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### Fort Hays State University Faculty Senate Minutes, April 5, 1966

FHSU Faculty Senate

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Minutes of the meeting of the Faculty Senate, Tuesday, April 5, 1966, at 3:30 p.m. in the Office of the Dean of the Faculty.

Members present: Mrs. Cobb, Mr. Dalton, Dr. Edwards, Mr. Evans, Miss Felten, Dr. Fleharty, Mrs. Hoffman, Dr. Hollister, Dr. Proctor, Mr. Osborne, Dr. Rice, Mr. Schmidt, and Dr. Garwood, Chairman.

The Chairman, Dr. Garwood, called the meeting to order. He said that some changes have been made in the advising procedure with the hope that the computer can do some of the work which has been done by manpower. It is hoped that this may be worked out so that it will operate smoothly. He asked Mr. Dalton to explain the planned procedure.

Mr. Dalton passed out copies of the card to be used and explained its use. Students will be sent to the division chairmen and they will assign students to advisers. IBM cards have been sent to the division chairmen today for every student enrolled in school now. The IBM will print a list of the names of all advisees for each adviser. Mr. Dalton explained the procedure if the student changes his area of study.

On the application for admission which the student completes, he indicates his area of interest and then he is assigned to that division. Students who have not decided will be sent to the general advisers.

It is hoped that it will be possible to send the grade slips to the proper adviser. Mr. Dalton said that they have many grade slips for which the right adviser has not been found. The most trouble occurs from the pre-enrollment of entering students during the summer. Many of the advisers will not be on the campus or are not available and so someone else signs their names and these advisers do not know that they have the advisees. It is expected that there will be 1,200 students pre-enrolling this summer.

There is to be a faculty meeting early in June in order to go over the new procedure and then it will be fresh in the minds of all advisers for the pre-enrollment. Mr. Don Davis may be on the campus in May to explain the ACT Testing and the interpretation of the scores.

A questionnaire was sent to the 1959, 1963, and 1965 graduates asking them for reactions and criticisms. The advising process was criticized in certain areas.

The problem of the advising and what might be done to improve it was discussed. The following items were mentioned and discussed:

1. A reduction in the number of advisees per adviser would be helpful. It is hoped that the division chairmen will attempt to level off the number of advisees so that all advisers would have about an equal number.
2. It was asked if the advanced enrollment in December was a help. Many students changed their minds regarding their enrollments between December and enrollment. This plan will not be too effective unless it is the enrollment. Mr. Dalton explained the problems with making this the actual enrollment. It was mentioned that the plan was helpful in that the students contacted their advisers and developed a plan. It was mentioned that for upperclassman it was possible during this advising to plan programs further in advance than just the one semester. It is well for students to talk with advisers near the end of the semester.
3. It was asked what is gained by the pre-enrollment held during the summer? Do the freshmen realize what they are doing? Mr. Dalton said that we know the number of sections needed for some of the courses and that more time may be spent with the student.
4. Should the time for the meeting of the class be placed on the card by the adviser or should it be left blank and then let them put in the time when they get the class slip? There is a drive to get all classes in the morning. There is a juggling of courses. Can the enrollment be handled in order of classification in place of alphabetically?
5. It was asked if there could be a specific time for this pre-enrolling, such as a day or two just for this purpose. It is difficult to teach classes and do the advising. One of the good features of this is that the students begin to think about their enrollments.
6. Changing of classes after the enrollment. It was asked if it would be possible to refuse permission to change classes. It was suggested that this would not be possible since the student should have some choice and may have an adequate reason for change. The students who enroll during the middle of the enrollment period usually get the least choice and those who enroll late get a much better choice.

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It was agreed that the pre-enrollment is valuable. Students have time to think about their schedules and make some plans. They have time to talk with their parents.

The meeting adjourned at 4:30 p. m.

John D. Garwood, Chairman

S. V. Dalton, Secretary

Florence Bodmer, Recorder