

12-9-1959

## **Fort Hays State University Faculty Senate Minutes, December 9, 1959**

FHSU Faculty Senate

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Final examination scheduling.  
APPROVED: Exam. Schedule for Spring Semester, 1960 to be May 19, 20, 23,  
24 and 25, Thurs. Fri. Mon. Tues. and Wed.

Mr. Dalton explained the complete procedure for recording the grades.  
Questionnaire concerning general faculty meetings. Mrs. Bogart and  
Faculty Bulletin, Vol. XXV, No. 5  
Dr. Craine presented the questionnaire which <sup>Page 7</sup> was prepared as  
instructed to do.

Minutes of the meeting of the Faculty Senate, Wednesday, December 9, 1959, at  
4:00 p.m. in the Dean's Office.

Members present: Mr. Dalton, Mrs. Bogart, Dr. Craine, Mr. Friesner, Dr. Garwood,  
Dr. Herren, Dr. Moreland, Dr. Parish, Mr. Toalson, and Dr.  
McCartney, Chairman

Members absent: Dr. Coder, Dr. Martin

The meeting was called to order by the chairman, E. R. McCartney.

The chairman distributed copies of a communication to President Cunningham  
giving details of a meeting which Dr. Daley and Dr. Harbin attended recently  
with representatives from the five state colleges. At the meeting it was  
decided to check junior college graduates' records with the two-year records  
in the four-year colleges. The plans of the group were outlined in the  
communication.

Final examination scheduling: It was explained that the present four-day schedule  
for final examinations is scarcely sufficient. For the present semester, it  
has been necessary to add an additional examination period on Thursday night,  
and make some other adjustments.

Three plans were submitted to the Senate members for the spring final  
examinations in which five days would be used:

Plan 1  
Thursday, May 19  
Friday, May 20  
Monday, May 23  
Tuesday, May 24  
Wednesday, May 25

Approved  
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Plan 2  
Friday, May 20  
Monday, May 23  
Tuesday, May 24  
Wednesday, May 25  
Thursday, May 26

Plan 3  
Saturday, May 21  
Monday, May 23  
Tuesday, May 24  
Wednesday, May 25  
Thursday, May 26

~~There would be five examination periods per day for the first four days and  
four periods on the last day.~~

The possibility of using Saturday as an examination day was discussed.  
Since many of the students work downtown, the employers expect them to be at work  
on Saturdays. It was asked if the employers might be willing to make some  
adjustment as this would be the last Saturday of the semester; and also, the  
main business of the students should be their college work.

It was asked if it would be possible to use the present plan and add an  
additional night-time testing period by beginning at 6:00 p.m. To schedule six  
examinations per day would tend to cause students to have more examinations in  
one day.

The objection to beginning the tests on Thursday, Plan 1, is that this  
takes one more class day and every day is needed to cover the work which should  
be covered. It is desirable to have a long weekend at the close of the semester  
in order to get housing, etc., ready for the summer session.

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There is a great amount of work connected with getting the grades ready at the end of the semester and also preparing for the summer enrollment; and for this reason, Plans 2 and 3 are not desirable.

RECOMMENDATION: It was recommended that we approve plan 1, May 19, 20, 23, 24, and 25, Thursday, Friday, Monday, Tuesday, and Wednesday, for the final examination schedule for the 1960 spring semester. Seconded and carried.

The chairman said that he had asked Mr. Dalton to tell the group what the complete procedure is for recording the grades from the time the grade slips are brought to his office by instructors until the work is finished. Mr. Dalton explained the complete process, giving the time required and the detailed steps for processing the grades from the time they are received from the instructors until completion.

Questionnaire concerning general faculty meetings. At the last meeting, Mrs. Bogart and Dr. Craine were asked to prepare a questionnaire concerning interest, etc., in faculty meetings. Mrs. Bogart and Dr. Craine presented the questionnaire and said they would welcome suggestions for improving it. It was decided to defer action on this until a later date because of lack of time.

The meeting adjourned at 5:10 p.m.

E. R. McCartney, Chairman

S. V. Dalton, Secretary