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Fort Hays State University Faculty Senate Minutes, September 25, 1967

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Discussion: Enrollment Process, Fall, 1967 (Enrollment exceeds 5100 students):

- (1) Computer Enrollment;
- (2) Permanent Cards in the Packet;
- (3) Changing Classes.

Campus Book Store: shortage of books; long waiting lines; pricing policy.

Minutes of the meeting of the Faculty Senate, Monday, September 25, 1967, at 3:30 p. m. in the Office of the Dean of the Faculty.

Members Present: Mr. Bachkora, Mr. Schroder, Dr. Archie Thomas, Dr. Hamilton, Mrs. McFarland, Mr. Smith, Dr. Wilkins, Dr. Witten, Mr. Heil, Mr. Dalton and Dr. Garwood, Chairman.

Members absent: Mrs. Nancy Popp and Miss Gangwer.

Also present: Mr. Kellerman.

The meeting was called to order by Dr. Garwood, Chairman.

ENROLLMENT PROCESS, FALL, 1967. Our enrollment this semester exceeds 5100 students. The issue of closed classes was discussed. There is a lapse of time between the closing of a class and placing this information in the hands of advisers. Some of this lag occurs because sometimes the student help is negligent in processing the information. Sometimes advisers do not keep their information current.

Would it be possible for secretaries in Divisions to secure the slips and distribute them to the people in their Divisions? This is a possibility but it too poses some problems of logistics.

It was suggested that one messenger might be assigned to one area. It was noted that where a class is filling rapidly, information to advisers might be expedited by assuming the class would close shortly and send out this information immediately.

Closing of classes in the Basic Studies area creates many problems for freshmen who do not have the alternatives of choice of upper classmen.

COMPUTER ENROLLMENT. The Registrar felt that computer enrollment would solve many enrollment problems. Initially Kansas State University had difficulty with their computer enrollment but this semester their enrollment was relatively smooth. Computer enrollment is predicated on having a firm schedule of classes. The Registrar's Office processed changes for 1957 students in two weeks' time this semester. Some changes may be necessary; many are for convenience only.

Computer programming will fill multiple sections of a class according to room size. For those students who work and go to school, it would be necessary to have a statement from the employer and program around the hours the student is to work. Were we to utilize the computer for the enrollment next fall, it would be best to enroll for the fall semester during the months of April or May. Obviously, at this early date, there would be the possibility of having more changes made in the fall. This is one of the inherent difficulties of a pre-enrollment.

PERMANENT CARDS IN THE PACKET. Our enrollment packet contains cards with duplicate information in many instances. The Registrar is developing a card which will contain permanent information so that this information need be supplied only once.

The information which changes from semester to semester would need to be secured at each enrollment. It is estimated that the use of a permanent card

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would reduce the number of cards by five. One Senate member indicated that at the University of Iowa, enrollment was possible with only one card being utilized. All advisers were in one large building - the field house- and the student was advised of any changes or closed classes immediately.

CHANGING CLASSES. As has been indicated earlier, there appears to be an excessive number of class changes. It was suggested that perhaps a \$5.00 charge per change might prevent many changes from taking place. As a counter to this suggestion, it was noted that some changes occur because the instructors wish to even up the numbers in the various sections, or a class is closed out for some reason. It was also noted that for some students a \$5.00 charge would have no deterrent effect.

The Registrar was questioned regarding the reasons for changing of classes. He noted that classes are changed because a student finds that his work off campus requires a change of class. A student may wish to change classes because he seeks a more desirable hour for the class or he may wish to have the class under a particular instructor. He may wish to have the class with a friend. On occasion students change their classes because they decide to change majors.

BOOKSTORE. It was noted by the Senate members that there was a shortage of books for many classes. In many instances, the number of books ordered by the bookstore was smaller than the number of books requested by the Division. The Chairman noted that he had written Mrs. Saylor on September 20 regarding this problem.

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Students must stand in line too long to secure their books. It was noted that if the books in the bookstore were arranged so that students could pick up their books as groceries are selected in the supermarket, the processing of the orders would be greatly facilitated. When the bookstore is operative in the Union, it is hoped that these inequities may be eliminated. The bookstore pricing policy was questioned. It was noted that some books are being sold at a price greater than the list price. Both students and faculty are unhappy with the bookstore situation at the present time.

One Senate member stated that at Emporia, books were sold in the Union bookstore and a record was kept of the cost of the book, i. e., in the front of the book the cost of the new book was recorded and as the book was resold, the selling price was again recorded and this was signed by the student seller. Thus, the price for the used book would be recorded with each sale so the student was able to understand the pricing policy for used books.

PASS/FAIL SYSTEM. The topic of Pass/Fail will be discussed at the next meeting, Monday, October 2, at 3:30. Dr. Garwood suggested that the Senate members might wish to visit with the staff members of their Divisions about this topic. He also noted that the Student Council has gone on record as favoring the Pass/Fail System. The last issue of the LEADER carried an article dealing with the Pass/Fail System.

The meeting adjourned at 4:35 p. m.

John D. Garwood, Chairman

Lucille Drees, Recorder