1964

Request for more Mimeo Paper from the Graduate School of Oceanography.

University of Rhode Island Faculty Senate

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DATE: August 7, 1964  
TO: Mr. E.C. Farrell  
Prof. N. Rorholm  
Prof. A.M. Cruickshank  
Prof. J.O. Stitely  
Miss Mary Matziner  
FROM: H.P. Jeffries, Chairman  

I would like to ask your cooperation to serve on an important new committee.

The Faculty Senate is concerned with the tremendous amount of paper work it is grinding through the University mails. While this was necessary in the past to keep each faculty member informed as basic policy was developed, it now appears that we should review the entire matter of communication between the Senate and the University community. In addition, experience has shown that translating committee reports into bills for the President's signature and eventual inclusion in the University Manual is difficult; errors creep in unless someone scrutinizes each report.

After reviewing several years' accumulation of committee reports and their eventual disposition, it seems to me that a standard format could have been used in most cases. If, for example, a report started with its recommendations clearly stated and set off from the remainder of the background material, and then went into references to the University Manual and dispositions of previous actions where necessary, the whole thing would have value to the casual reader as well as the reader looking for detail. A clear, expeditious and economical way to present findings and recommendations must be a common procedure in governing bodies. Perhaps a set of general principles or procedures have been derived which can be modified to fit specific situations such as ours.

The Executive Committee authorized me to appoint a Committee on Reports and Minutes. I hope that each of you can see your way clear to lend a hand. This is not a minutes committee in the usual parliamentary sense, but hopefully, your committee will also want to review the way in which we compile our minutes. Mr. Farrell has agreed to chair the committee.

At our present output, $500 worth of memo paper does not suffice for a year. Obviously, this is only a small fraction of the entire cost. You can make a real contribution to our operation by determining which reports need to go to the entire faculty.

Please call if there are any questions or ways that I can help.

Thank you.
N. Portnoy

Tues 11-2
MWF 2-3

Alex

Tues 230 CT

Mon 9-11 CT

Thur 9-10
11-1/2 CT

J.S. Mue 930

Call 814.232.5555 or drop by (jewelry)