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## **Fort Hays State University Faculty Senate Minutes, January 11, 1961**

FHSU Faculty Senate

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Discussion: Special concessions for seniors taking positions at mid-term, in order to complete work before the end of the semester. Tutoring Service. (See details below.)

RECOMMENDATION: Approved the Tutoring Service as described below with minimum rate to be \$1.00. Seconded and carried.

Suggestion: Consider raising the grade index to or even 2.00 for Faculty Bulletin, Vol. XXVI, No. 5 tutors. Page 7

Minutes of the meeting of the Faculty Senate, Wednesday, January 11, 1961, at 3:45 p.m., in the Dean's Office.

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

Members absent: Mr. Dalton, Dr. Moreland, Dr. Tomanek.

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

Special concessions for seniors taking positions at mid-term. A letter from Miss Artman, Director, Employment Service, was read regarding the availability of students taking their degrees at the end of the semester. She states that employers seem to try to make adjustments so that students may complete work on the campus but in some cases it is impossible. She suggested that "Where problems such as early examinations or early completion of class work are involved, that each case may be handled individually and at the discretion of departments involved."

This was discussed by the members of the Senate. There are quite a number of cases at the end of each semester who would like special concessions in order to begin work. It was stated that each case has been considered individually. It was the consensus of the Senate that we should continue to abide by the regulation as stated in the Handbook.

Tutoring Service. A request was received from the Womens Leadership Organization asking to set up a tutoring service and setting forth their requirements for the operation of such a group. as follows:

#### Tutoring Service

1. W.L.O.-Approved Tutors shall be chosen on the basis of ability to tutor a subject area. Proof of ability is to be established by application to W.L.O. which will approve on the basis of scholarship, recommendation of a faculty member in each subject area, and personal characteristics.
2. Contracting of a tutor shall be done between student and tutor. They shall determine a fair fee agreeable to both. The agreement may be terminated at any time by either party. Fees should be paid after each tutoring session.
3. It is to be understood by both parties that the purpose of the tutor is to teach and under no circumstance shall the tutor do the student's work.
4. W.L.O. approval shall be withdrawn in these circumstances:
  - a. If it is proven that the tutor has done the student's work. In this case, withdrawal of approval is final and irrevocable.

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- b. If the tutor's grade index falls below the required level (cumulative index, 1.50). If the tutor succeeds at a later time in raising his grade point to the required level and wishes to be re-approved, he must make another application.
5. A file of W.L. O.-Approved Tutors will be kept in the office of the Dean of students. Students needing a tutor can inquire there. Application forms for those who wish to tutor may also be obtained at this office.
6. At any time if the tutor wishes to do so, he may request that his card be put in the inactive file. Upon his request his card will be returned to the active file if less than a semester has passed. If more than a semester has passed, it will be returned provided his grade point is still at the required level.

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This was discussed.

RECOMMENDATION: It was recommended that the Senate approve the Tutoring Service as described above with the recommendation that the minimum rate should be at least \$1.00 per hour for a beginning tutor. Seconded and carried.

The Senate suggested that the W.L. O. consider raising the grade index to 1.75 or even 2.00 for those wishing to do tutoring.

The meeting adjourned at 5:00 p.m.

E. R. McCartney, Chairman

S. V. Dalton, Secretary