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## **Fort Hays State University Faculty Senate Minutes, January 31, 1967**

FHSU Faculty Senate

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Discussed: Suspension list

Enrollment procedure discussed.

Suggestions: Basic studies courses should be available  
Print Sch. of Classes on semester basis.  
All basic courses should distribute cards  
the way the Eng. 1 is done.  
Possibility of only 1 card.  
One p.m. and one a.m. ~~XXXXX~~ class for  
courses having two sections.

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Minutes of the Meeting of the Faculty Senate, Tuesday, January 31, 1967, at  
3:30 p. m. in the Office of the Dean of the Faculty.

Members present: Miss Cotham, Mr. Dalton, Dr. Fleharty, Miss Gangwer,  
Mr. S. Johnson, Mr. McGinnis, Dr. McMechan, Mr. Schmidt, Mr. Tomlinson,  
Dr. Wilkins, and Dr. Garwood, Chairman.

Members absent: Mr. Crites, Dr. Youmans

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

Meeting time. The meeting time for the Senate was discussed. It was de-  
cided to leave the time as it is--Tuesdays at 3:30 p. m.

Suspension list. Dr. Garwood said that there were 154 students who placed  
themselves on suspension. He gave the details regarding the number of freshmen,  
etc. This data will be prepared and it will appear in the Faculty Bulletin. It  
was explained that some of the grade slips were in error. The machine room  
in preparing the list listed names for first semester freshmen who should not  
have appeared on the list. There were a few other errors due to the fact that  
courses were repeated and this was not reported correctly. Some grades were  
changed and this removed names from the Suspension list. A list of the students  
on Probation will be supplied by the machine room at a later time. There were  
89 people who completed applications for reinstatement in the Spring Semester,  
1967.

The Honor Roll will be prepared as soon as possible.

Enrollment. The enrollment for the Spring Semester, 1967, was discussed.  
The plan of having the seniors, juniors, etc. enroll in that order seemed to be  
very satisfactory. It was possible for the upperclassmen to enroll without the  
trouble of finding classes closed.

The following suggestions were made:

1. If the Art and Music courses are to be in the basic studies program,  
there should be sections available. Art classes closed early.
2. Could the Schedule of Classes be printed on the semester basis?  
The corrections cover so many pages it is difficult to correct the  
Schedule. It would be much simpler if the whole schedule were  
printed for distribution just before enrollment. It might be mimeo-  
graphed.

3. The English Composition 1 cards are distributed to students at the boxes. It was suggested that this procedure be followed with other Basic Studies courses where there are multiple sections.
4. Is there a possibility of getting the information about the student on one card? Mr. Dalton noted that our present data processing equipment could not process this information so that the information would be quickly available. There are many other areas in which the equipment must be used.
5. If there are only two sections of a required course, one should be scheduled in the afternoon and one in the morning.

It was noted that next year there is a possibility of using the reading room and other rooms in the present library for classrooms for the first semester.

The Summer Session Schedule is now being printed and should be available by the middle of March. The Student Guidebook will be printed this year and it is hoped to get it to the printer in August or September. The Catalog is at the State Printers and it will be the first of April before it will be ready.

The meeting adjourned at 4:35 p. m.

John D. Garwood, Chairman

Florence Bodmer, Recorder