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# Fort Hays State University Faculty Senate Minutes, September 6, 1957

FHSU Faculty Senate

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## FACULTY MEETING

September 6, 1957

The Faculty met in Picken Auditorium at 9:15 a.m. on Friday, and announcements were made on the following topics:

a. Miss Ila Newbecker's illness and her inability to return to the campus this semester.

b. New faculty members should report to the Business Office and fill out all forms necessary for payroll and withholding tax, etc.

c. Faculty Handbooks had been revised and they were distributed to each faculty member as the old editions were turned in.

d. The announcement was made that faculty members are eligible to take advantage of the health insurance plan that is provided for students. See the Health Office to make application.

e. The announcement that when enrolling students we should put them in afternoon classes, too. Forty per cent of the classes should be in the afternoon.

f. Faculty members, especially those new to the campus, were urged to attend all of the orientation sessions for students. There is no better way to get acquainted with the college and how it operates.

g. Mobile x-ray unit will be on the campus during enrollment, faculty members were urged to take the test and file the record with the Health Office.

h. Changes of addresses or new addresses should be reported to the Dean's Office so that telephone cards may be printed.

DEAN WILLIAM J. McKEEFERY:

Dr. McKeefery spoke to the faculty on "Analysis of Effective Teaching."

At the afternoon session Dr. McKeefery continued a discussion on effective teaching.

Dollie B. Thomas  
Secretary