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Fort Hays State University Faculty Senate Minutes, October 2, 1952

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Readings, Problems, Etc., courses summary presented.

Intensive Bus. Admin. Program presented.

RECOMMENDATION: Dr. Stopher moved that the Suggested Intensive Bus. Admin. Program be approved. Seconded and carried.

RECOMMENDATION: That the request to reduce the credit for the course 176 Animal Ecology to three credit hours be granted. Seconded & Car.

Request from Mr. Martin to withdraw course 319 and substitute a course 325 Research in Zoology, discussed but no action taken

Faculty Senate will not meet on Thursday, Oct. 9.

Type of credit allowed for classes taught on St. on Campus.

Combining of Ed and Psy. courses, 24, 48 and 80.

Class schedule on Anniversary Day (Recommendation).

Minutes of the meeting of the Faculty Senate, October 2, 1952, in the Posting of grades. Dean's Office at 3:30 p.m.

V. A.

Minutes of Faculty

Senate meetings

RECOMMENDATION: Send min. of F. S. to advisers of subject field.

Members present:

E. R. McCartney

Ralph V. Coder

Standlee V. Dalton

C. Thomas Barr (late)

Katherine Bogart

Harold Choguill

Geneva Herndon (left at 4:00 to attend Anniversary Committee meeting.)

Joel Moss

Ivan Richardson

Emmet C. Stopher

L. W. Thompson

Margaret van Ackeren

The meeting was called to order by the chairman, E. R. McCartney.

Readings, Problems, etc., courses:

Summaries were handed to those present showing the number of courses in Readings, Problems, Research, Seminar and Other Courses, with variable credit offered by each department. This was discussed. It was suggested that there was not a clear understanding about these courses; and also that problems and research are probably very closely allied. Such courses should be offered very sparingly or a student might have all his graduate study in this type of course and only along one line. It was suggested that there might be a common understanding of what is expected of a student in each type of such courses.

Intensive Business Administration Program presented by Dr. Thompson:

Dr. Thompson reported that at least fifteen young men came to enroll in the intensive secretarial program but they did not want to enroll for the shorthand. They had not realized that the Secretarial Science was a shorthand course. Dr. Thompson said that the department was changing the names of these courses to Elementary Shorthand 27, Intermediate Shorthand 28, and Advanced Shorthand 29 which should eliminate any confusion regarding what the courses actually are. In response to the requests of those who did not want the shorthand, the department believes it would be possible to offer an intensive business administration program. The suggested

program is as follows:

SUGGESTED INTENSIVE BUSINESS ADMINISTRATION PROGRAM

Basic English or English Composition 1 3 hrs.	English Composition 1 or Eng. Comp. 2 or Business Communications 23 3 hrs.
Principles of Accounting 30 . . . 3 hrs.	Principles of Accounting 31. . . 3 hrs.
Basic Mathematics 1 3 hrs.	Elementary Law 43 3 hrs.
Merchandising 45 3 hrs.	Advertising and Selling 46 . . . 3 hrs.
Introduction to Business Administration 1 2 hrs.	Introduction to Business Administration 2 2 hrs.
*Electives 2 hrs.	*Electives 2 hrs.
16 hrs.	16 hrs.

*Optional Electives:

Business students may choose their elective courses from this department or, they may supplement their program by enrollment in courses in other fields such as home economics, music, art, geography, government, history, sports, English and literature, and many others that help make a person a well-rounded individual. We recommend Fundamentals of Physical Education the first semester; the second semester you may choose from courses such as: swimming, tennis, golf, team sports, dancing, basketball, softball, and many others.

Fees:

The Fee will be \$52.00 per semester. This fee includes payment for health services, student union and admission to college sponsored programs and athletic events.

A matriculation fee of \$10.00 will be charged the first time a student enrolls in this college for resident college credit.

Dr. Stopher asked how many students are enrolled in the Intensive Secretarial Program being offered for the first time this fall. Dr. Thompson said that it is difficult to give the figure definitely as students have been encouraged to enroll as regular students rather than as unclassified but he said that he estimated that this program had brought 75 or more students to the campus. It may be that at the end of one year quite a number of these students will stay on for more college work. It was suggested that it would be valuable to make a check on how many came only for one year.

This is the first year that the program has been actually outlined and presented to prospective students so that they could compare it with what other schools offer and especially with what the business colleges offer and also the cost. Right now the business colleges are visiting the high schools in an effort to enroll seniors and a down payment is required when enrolling.

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RECOMMENDATION: Dr. Stopher moved that the Suggested Intensive Business Administration Program be approved. Seconded and carried.

Request from Mr. Martin and Dr. Albertson regarding Animal Ecology 176:

The following request was read from Edwin P. Martin and F. W. Albertson:

"It is the desire of the biological science faculty to reduce the credit hours of the course in Animal Ecology (Zoology 176) from five to three credit hours.

"The above described change would make possible a more satisfactory arrangement of major and minor programs and is in agreement with current practice at many other schools.

"Your approval of the change is requested.

/s/ Edwin P. Martin

/s/ F. W. Albertson"

This request was discussed.

RECOMMENDATION: Mr. Moss moved that this request to reduce the credit for the course, 176 Animal Ecology, to three hours be granted. Seconded and carried.

Request from Mr. Martin to withdraw the course, Literature of Zoology 319, and substitute Research in Zoology 325 from two to five credit hours:

The following request from Edwin P. Martin was read:

"It is the desire of the Zoology faculty to withdraw the course, Literature of Zoology 391, from the catalogue. Material previously covered by this course is now included in a course, Literature of Biology 311.

"We would like to substitute a course called Research in Zoology 325, for two to five credit hours. This will allow us to arrange these programs for graduate students in a more satisfactory manner.

/s/ Edwin P. Martin."

This request was discussed. It was suggested that this was adding another course in research such as those discussed at the beginning of this meeting and it was decided that no action should be taken regarding this request at this time.

Faculty Senate will not meet next Thursday:

Next Thursday is the date set for the tea for Freshmen Women given by the Faculty women and it was decided that the Faculty Senate would not meet that day.

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Type of credit allowed for the classes being conducted on the campus on Saturday:

The Saturday classes were discussed and the question was asked whether these courses were for residence or extension credit. It was explained that these classes meet for approximately the same total hours as the classes during the week and the library facilities are available for use and so these courses are for residence credit.

The combining of Education and Psychology courses numbered 24, 48, and 80:

During the past summer session there was some discussion among the students regarding the fact that these three courses, 24, 48 and 80 were combined and taught in one class. It was asked whether this practice was advisable especially since they are not for the same credit hours. Dr. McCartney explained that these courses duplicate each other and are being combined and the reason they were taught in one class temporarily was to allow students who had to have one of these courses to enroll for it.

Classes on Anniversary Day:

Dr. Moreland from the Anniversary Committee reported regarding their recommendation about classes on Anniversary Day. He said they recommended that the 8:00 and 9:00 o'clock classes meet for the full period and that no classes meet after 9:50--the close of the second period. The assembly program is at 10:30 and many of the students and faculty members will need a little time to prepare for that. The assembly will probably last until about noon and then in the afternoon there will be open house for which students and faculty will have the responsibility, and this will allow some time for preparation for the pageant that night.

RECOMMENDATION: Dr. Stopher moved that we accept the recommendation of the Anniversary Committee regarding classes on Friday, October 31; i.e. the 8:00 and 9:00 o'clock classes will meet for the full time and no classes for the rest of the day. Seconded and carried.

Posting grades:

It was asked whether there was a regulation that an instructor should not post or give out the mid-semester and final grades. The reason this practice has been discouraged is that if the students get their grades this way they do not contact their adviser. If a student has fines or obligations, these should be discharged before he may receive his grades if a uniform way of giving out the grades is followed.

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Veterans Administration:

Mr. Dalton said that he hoped the faculty would cooperate with his office in the matter of returning the attendance slips for the veteran students each week. He explained that he reports to the V. A. that the student is attending classes and doing satisfactory work or is not doing these things from the information supplied by the weekly reports from faculty members. Therefore, he must have the reports. Mr. Dalton signs a statement for the institution giving the V. A. this information for the institution. If a student is not attending class, or doing satisfactory work, or holding a full time job elsewhere, the Registrar's Office should be notified at once. It was suggested that filling in the lists on the forms which are sent to each instructor is very simple and mechanical and may be filled in with the minimum amount of time.

Minutes of the Faculty Senate meetings:

It was suggested that a copy of the minutes of the meetings of the Faculty Senate should be sent to the faculty, or to the department heads, or to the advisers of the subject fields in which case the advisers could hand them to the staff members. In this way the faculty would be aware of the problems being discussed by the Senate and also their action. The methods used now in reporting to the complete faculty is handicapped because the faculty members bring up questions which have been discussed at the meeting of the Faculty Senate and the same discussions take place. It was suggested that it would be an advantage to have the faculty know the issues and the problems and it would promote better public relations among the faculty members.

RECOMMENDATION: Dr. Thompson recommended that a copy of the minutes of the meetings of the Faculty Senate be sent to each adviser of a subject field and he should pass this on to each faculty member teaching in that field. Seconded and carried.

The meeting adjourned at 5:15 p.m.

E. R. McCartney, Chairman

Standlee V. Dalton, Secretary