policy safeguarding the use of human subjects be recommended to the Board of Trustees as an interim policy until May, 1975. (2) The Committee on Research will reconsider this proposal after consultation with potentially interested departments such as Educational Foundations, Psychology, Sociology, Child Development, etc., and with the Academic Freedom Committee. (3) The Committee on Academic Freedom will consider the DHEW policy, the proposed*

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\*A quorum was present so it is obvious Senators did not sign the attendance registry. Please notify the Senate Office of your presence.)

*University of Delaware policy and ideas from interested members of the University community. The committee will work with the Research Committee to safeguard freedom of inquiry wherever possible. (4) Both committees will jointly recommend a policy on the use of human subjects in research at the May 1975 meeting of the Senate for that body's consideration.*

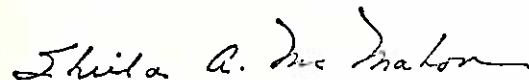
The motion was seconded by Mr. Schrank. Dean Lippert called for a quorum count; a quorum was present.

A motion was made and seconded that the policy not be returned to the Committee on Research but go directly to the Committee on Academic Freedom. A motion passed to close debate. The amendment to Professor McLaughlin's motion was defeated. Following discussion of the original motion, a call for question was made on the motion as editorially changed; it was rejected 11-18.

The Senate returned to the original motion as recommended by the Research Committee. Following discussion, the policy passed as submitted and is attached.

Professor R. Steiner reported for the Committee on Research on opinions on establishing a University of Delaware press. Their opinions are attached to these minutes.

The meeting adjourned at 5:20 PM.



Sheila A. McMahon, Secretary  
University Faculty Senate

Attachments

SATISFACTORY PROGRESS TOWARD DEGREE

(The following regulations were approved as a means of implementing the policy approved by the Faculty Senate on November 5, 1973.)

1. To meet the conditions of this policy, a full-time student in any two consecutive semesters must register for and complete at least 12 credit hours in one of the semesters.

For example, a full-time student satisfies the progress toward the degree requirement if in one semester the student completes 12 credit hours, but in the next following or last preceding semester completed less than 12 credit hours. A full-time student who completes less than 12 credit hours in one semester and also completed less than 12 credit hours in the next following or last preceding semester does not meet the conditions of progress toward the degree.

2. A full-time undergraduate student is one (a) who is classified as full-time and/or (b) one who is registered at the end of the last registration period in any semester for 12 or more credit hours. Students are admitted to the University as either full-time or part-time degree candidates. Following matriculation, this status is determined each semester based on the number of credit hours for which the student is initially registered at the end of the late registration period.
3. A course will be considered as completed and the credit hours will be applied toward the minimum required for satisfactory progress if the final grade for the course is A, B, C, D, F, or P. Courses graded with the temporary grades of I, S, or U at the end of a given semester must be completed with a final grade of A, B, C, D, F, or P in order to count toward satisfactory progress in the subsequent review at the end of the next semester in which the student has enrolled. A course will not be considered as completed and the credit hours will not be applied toward fulfillment of the minimum required for satisfactory progress if the final grade is L, LW, W, WF, or Z, or the temporary grade is N.
4. The progress toward the degree requirement applies only to the first and second semesters in each academic year. Undergraduate students are not required to enroll in or meet progress requirements in the Winter Session or in the Summer Session.
5. Students who are dropped for failure to make progress may qualify for readmission by enrolling in the Winter Session, the Summer Session, or through the Division of Continuing Education. Such students must enroll for at least 6 credit hours (minimum of two courses) in each semester or session for which enrolled and must receive a final grade of A, B, C, D, F, or P in each course for which enrolled. Such students will not qualify for readmission if the final grade is L, LW, W, WF, Z, or with a temporary grade of I, S, U, or N. Temporary grades must be removed prior to approval for readmission.
6. Students enrolled in the Division of Continuing Education in order to qualify for readmission will normally not be permitted to register for regular day-time courses, except in those cases in which no courses offered through the Division of Continuing Education are applicable to the remaining degree requirements of the student.

7. The Committee on Undergraduate Records and Certification will evaluate each case individually at the end of each semester. The Committee will evaluate mitigating circumstances as reported by the dean or other college representatives, by faculty, or by the student through direct petition to the Committee. When circumstances warrant, the Committee may reinstate students who fail to make progress as specified in this policy or give warning that failure to meet the policy in the next enrollment period will result in dismissal. In implementing this policy, the Committee will consider illness, accident, or other circumstances beyond the control of the student, as well as the student's efforts to maintain progress through enrollment in the Winter and Summer Sessions.

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- The final determination of what constitutes human involvement is the proper concern of the University Review Committee.

## V. IMPLEMENTATION

### A. The Review Committee

The Review Committee will have responsibility for the final review and approval of projects involving human subjects. One member must not be a University employee but the other members will ordinarily be from the University community. Membership will be made up of:

- A Sociologist
- An Anthropologist
- A Psychologist
- A University employed Medical Doctor
- A Nurse with Graduate Degree
- A Medical Doctor
- The Coordinator of Research
- The Associate Provost for Research, Chairman
- The Dean of Students.

Whenever it is deemed advisable, independent consultants may be called upon to assist the Review Committee.

A quorum of five members is required to render decisions.

### B. Information Required for Committee Consideration

The proposal in its final form, together with a brief protocol describing human subject protection, shall be submitted to the committee (9 copies). In the event that the final draft of the proposal has not been completed in time to meet the deadline for committee review, rough drafts (9) may be submitted with the protocol. The final draft must conform to the original protocol and one copy must be submitted to the Coordinator of Research as soon as possible.

The following information is required in the protocol:

1. The title of the project and the investigator's name.
2. Research objectives.
3. A description of the study with particular respect to methodology and plan of action, including information on the following:
  - a. The manner and the extent to which human subjects will be involved.
  - b. The procedures, tools, etc. to be employed. Include examples and a description of all questionnaires. Copies of the questionnaires must be submitted to the committee for review before use.

2. A short, written consent form document indicating that the basic elements of informed consent have been presented orally to the subject. The short form must be signed by the subject and by an auditor witness to the oral presentation and to the subject's signature.
3. A modification of either procedures 1 or 2 that is approved by the Human Subjects Committee. Such a modification must establish 1) that the risk to any subject is minimal; 2) that use of either of the primary procedures for obtaining informed consent would surely invalidate objectives of considerable immediate importance and 3) that any reasonable alternative means for attaining these objectives would be less advantageous to the subjects.

D. Confidentiality

The identify of a human subject shall not be revealed without the prior consent of the subject. If the data are used in connection with additional research, the consent of the subject must be obtained before the subject is identified with the additional research. The records identifying the subject with the research must be kept apart from the experimental data and must be kept under security conditions equivalent to "confidential data" regulations.

E. Procedure

Every proposal involving human subjects must be reviewed prior to the start of the project or submission of it to an outside sponsor. The proposal and explanatory protocol should first be submitted to the departmental chairman for approval. If there is a departmental review committee, the chairman will take the responsibility for transmitting the proposal to that committee. After departmental approval, the proposal and protocol is sent to the Office of the Coordinator of Research for transmittal to the University Review Committee. (Nine copies are required) In order to allow for any modifications, the proposal must be submitted to the committee at least fifteen (15) working days prior to any deadline date. The committee will review the proposal and respond within ten (10) working days.

On-going projects will be reviewed on an annual basis unless a significant change in protocol dictates more frequent reviews. The committee is responsible for initiating a review of protocols on a more frequent than annual basis when the committee determines this action is advisable.

Since the review process may involve either individual consideration of proposals by committee members or a formal committee meeting, questions or reservations concerning the proposed project may be communicated to the author of the proposal by either

SUMMARY OF OPINIONS OF THE COMMITTEE ON RESEARCH  
CONCERNING ESTABLISHMENT OF A UNIVERSITY OF DELAWARE PRESS

(NOTE: This summary is intended as a platform for further discussions by the University Community concerning this matter.)

Dr. John W. Shirley, Consultant to the President, presented five options to the Committee concerning the University's support of scholarly publications as follows:

1. An independent University Press in the traditional manner with staff and facilities for the production of fifteen to twenty books a year. It would cost the University of Delaware about \$3,000,000 to get underway and keep such a press, in other words, about a one-year income from UNIDEL.
2. A consortium press serving an area, such as the New England Press, which serves ten colleges. Such a press is not suitable in Delaware because of its geographical location near other existing presses.
3. A fusion of scholarship with business in which a commercial press sets up a subsidiary to act as a university press.
4. A contractual press such as the arrangement we now have with the Temple Press. However, this press is a new one without a large backlog. Johns Hopkins University has a well-established press and has shown some interest in an arrangement with Delaware.
5. The practice of subsidizing or underwriting any book written by a faculty member of the University of Delaware and accepted by other presses. Good presses will now accept subsidies although they refused to do so in the past because the practice smacked of the vanity press.

After discussing these options, the Committee agreed to the following:

1. That options 3 or 4 (above) were the more desirable of those listed.
2. That the monies necessary for establishment of such a press are needed elsewhere at this time.
3. That many years would be needed to establish prestige of such a press.
4. That temporarily, increase in faculty publication quantity might be effected by subsidizing accepted manuscripts.

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