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## Fort Hays State University Faculty Senate Minutes, October 8, 1963

FHSU Faculty Senate

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Report of Advisees for each Advisor - Fall, 1963  
Summary of suggestions regarding the advising--im-  
proving the distribution of advisees for a more  
equal division.

To:  
Pres Office  
10-10-63

Six-Weeks Grade Reports. Discussion

RECOMMENDATION: That we dispense with the six-weeks grade reports  
and this action be effective immediately. Seconded and carried.

Minutes of the meeting of the Faculty Senate, Tuesday, October 8, 1963 at  
4:00 p.m. in the Office of the Dean of the Faculty.

Members present: Dr. Bartholomew, Mr. Berland, Dr. Falls, Mrs. Hellem,  
Mr. Marcus, Dr. Pierson, Miss Rowlands, Dr. Sackett,  
Mr. Spomer, Miss Veed and Dr. Garwood, Chairman

Members absent: Mr. Dalton, Dr. Coder and Dr. Staven

The meeting was called to order by Dr. Garwood, the chairman.

Report of Advisees for each Advisor. Previous to this meeting a report  
was prepared showing the number of advisees which each advisor has. The  
report was made from the telephone cards in Dean Garwood's Office. Copies  
of the report were sent to the Senate asking them to study the report and  
bring it to this meeting for discussion.

Dr. Garwood reviewed the discrepancies as shown in the report which  
are that the chairmen in some areas have far too many advisees and that the  
number of advisees differ greatly by areas. He said that he had visited  
with Mr. Dalton regarding the way in which advisors are assigned. The  
Registrar's Office tries to distribute the number of advisees equally among  
the advisors which each division assigns for this duty, except that faculty  
members who are not on the campus during the summer when the pre-enrollment  
of new students takes place are not assigned advisees. Dr. Garwood asked  
the members for their suggestions for improvement and the reactions of their  
division staff members.

Comments and suggestions were:

There is no way of informing the Registrar of the change  
in the number of advisees. When a student changes advisors, the  
Registrar is not sent a notice of the change.

Each division might make some distribution between the lower  
and upper division advisees. In some areas they distribute the  
advisees within the area so that there is more equal distribution.

The areas of a division which have lighter loads might help  
with the advising in other areas. This has been suggested but  
some advisors have been unwilling to assign advisees to people  
outside the areas. It was noted that students have asked about  
this.

Each advisor should revise his files of advisees and send a  
list of the inactive advisees to the Registrar.

Are the areas which have the very heavy loads supplying help  
for the enrollment procedure and if so, should they be relieved

of this duty and be assigned to help with advising in place of helping with the mechanics of the enrollment procedure? Some of the work in the enrollment procedure requests faculty members because of judgment, maturity, etc., but these should not be supplied by areas which have heavy advising duties.

Faculty members might be given some "in service" training. New faculty members should "sit in" with advisors and learn the procedure.

It was noted that some faculty advisors have complained about their overloads but refuse assistance when it has been offered. Some advisors have signed the enrollment card as advisor but have not helped the student with his program and have sent him to the group marked, "May We Help You?" and the actual advising is done by them.

It was suggested that a pool might be set up for the overflow students and then these should be assigned to other advisors. Graduate assistants are a real help with the enrolling.

The Senate members examined the report division by division and area by area.

Dr. Garwood said that the Division Chairmen are scheduled on October 17 and he would present the Senate's suggestions regarding the advising. The summary of suggestions are as follows:

1. There should be a more equal distribution of advisees and this might be accomplished by borrowing help from other areas.
2. New faculty members should be working with the advisors in the advising in order to learn the procedures, etc.
3. Changes of advisors should be reported to the Registrar's Office by card or other written communication.
4. Division chairmen should bring faculty members to the upper division advising from the lower division advising in order to ease the loads.

Six-weeks Grade Reports. The question regarding the six-weeks grade reports was presented. This had been discussed at the last meeting and the Senate members were asked to get the opinions of their division staff members. The consensus of the staff members is that the six-weeks grade report is not worthwhile.

It was thought that the report might be sent only to the freshmen students. Students who are not doing well are aware of it and should ask help without being notified by the six-weeks report. It was noted that nine-weeks grade reports are sufficient warning for most students. Students should be encouraged to talk with the instructors of classes and get the needed help as the advisor does not have sufficient information to counsel the student regarding the low grade in a class.

RECOMMENDATION: Mr. Spomer recommended that we dispense with the six-weeks grade reports and that this action should be effective immediately. Seconded and Carried.

The meeting adjourned at 5:00 p.m.

John D. Garwood, Chairman

Standlee V. Dalton, Secretary

Florence Bodmer, Recorder