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Fort Hays State University Faculty Senate Minutes, December 14, 1961

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Minutes of the Meeting of the Faculty Senate, Thursday, December 14, 1961 at 3:30 p.m. in the Dean's Office.

Members present: Dr. Cain, Dr. Dick, Mr. Friesner, Dr. Marple, Dr. Parish, Mr. Richards, and Dr. McCartney, Chairman.

Members absent: Dr. Herren, Dr. Moreland, Dr. Tomanek, and Dr. Coder.

Also present: Mrs. Hopkins, Miss Stouffer.

The meeting was called to order by the chairman, Dr. McCartney, who announced that the first item of business was the decision regarding the dates for enrollment of incoming freshmen and transfer students for the fall semester, 1962-63.

SUMMER ENROLLMENT DATES FOR INCOMING FRESHMEN AND TRANSFER STUDENTS: At a previous meeting the Senate had discussed the request of the Student Personnel Committee to set up three dates for enrollment with the possibility of one on Friday and the other two on Saturday. The suggested dates are, Saturday, June 16, Saturday, July 7, and Friday, July 20. At that meeting it was suggested that Miss Stouffer, Personnel Committee, meet with the Senate to answer questions regarding dates, etc. It is necessary to decide regarding these dates at this time as Mr. Dalton sends out a letter giving the dates and other information, and this letter will be mailed about the first of January.

Miss Stouffer was asked to give a resume of the plans of the committee. She said that with the increased number of applicants for admission the committee thought it would be necessary to have three days during the summer session of enrollment. Last year there were 400 on one of the enrollment days and that was almost too much. Although the committee realized that July 7 would probably be during or near the harvest period, they felt that there would be many who would not be involved in harvest, girls, etc. It is realized that the enrollment adds to the load of the faculty members, and it was hoped that having enrollment on one Friday might give some relief. Of course, this will pose the questions regarding classes, etc. Many of the colleges contacted regarding their plans reported that they schedule pre-enrollment on Fridays as well as other days while classes are in session.

It was asked if Monday, June 4, just previous to Summer Session enrollment, had been considered. This was discussed and considered to be unsatisfactory because of the heavy load of advisement in the Education Department at this time.

In answer to the question whether more things could be accomplished on the pre-enrollment days, it was stated that the incoming applicants are kept very busy with enrollment, meeting the adviser, meeting the Dean of Men or the Dean of Women, and taking the speech and hearing tests. The committee could not see how more could be put into the day.

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Some idea of the number of applicants who will appear on any one of the pre-enrollment dates would be most helpful. Most schools allow the applicant to select the date which pleases him.

It was suggested that there might be greater efficiency in the handling of the pre-enrollment. As the enrollment increases, it will not be possible to continue to and days without making some allowance for this work in the teaching load, etc. Staff members who have lighter loads should be asked to do advising.

In an effort to increase the efficiency it was suggested that:

1. More than one advisee should be advised at a time--perhaps five could be advised at one time.
2. Be absolutely sure that the ACT scores and profile cards are in the hands of the advisers in time for advisement.
3. Try to determine beforehand the number of advisees each adviser may expect to see. This information should be sent to the subject field adviser in advance so that he may plan for the advising.
4. Freshman English. It was suggested that when a freshmen enrolls for his program that he include English Composition 1 but put in no hour for it. At a later time, the English Office would assign an hour and in this way get a better distribution among the various sections of English 1.

RECOMMENDATION: It was recommended that the Senate approve the dates, June 16, July 7, and 20, for pre-enrollment. Seconded and carried.

The chairman said that at the last meeting the Senate approved workshops as if they were courses. The distinction between workshops and courses should be made and this will be discussed at the next meeting.

Meeting adjourned at 4:50 p.m.

E. R. McCartney, Chairman

Florence Bodmer, Recorder