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Fort Hays State University Faculty Senate Minutes, December 9, 1959

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Minutes of the meeting of the Faculty Senate, Wednesday, December 9, 1959, at 4:00 p.m. in the Dean's Office.

Members present: Mr. Dalton, Mrs. Bogart, Dr. Craine, Mr. Friesner, Dr. Garwood, Dr. Herren, Dr. Moreland, Dr. Parish, Mr. Toalson, and Dr. McCartney, Chairman

Members absent: Dr. Coder, Dr. Martin

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

The chairman distributed copies of a communication to President Cunningham giving details of a meeting which Dr. Daley and Dr. Harbin attended recently with representatives from the five state colleges. At the meeting it was decided to check junior college graduates' records with the two-year records in the four-year colleges. The plans of the group were outlined in the communication.

Final examination scheduling: It was explained that the present four-day schedule for final examinations is scarcely sufficient. For the present semester, it has been necessary to add an additional examination period on Thursday night, and make some other adjustments.

Three plans were submitted to the Senate members for the spring final examinations in which five days would be used:

Plan 1
- Thursday, May 19
- Friday, May 20
- Monday, May 23
- Tuesday, May 24
- Wednesday, May 25

Plan 2
- Friday, May 20
- Monday, May 23
- Tuesday, May 24
- Wednesday, May 25
- Thursday, May 26

Plan 3
- Saturday, May 21
- Monday, May 23
- Tuesday, May 24
- Wednesday, May 25
- Thursday, May 26

There would be five examination periods per day for the first four days and four periods on the last day.

The possibility of using Saturday as an examination day was discussed. Since many of the students work downtown, the employers expect them to be at work on Saturdays. It was asked if the employers might be willing to make some adjustment as this would be the last Saturday of the semester; and also, the main business of the students should be their college work.

It was asked if it would be possible to use the present plan and add an additional night-time testing period by beginning at 6:00 p.m. To schedule six examinations per day would tend to cause students to have more examinations in one day.

The objection to beginning the tests on Thursday, Plan 1, is that this takes one more class day and every day is needed to cover the work which should be covered. It is desirable to have a long weekend at the close of the semester in order to get housing, etc., ready for the summer session.
There is a great amount of work connected with getting the grades ready at the end of the semester and also preparing for the summer enrollment; and for this reason, Plans 2 and 3 are not desirable.

RECOMMENDATION: It was recommended that we approve plan 1, May 19, 20, 23, 24, and 25, Thursday, Friday, Monday, Tuesday, and Wednesday, for the final examination schedule for the 1960 spring semester. Seconded and carried.

The chairman said that he had asked Mr. Dalton to tell the group what the complete procedure is for recording the grades from the time the grade slips are brought to his office by instructors until the work is finished. Mr. Dalton explained the complete process, giving the time required and the detailed steps for processing the grades from the time they are received from the instructors until completion.

Questionnaire concerning general faculty meetings. At the last meeting, Mrs. Bogart and Dr. Craine were asked to prepare a questionnaire concerning interest, etc., in faculty meetings. Mrs. Bogart and Dr. Craine presented the questionnaire and said they would welcome suggestions for improving it. It was decided to defer action on this until a later date because of lack of time.

The meeting adjourned at 5:10 p.m.

E. R. McCartney, Chairman
S. V. Dalton, Secretary