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10-26-1964

### Fort Hays State University Faculty Senate Minutes, October 26, 1964

FHSU Faculty Senate

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#### Recommended Citation

FHSU Faculty Senate, "Fort Hays State University Faculty Senate Minutes, October 26, 1964" (1964).  
*Faculty Senate*. 449.  
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Discussion: Withdrawing from class  
Enrollment  
Announcement about Applications for New courses.  
Suggestions regarding probation and suspension

Minutes of the meeting of the Faculty Senate, Tuesday, October 26, 1964 at 3:30 p.m. in the Office of the Dean of the Faculty.

Members present: Mrs. Brown, Mr. Cleland, Dr. Edwards, Miss Felten, Mr. Forsythe, Mrs. Hellem, Dr. Nelson, Mr. Osborne, Dr. Pierson, Dr. Rice, Dr. Staven, Dr. Garwood, Chairman.

Members absent: Dr. Coder, Mr. Dalton.

The meeting was called to order by the chairman.

At the close of the last meeting, the Report showing the number of advisees for each adviser was given to the members of the Senate. Some of the division chairmen have a very large number of advisees but they have wanted to keep advising these students so that they may keep in touch with their majors. In the past, for the most part, the new faculty members coming to the campus for the first time have not been asked to be advisers. It may be that in the second semester, some of these people will be asked to help with the advising. Dr. Garwood explained that every spring when advisers are being selected, he asks the division chairmen for those to help with the advising. The list is revised every year. Sometimes faculty members have protested about having to help with the mechanics of enrollment. This work is a great help to Mr. Dalton in the enrollment procedure.

A question was raised about the procedure for students who withdraw from courses. The adviser signs the form but the instructor does not know immediately that the student is withdrawing. Several said that the members of their divisions asked about this. If this could be learned as soon as the student withdraws, it would be very helpful.

Enrollment: It was asked if it would be feasible to enroll the Saturday class students in the same way as the regular enrollment.

It was asked if the pre-enrollment might be set up to be less time-consuming for the advisers. It might be that all the faculty members might help with the advising of incoming students in the pre-enrollment. It was asked if different days of the week might be used, i.e., stagger the days in place of having it always on Mondays.

It was asked if it might be possible to pre-enroll all students. This would be of help in scheduling laboratories. It was asked if several afternoons might be set aside for the pre-enrollment of all students. It was suggested that advisers could handle the advising of all students by scheduling time to see the students.

Dr. Garwood said that most of these questions should be discussed when Mr. Dalton is here.

**Applications for New Courses:** Dr. Garwood said that it will soon be necessary to screen the applications for new courses. Where new courses are requested, some courses probably should be dropped, especially if they are not being taught very frequently. The catalog should not carry courses which are not active.

A plan for handling the applications for new courses is needed. The last time a sub-committee was appointed and they met with the faculty members requesting the new courses to study the need for the courses. The sub-committee recommended to the Senate the applications which they considered necessary and which should be approved.

It was asked how the rejection of a new course can be explained. What criteria can be used? It was suggested that need, staff, and also how many courses are being dropped would be guides. Sometimes courses are added because it is the speciality of a faculty member. It may be that this will develop into a good course or it may be that it does not develop. Adequate library facilities should be available. Each course proposed needs to be judged on its own merits.

Dr. Garwood asked if there had been any reaction from the faculty regarding probation. In checking the records of students at the close of the first semester last year, there were 114 students who would have been suspended if students were suspended at the end of the fall semester.

The following suggestions were made:

Suspension should be the same for all semesters.

The Deans of Students should be asked for their reactions to the suspension regulations.

In making an appeal, it was suggested that the adviser should appear with the student to make the appeal.

It was asked if the Senate agreed to change the probation rules and regulations, would the division chairmen and administration be in agreement.

It was suggested that suspension of students would decrease fees, etc.

The student always has the right to appeal.

At the next meeting, the applications for new courses will be considered.

The meeting adjourned at 4:45 p.m.

John D. Garwood, Chairman

Standlee V. Dalton, Secretary

Florence Bodmer, Recorder