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Fort Hays State University Faculty Senate Minutes, December 18, 1958

FHSU Faculty Senate

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Discussion: When new courses may be presented to Senate for approval.

RECOMMENDATION: Application for approval of new courses, changes, revisions, etc. of courses will be considered by the F.S. during Faculty Bulletin, Vol. XXIV, No. 5 Oct. and Nov. only. Page 4

Report showing distribution of classes.

Report from Teacher Education and Institutional Recommendations Committee.

Minutes of the meeting of the Faculty Senate, Wednesday, December 18, 1958, at 4:00 p.m. in the Dean's Office.

Members present: Mr. Dalton, Dr. Coder, Mrs. Bogart, Dr. Craine, Mr. Friesner, Dr. E. Martin, Dr. J. Martin, Dr. Parish, Dr. Richardson, Dr. Tomanek, and Dr. McCartney, Chairman.

Member absent: Dr. Ray

The meeting was called to order by the chairman.

Question regarding the time when new courses may be presented to the Faculty Senate was discussed. At present the Senate accepts applications for approval of courses at any of the meetings during the year. It was suggested that a deadline or a specific time should be set for presenting applications for the approval of new courses or revisions of old courses, etc. Recently the catalogue manuscript was sent to the State Printer on Saturday, and the following week there was a request for approval of new courses. It was noted that there is a regulation in effect (Faculty Senate Minutes, Oct. 10, 1956) "that a course must be printed either in the catalogue or the schedule of classes before it is offered for enrollment." This makes it necessary to plan ahead and anticipate the need for new courses, changes, etc. The Senate members suggested that some specific time, a month or two months previous to the printing, should be set as the time when courses would be considered by the Senate.

RECOMMENDATION: It was recommended that application for approval of new courses, changes, revisions, etc. of courses will be considered by the Faculty Senate during October and November only. Seconded and carried.

A report was presented to the Senate showing the distribution of classes during the periods of the day for the present semester. This report shows that the four morning class periods, the one-o'clock and the two-o'clock periods are scheduled about to the limit; and that the twelve-, three-, and four-o'clock periods are not used enough. It was the consensus of the Senate members that the twelve-, three-, and four-o'clock periods are as desirable as the other periods of the school day. Senate members stated that they were willing to teach classes scheduled at these periods. It was suggested that the schedules of both students and instructors should be planned so that there is a free period for lunchtime, i.e., should not have classes scheduled at eleven-, twelve-, and one-o'clock periods consecutively.

The chairman announced that the request for class offerings for next year's Schedule of Classes will be sent to the division chairmen in a few days and a summary of the above report will accompany the request. He suggested that the Senate members inform the division chairmen of their willingness to teach classes at the above periods.

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Report from Teacher Education and Institutional Recommendations Committee regarding teacher education was read and discussed. Some changes in the section on "qualification" were suggested. Action on the report was deferred to a later meeting.

The meeting adjourned at 5:10 p.m.

E. R. McCartney, Chairman

S. V. Dalton, Secretary