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Fort Hays State University Faculty Senate Minutes, February 18, 1952

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- Discussions: 1-yr. Secretarial course
1-yr. Agriculture course
- RECOMMENDATIONS: 1. Suggested secretarial course approved.
2. Suggested agriculture course approved.

2.
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The classes, Farm Power and Farm Machinery, always have full enrollments and freshmen students have been allowed to enroll only if there is space left. Mr. Schmitt reported that they would be able to arrange to take care of students who enrolled for the one-year program.

Minutes of the meeting of the Faculty Senate, Monday, February 18, 1952, in the Dean's Office at 4:30 p.m.

Members present: about it. Dr. Thompson said that he would not be surprised if a hundred students enrolled for such a program next semester. Dr. Coder said that E. R. McCartney had many enrolled.

Geneva Herndon
Joel Moss
Emmet Stopher
Leonard Thompson

Members present: Standlee V. Dalton
Ralph V. Coder
C. Thomas Barr
Alice Reesley
Doyle K. Brooks
The meeting was called to order by the chairman, Dr. McCartney, who said this special meeting was called in order to consider an intensive secretarial training program which Dr. Thompson had worked out. (See attached Program.)

RECOMMENDATION: Miss Harold S. Choguill
Seconded: Ivan Richardson

RECOMMENDATION: Mr. Moss moved that we approve the suggested one-year program in agriculture. The meeting was called to order by the chairman, Dr. McCartney, who said this special meeting was called in order to consider an intensive secretarial training program which Dr. Thompson had worked out. (See attached Program.)

Copies of the program were passed out to the members of the Senate for their consideration. It was suggested that such a program might be printed and would be available for those who inquire about taking courses in the department. This type of program would show exactly what may be done in the first year of college and will do away with any misunderstanding by prospective students who, in the past, have said they were promised they might enroll in any course in the department. The private business schools do a lot of high pressure selling of their schools and also promise students jobs when they finish. This suggested program would be something concrete for prospective students to study and to use in comparison of the two schools.

The agriculture department also prepared a one-year plan of study for their department which was presented to the committee. (See attached program.)

In these programs it was suggested that one class especially for students following the program would be offered and it is probable that one section would be sufficient. It would probably be advantageous to set aside a section of English specifically for these students.

2.

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PART HAYS EARLE STATE COLLEGE

DEPARTMENT OF ECONOMICS AND BUSINESS ADMINISTRATION

SECRETARIAL INTENSIVE SECRETARIAL

The classes, Farm Power and Farm Machinery, always have full enrollments and freshmen students have been allowed to enroll only if there is space left. Mr. Schmutz reported that they would be able to arrange to take care of students who enrolled for the one-year program.

First Semester

Dr. Thompson reported that he has received many inquiries regarding a program of this nature and also that Dr. Scott and Mr. Burnett have been asked about it. Dr. Thompson said that he would not be surprised if a hundred students enrolled for such a program next semester. Dr. Coder said that if there were that many enrolled, it would require four English sections for the group.

Science 27

It was suggested that these one-year programs would be of benefit to the students and that they should be allowed to enroll for such a program even though at the time they do not intend to complete work for a degree. In some cases, after this one year in college, they will come back and complete work for a degree.

15 or 16 hours

16 hours

RECOMMENDATION: Miss Beasley moved that the suggested secretarial course be approved. Seconded and carried.

Suggested Electives:

RECOMMENDATION: Mr. Moss moved that we approve the suggested one-year program in agriculture. Seconded and carried.

1. Fundamentals of Physical Education 1 hour

Physical Education electives, the second semester, may include courses such as, golf, team sports, dancing, basketball, softball and many others.

The meeting adjourned.

30. Principles of Accounting 3 hours

31. Principles of Accounting 3 hours

E. R. McCartney
E. R. McCartney, Chairman

Optional Electives:

Secretarial training, in many instances, is a part of the regular college courses in other departments, such as, geography, government, history, sports, English and mathematics, and many others that help make a person a well-rounded individual.

Standlee V. Dalton, Secretary

Fees:

Incidental Fee will be \$52 per semester. This fee includes payment for health service, student union and an activity ticket which entitles the student to attend college-sponsored programs and athletic events.

A matriculation fee of \$10 will be charged the first time a student enrolls in this college for resident college credit.