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THOMAS JEFFERSON COLLEGE BULLETIN

Volume I No. 1

September 1, 1970

I. Meetings, etc.

- a) Faculty Synectics workshop Sept. 7-11
- b) Faculty Meeting Thursday, Sept. 17, 3:00 p.m., 161-Huron.
- c) ADVANCE! Friday, Sept. 18 — 21.
- d) Seminar generation and approval Monday, September 21, 1:00 p.m.
- e) Registration Tuesday & Wednesday, September 22—23.

II. This is the first TJC Bulletin which I hope will be published weekly once things get rolling around here. In general, I see the Bulletin as a common means of communication and information dissemination for the entire TJC community. I think it will regularly include such things as faculty and townmeeting minutes, agendas for coming meetings, announcements of policy change, discussion of various issues pro and con, opinions, creative writings, etc. Any contributions you have are welcomed. Turn them in to Mary by Wednesday of each week. By the way we are awarding three ripe pomegranates to anyone who can come up with a better name for this thing than the "TJC Bulletin."

TDG

III. I wish to announce the appointment of Mary Te Pastte to our TJC staff. Mary has been appointed as Administrative Secretary and, will take on much of the work previously handled by Dan Andersen. She comes to us after four years with the Humanities Division. I would like to welcome her and extend my compliments to the Humanities Division for having such fine taste in secretaries.

TDG

IV. Faculty Synectics Seminar

September 7—12 (Mon, thru Fri.)

John Prince is coming to teach us synectics (creative group problem solving) in five all-day sessions. These will be in the Art Gallery—A-V area of Mackinac.

This problem solving technique has gained wide acceptance as a highly effective way to maximize group productivity. I see it as a good tool for the planning and governance of TJC. It will be useful in exploratory seminars and common program groups where creative participation is highly desired by all individuals. I urge all of you to set aside this week for synectics. If you are unable to attend these meetings please let me know by Friday, September 4.

TDG

V. ADVANCE

Currently 125 people are registered for the Advance. We expect this number to go up to approximately 150. Thanks to John McNaughton and crew for planning food purchasing and menus.

VI. REGISTRATION INFORMATION:

We have discovered a point of possible confusion in the pink packet mailed out earlier to students. The following is Lee Kaufman's noble attempt at clarification:

As some of you may have noticed a discrepancy exists in the "pink packet" Let me try to clear it up for you.

On page 5, beginning "The following policy", a statement appears that "TJC students are required to select 1/3 of their total work from within the common program with the exception that all elements of category I are required"-----

On page 8, FALL 1970 TIMETABLE, refer to the second paragraph which begins, "TJC students who have not completed 3 quarters"..... and ends, "may take any 3 of the seminars."

In another circulated announcement the change in the sophomore seminar has been indicated. The concern here is the discrepancy in the requirements for the Common Program. The statement on page 5 supersedes the one on page 8. Each student is required to do a third of his total work as a TJC student in the common program. The elements noted in Category I are required of all TJC students except as stated by the asterisk; although a student with less than 75 credits to earn may take the independent project. The remainder of the credit to make 1/3 of the student's total credit earned after admittance to TJC is chosen by the student in consultation with his tutor from those elements in Category II.

Thus, a student entering TJC with 45 earned credits would take one term of NSPS, the independent project, and the thesis, at the appropriate times, for 25 credits, assuming 5 credits for the thesis. Subtracting 45 from 180, the minimum number of credits for a degree, and dividing by 3 would give 45 as the required credit in the Common Program. Subtracting the 25 required hours of Category I leaves 20 credits which may be chosen from Category II.

Notice that if a student enters with no credit he needs 60 credits in the Common Program (1/3 of 180), and thus may choose to not take one 5 credit element; however, a student may elect more than 5 credits for the Creative Arts Project and the Thesis, and thus may choose to take fewer Common Program elements.

It is always a good idea for a student and tutor to discuss the placement of the Common Program elements to prevent unnecessary waiving or "clustering" of requirements.

VII. On Requirements and Choices

One matter that comes up occasionally for discussion has to do with degree requirements. At the risk of making clear (?) what is already clear, the following seems pertinent. Jefferson's degree requirements are 180 hours of college credit including the appropriate Common Program elements and the various organizations of the two degree programs. It should be pointed out that the 180 credits are only a minimum. A student who has transferred a lot, changed his mind often as to majors, wishes to take a number of different offerings, decided late to go into teaching, or a number of things, may expect, reasonably, to need more than 180 credits, to go more than 4 years, or to have the requirements cut into his "free" choice of offerings. It is the student's choice, of course, to major, to change his mind, to go into teaching, to transfer, etc; it is also his problem to work out, with his tutor, the various requirements. It should be pointed out too, what is also clear, that the student may choose not to complete 4 years or 180 credits or to go longer.

JLK

VIII. Sophomore Seminar

Due to a feeling of hesitation over the wisdom of making a structural change in the Sophomore Seminar with only a few people around for discussion, the summer staff decided to reinstate the 10 week term of the Sophomore Seminar rather than proceed with the modular system. If there is an opportunity at the beginning of the fall term, the matter will be voted upon; therefore, faculty who were to offer part of the fall term modular program should remain prepared. In the event that no vote is taken, or the issue is tabled, another vote will be taken before the winter term. Mr. Kaufman is presently in charge of the Sophomore Seminar.

IX. Grant Freaks

President Lubbers has asked us to begin making plans to apply for the Ford Foundation Venture Program described as follows:

Ford Foundation Begins 'Venture Fund' Program New York

Grants to help colleges and universities develop innovative programs in undergraduate education will be awarded to 10 to 12 institutions a year for the next four years by the Ford Foundation.

These "venture fund grants," which will range from \$100,000 to \$250,000, will go to institutions in different regions of the country each year, starting this year in the western states. Next year, grants will go to southern institutions, followed by those in the Midwest and then the Northeast.

IX. (excerpt on Ford Foundation 'Venture Fund' Program continued)

The first four recipients of the grants to institutions in western states are Colorado College (\$150,000), St. John's College in New Mexico (\$150,000), Prescott College (\$150,000), and the University of Texas (\$200,000).

We have several program ideas (see below) which might be worked up for application. Would anyone be interested in sharing primary responsibility for this?

X. Programs, Programs

Since my arrival July 15, I have been bombarded with a surfeit of new and old ideas for programs. This seems to be a good time to start thinking about what we are going to do with these. If reorganization goes through, this should probably be the first matter of business for the Curriculum Committee. We obviously need to establish some priorities and begin detailed long ranged planning.

Lee and Gil have expressed reservations about beginning new programs this year. Lee's argument runs as follows:

TDG

It has occurred to me that the question of splitting off from Jefferson into separated programs and schools may come about naturally. I would suggest, by the way, that it be brought up at a meeting and voted on and that it would be best to wait until we have approximately 300 students before splitting off.

But in the meantime, the possibility of students choosing their own tutors, and the flexible nature of the program should give us some indication of some tendencies: humanistic studies; creative and performing studies; "liberal arts", including teaching, graduate school, etc; — and black studies. Other programs that can be looked into are Encore like programs (separate programs for older people) and — suddenly I can't think of others.

The gradually developing ones will reach a point where a continued expansion of the offerings for such interests will overload the faculty in certain directions or mean that a majority of the students' work be outside "main stream" offerings, i.e. "liberal arts." We may have to open some programs up gently — by hiring or by encouragement, — but most should develop naturally.

JLK

Regardless of the action we take on programs for this year, I think it is important to start considering priorities and staff responsibility. The following is a list of program possibilities I have heard discussed since July 15. Where possible I have tried to indicate the source(s) of the proposal. The question is where should we go or not go from here?

- (1) Experimental teacher training program (D.K;B.H;C.W;D.G.)
Inquiries have already been made regarding possible funding for this program 71-72.
- (2) Off Campus TJC programs - Ghetto, Extension program for adults (B.H. L.K. B.B.)
- (3) Involvement with Black Schools (B.H.)
- (4) Expansion of "Make-It" to include unqualified H.S. graduates and non-H.S. graduates who wish H.S. degrees. (B.H. D.G. D.K.) a program got under way this summer for unqualified H.S. graduates.
- (5) Alumni giving program (B.H.)
- (6) Facilitator training for TJC students and staff at Esalen, NTL, WBSI etc. (B.H; D.K; D.G; C.W.)
- (7) Investigate other school's programs program (B.H.)
- (8) Factory (downtown arts center) (W.S.)
- (9) Freshman year orientation program (D.G; C.W.)
- (10) Internship program i.e. bring WBSI, NTL etc. to us. (D.K.)
- (11) Humanistic Studies Program (L.K. D.G.)
- (12) Black Studies Program (D.K.)
- (13) Creative and Performing Arts Program (L.K.)
- (14) Self-evaluation research program for TJC (D.G. L.K.) we have already applied for funds for this.
- (15) Adult Education Program.
- (16) Teacher exchange program with high schools.
- (17) Creative writing program.

XI. Scholarship Lottery

I received the following memorandum from Ken Venderbush dated August 6, 1970. Reactions?

As Ken Fridsma knows I had occasion on Thursday to find out about the lottery system that was used for TJC scholarship applicants. I agree that it is probably the best way to handle a bad situation. I am no more in favor of awarding academic grinds on the basis of their grade point average than most people.

I would observe, however, that in subsequent years the lottery should not include people who in this year were not winners. In other words, it should not be possible, in my judgement, for someone to go through four years as a lucky winner while someone else went through four years having to borrow and work in order to meet his expenses.

KenV.

XII. On degree requirements and advising

1. B.A. Requirements - According to the catalog the degree requirements for the B.A., are 1) a minimum of 180 credits 2) the appropriate choices of The Common Program 3) a major, and 4) a reading knowledge of a foreign language. A major is defined as a substantial amount of credit in a nameable, definable field involving the depth and breadth of study. The language requirement is discussed below.
2. B.Ph. Requirements - The B.Ph. degree requirements are 1) 180 credits, 2) the appropriate choices of the Common Program, and 3) "an individual program distributed over a variety of disciplines."

In a staff meeting in March 1970, the term "distributed over a variety of disciplines" was clarified for those students entering in fall, 1970. These students with their tutor's assistance and approval should divide the usual liberal arts curriculum into five integrated and cohesive packages. This may be a subject matter division such as thing sciences, people sciences, creative art, art appreciation and people theories (chemistry, psychology, painting, literature, philosophy); or a more usual breakdown; e.g. arts, social sciences, science, mathematics, and philosophy; or an approach breakdown: e.g. lab work, field work, group work, individual work, research. The test of such a breakdown is that the packages should be integrated and cohesive, should reflect the student's orientation to college work, and involve the student in a reasonable variety of disciplines. Once the breakdown is made, the student can select no more than 8 units (40 credits) in any group, no less than three units (15 credits) in any group and must have at least four units (20 credits) within one of the fields in a tightly knit grouping.

3. Teacher preparation - When advising someone in the teacher preparation program, the tutor and student will find adequate information in the catalog; however if there are questions or problems, the student may be referred to Lee Kaufman, who acts as a liaison with The Teacher Preparation Center. Generally speaking, TJC's responsibility is its own B.A. and B.Ph. program; the teacher preparation requirements, though they are a concern of the student, are outside the college requirements of TJC. Also because of the peculiar nature of the B.Ph. program, a student wishing to be a teacher should be counselled into a B.A. program.

4. Language requirement - The language requirement for the B.A. is satisfied by the student's demonstrating a reading knowledge of a language. This can be done in two ways. 1) The student can complete the fourth term of the usual language series. 2) The student may take an examination in reading skill. A student choosing the first option would normally accrue 20 credits; the second option allows the student to obtain 15 credits. To prepare for the examination, the student may take regular CAS classes, TJC seminars, or work on his own. When he passes the examination, he will be given 15 credits minus whatever credit he has earned preparing for the examination. There is no fee for taking the examination and it may be repeated if failed. Students having questions about the language requirement should contact Lee Kaufman.

JLK

X111. Admissions information as of August 29, 1970

Students officially registered in TJC in Spring 1970-----	166
Students officially having graduated in Spring 1970 -----	21
Students officially entering TJC in Summer 1970 -----	7
Students admitted to TJC for fall 1970 -----	91
(Admitted students who have withdrawn --- 4)	
Applications pending -----	32
(Pending applications that have been withdrawn ---- 6)	
Students denied by TJC -----	6
Total applications for fall 1970 -----	129
Suppositious list of students who <u>may</u> not return other than Spring graduates-----	18

JLK

XIV. Faculty Meeting

(a) Date: Thursday, September 17, 3:00 p.m. Huron-161

(b) Agenda:

1. Discussion and vote on reorganization proposal. The report from the reorganization committee is attached. I urge you to give it careful consideration prior to September 17, so that you will be ready to vote at that time. In general, the reorganization committee has proposed a three way distribution of power— the dean, Faculty Meeting and Townmeeting. If any two of the three agree on an item then the matter becomes policy. In addition, many of the responsibilities previously assumed by the Chairman have been distributed to student-faculty committees: the Curriculum Committee (3 students, 3 faculty); the Finance Committee, the Admissions Committee, the Academic Affairs Committee; and the Records and Research Committee; the Committee of the Whole would function as usual. The specific duties of each committee are spelled out in the attached report.
2. Election of Staff to student-faculty committees (if reorganization proposal is passed.
3. Establishing time for regular Faculty and Town Meetings.
4. Discuss agenda for next Faculty Meeting.

Thomas Jefferson College Portion
of
REPORT OF THE THE COMMITTEE ON COLLEGE ORGANIZATION AND OBJECTIVES*
(Part II of a Two Part Report)

Committee Members: Professors Huisman, Walkoe,
Freeman, IsHak, Klein, Olsen,
Young. Messrs. Ford, Houghton,
Vice Presidents Lumsden, Jones,
Venderbush, Mr. Loessin, Chairman.

*Referred to herein as the Reorganization Committee.

THOMAS

JEFFERSON

COLLEGE

VICE PRESIDENT
FOR
ACADEMIC AFFAIRS

DEAN, THOMAS
JEFFERSON COLLEGE

TOWN
MEETING

FACULTY
MEETING

CURRICULUM
COMMITTEE

FINANCE
COMMITTEE

ADMISSIONS
COMMITTEE

ACADEMIC
AFFAIRS
COMMITTEE

RECORDS &
RESEARCH
COMMITTEE

THE THOMAS JEFFERSON COLLEGE

1. The Dean of Thomas Jefferson College

The committees reporting to the Faculty Meeting communicate with any action they take to the Town Meeting and to the dean. The action taken by these committees will stand unless disputed by the dean, the Faculty Meeting, or the Town Meeting. Issues, whether new or in dispute from a committee meeting, may be acted upon at the initiative of the Town Meeting, the Faculty Meeting, or both of these bodies, or either or both of these bodies at the request of the dean of the college. If either the Town Meeting or the Faculty Meeting present a resolution to the dean of the college, he can (1) implement the resolutions if it does not involve a change in college policy, (2) channel the resolution to the appropriate official or body for action and/or implementation, (3) if the item is a substantial change in college policy, pass to the vice president for academic affairs for review and accompanying recommendations, (4) submit the item to the TJC Faculty or Town Meeting, whichever one has not considered the resolution, (5) submit the item to the Town and/or Faculty meeting that has passed the resolution, with suggestions for change and reasons included for that change. If both the Town Meeting and the Faculty Meeting have passed a resolution, or if one passes a resolution with the concurrence of the dean, the dean is required to implement the resolution if it does involve a change in college policy, channel the resolution to the appropriate office or representative body, or submit to the academic vice president for review if substantial change in college policy is involved. If conflicting resolutions on similar issues are given to the dean by the Faculty Meeting and Town Meeting, then the dean of the college must choose, with consultation of the faculty and students, the appropriate course of action.

2. THE THOMAS JEFFERSON COLLEGE TOWN AND FACULTY MEETINGS:
POWERS AND DUTIES

The TJC Faculty and Town Meetings will act upon such matters as curriculum, internal organization, policy regarding budget, policy regarding promotion and tenure, determination of evaluative methods, determination of existing structural units within TJC, stimulating academic environment, determining graduation requirements, recommending on an admissions policy, voting of degrees, and establishing working relationships with the other GVSC units. The TJC Faculty and Town Meetings do not deliberate upon specific budget or personnel decisions. The Town and Faculty Meetings can establish task forces to deal with specific issues. The TJC Town and Faculty Meetings will, at their first meetings, adopt standard rules of order.

A. STEERING OPERATIONS

The Faculty Meeting will call all Town Meetings that deal with formal policy decisions. The Faculty Meeting will call these Town Meetings five days in advance and prepare and circulate the agenda for the meeting. The items on the agenda must be dealt with first by the Town Meeting. Once the agenda is completed, the Town Meeting can be called upon to new business. If the new business involves a formal decision by the Town Meeting on college policy, 10% of those present are necessary to table the item for insufficient notice. The person making the motion can then ask the Town for a majority vote which obliges the Faculty Meeting to place the item on the agenda at the next formal policy Town Meeting. The Faculty Meeting is obliged to call a formal policy meeting of the Town upon petition by 1/3 of the membership of the Town Meeting. If this is the case, the Faculty Meeting is obliged to include in the agenda for the meeting the matter which was of concern to the petitioners.

The Faculty Meeting has the authority to call a Town Meeting without five days notice, and without a prepared agenda, but only under the most extraordinary circumstances. If such a Town Meeting is called, every possible effort should be made to inform the Town Meeting members of the time of the meeting and the matter to be discussed.

The Faculty Meeting and the Chairman of the Town Meeting have the authority to call a forum session of the Town Meeting at any time. A forum session of the Town Meeting is not authorized to pass formal policy decisions. Its purpose is discussion and planning. The chairman of the Town Meeting and the Faculty Meeting should make every possible effort to inform the Town Meeting members of the time of a forum session and the matter to be discussed.

A Faculty Meeting can be called by the dean of the college or by petition of 1/3 of the Thomas Jefferson College faculty. It will be scheduled on a regular basis to be determined by the Faculty Meeting itself. The Chairman of the Town Meeting is an ex-officio, non-voting member of the Faculty Meeting.

B. THOMAS JEFFERSON COLLEGE FACULTY MEETING COMMITTEES

1. CURRICULUM COMMITTEE

The general duties of the Curriculum Committee are to oversee seminar generation and approval of seminars, make recommendations on new programs involving curriculum changes, approve proposed examinations, serve as a resource agency for new program development, make recommendations regarding common program changes, and establish priorities on new programs involving curriculum changes. There will be three faculty and three students on this committee. The faculty will be elected by the Faculty Meeting and the students by the Town Meeting.

2. ADMISSIONS COMMITTEE

The Admissions Committee shall offer recommendations for admissions, policy standards and procedure, oversee all correspondence with applicants, interview applicants, make final decisions on admissions, establish and carry out TJC recruiting programs, develop and carry out public relations programs, and make monthly admissions reports to the faculty and students. There will be three faculty and three students on this committee. The Faculty Meeting will elect the faculty members and the Town Meeting the student members.

3. FINANCE COMMITTEE

The general duties of the Finance Committee are to oversee CSSM, equipment, and student employment budgets. All appropriations for money other than those of office maintenance must be cleared through this committee. The committee shall also be responsible for formulating annual CSSM, Equipment and Student Employment budget requests. It should work closely with the Curriculum Committee in planning financing for new programs and should serve as a resource agency for information regarding government and private foundation funding of special programs. There will be two faculty and two students on this committee. The Faculty Meeting will elect the faculty members and the Town Meeting will elect the student members.

4. ACADEMIC AFFAIRS COMMITTEE

This committee shall be responsible for approving and making any special arrangements necessary for contract studies. Studies shall include: Special Studies, Creative Art Projects, Independent Projects and Senior Theses. This committee shall be responsible for considering all special requests of an academic nature (e.g. petition to waive common core program requirements) originated by individual students. There will be two faculty and two students on this committee. The Faculty Meeting will elect the faculty members and the Town Meeting will elect the student members.

5. RECORDS AND RESEARCH COMMITTEE

This committee shall be responsible for scheduling and publishing fall, winter, spring and summer course offerings. It is also responsible for overseeing registration for each term and maintaining records of student progress. In addition, this committee shall make recommendations regarding student and faculty evaluation procedures and at the beginning of each spring term report to the Faculty meeting those students who are subject to dismissal procedures. The committee shall also be responsible for establishing and conducting internal self-evaluation research for TJC as a whole. Finally, the committee shall maintain permanent records of the minutes of the Town Meetings, Faculty meetings, Curriculum, Admissions, Finance, and Academic Affairs Committees. There will be two faculty and two students on this committee. The faculty members will be elected by the Faculty Meeting, and the student members by the Town Meeting.

6. THE PERSONNEL COMMITTEE

Consistent with the 1966 AAUP, ACE, AGBUC Joint Statement on "Government of Colleges and Universities," decisions on personnel matters affecting Thomas Jefferson College faculty, including staffing priorities, hiring, retention, non-retention, promotion, tenure and salary policies will be initiated by that faculty acting as a Committee of the Whole. For such purposes, TJC faculty will consist only of those who have TJC as their primary affiliation. Personnel Committee meetings will be open to TJC students and part-time faculty as non-voting participants unless the faculty member under consideration requests that the meeting be closed, in which case his request will be honored. The dean of TJC will be invited to Personnel Committee meetings as a non-voting ex-officio member and the recommendations of the committee will be submitted to him for forwarding through administrative channels to the Board of Control.

The Committee of the Whole acting as a Personnel Committee shall elect a chairman for each set of decisions who will be responsible for:

- a. Making a full and accurate report of the committee's deliberations and recommendations to the administrative officer to whom TJC reports; and,
- b. Reporting back to the committee the final action of the Board of Control.

All committees shall provide reports of their meetings to the Town Meeting, Faculty Meeting, the dean, and the Records and Research Committee.