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### Fort Hays State University Faculty Senate Minutes, October 6, 1954

FHSU Faculty Senate

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RECOMMENDATION: (Reporting students' absences from classes to a central office) See details of motion below.

Pre-enrollment for second semester.

Faculty Bulletin, Vol. XX, No. 3 RECOMMENDATION: Depts. schedule some ~~3-cr.-hr.~~ 3-cr.-hr. courses from 11:00 to 12:15 or 1:05 to 2:20 TT.  
Summer Session Schedule.

Minutes of the meeting of the Faculty Senate, Wednesday, October 6, 1954, 3:30 p.m. in the Dean's Office.

Members present: E. R. McCartney, Standlee V. Dalton, Ralph Coder, Don Adey, Doyle Brooks, Alice Morrison, Katharine Nutt, Gerald Tomand Margaret van Ackeren.

Members absent: Calvin Harbin, Joel Moss, Leonard Thompson.

The meeting was called to order.

Reporting students' absences from classes to a central office:

The chairman, Dr. McCartney, presented the question regarding absences of students and whether all absences should be reported to a specific office with that office making a complete report to the faculty. The advantages of this plan were discussed. At present, there are several places to which the absences are reported. They are reported to the Dean of Men and Dean of Women, Registrar's Office, the Health Office, and the Dean's Office. These offices notify the faculty of the absences as soon as possible. Also the Registrar's Office receives a weekly report of veterans' absences.

It was suggested that in some cases when students are ill, the house-mothers do not realize that the student is ill and the absence is not reported. Frequently the roommates report such cases.

Regardless of whether absences are reported, it is still the responsibility of the students to consult with the instructor regarding the necessary make-up work after he returns to his classes.

RECOMMENDATION: The Faculty Senate recommended:

1. That the office of the Dean of Men and the Dean of Women be designated as the central office which is to prepare a written report of all absences of students reported to it by the Health Office, Registrar's Office, Office of Dean of the College and the Office of Dean of Men and Dean of Women.
2. That the report of absences to be made to the faculty be compiled from the information received during the week which means that the faculty would report not later than Saturday of any week all absences for the week.
3. That faculty members will report immediately all instances of students having two consecutive absences in any classes to the central office by mail or telephone whichever is faster. This is done so that the Dean of Men or the Dean of Women may initiate a follow-up as early as possible.
4. That the faculty members continue the weekly report of the veteran absences to the Registrar's Office.

The above recommendation was seconded and carried.

Approved by  
Faculty - Oct. 13

Faculty Senate Minutes  
October 6, 1954

-2-

Pre-enrollment for second semester.

Pre-enrollment for second semester was discussed. It is necessary to have all corrections and changes to the schedule before the pre-enrollment procedure. If some of the three-credit-hour courses, particularly sections of courses, are scheduled from 11:00 to 12:15 or 1:05 to 2:20 on Tuesday and Thursday, it would be helpful to both students and faculty. This was discussed.

RECOMMENDATION: It was recommended that where possible and practicable departments schedule some three-hour classes, particularly sections of courses, from 11:00 to 12:15 or 1:05 to 2:20 on Tuesday and Thursday. Seconded and carried.

Summer Session Schedule:

In anticipation of scheduling for the summer session, the plan used last summer was discussed. Last summer the plan used was that all periods were 60 minutes with the five-credit-hour courses meeting a double period on Mondays, Wednesdays, and Fridays and for one period on Tuesdays and Thursdays. Three-credit-hour classes met for one period on five days, Monday through Friday; and two-credit-hour classes met on three days, Mondays, Wednesdays and Fridays.

The Senate members said that they thought the plan used in the 1954 summer session was very satisfactory. It was suggested that the reaction of the faculty could be obtained by presenting this at the faculty meeting next Wednesday.

The meeting adjourned.

E. R. McCartney, Chairman

Standlee V. Dalton, Secretary