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Mr. Myrl Walker appeared before Faculty Senate Committee as a guest and spoke about the orientation program for new faculty members for Fall, 1967. Discussion followed regarding program, speaker and suggested topics.

Material with regard to Pass/Fail system was distributed followed by brief explanation.

*Sent to Mrs. Office
5-31-67*

Minutes of the meeting of the Faculty Senate, Tuesday, May 16, 1967, at 3:30 p.m. in the Office of the Dean of the Faculty.

Members present: Miss Cotham, Dr. Fleharty, Mr. S. Johnson, Mr. Schmidt, Dr. Wilkins, Mr. Crites, Mr. McGinnis and Dr. Garwood, Chairman.

Members absent: Dr. Coder, Mr. Dalton, Miss Gangwer, Mr. Tomlinson, Dr. McMechan and Dr. Youmans.

Also present: Mr. Myrl Walker, Miss Ellen Veed and Mr. Maxwell.

The meeting was called to order by Dr. Garwood, Chairman.

Dr. Garwood explained that Mr. Walker had been asked to appear before the Faculty Senate with regard to the orientation program for the new faculty members next fall. The meeting was then turned over to Mr. Walker.

Mr. Walker stated that he had served on the faculty orientation committee for the past eleven years alternating with Mrs. Bogart. He had suggested to the President that he be replaced since he felt he had served in this capacity long enough. Mrs. Bogart asked for one year off. The President agreed to appoint a new Chairman but Mr. Walker does not know who it is.

Mr. Walker distributed reports to review past programs. Formerly orientation started on Thursday during the first week of school and the entire Thursday was devoted to orientation of faculty. New staff members met for a picture which was requested by News Service; packets were handed out; Yearbooks were provided for faculty members and there was a bus tour of the city, campus and community. Mr. Huffman helped conduct the bus tour. After that they returned to the Union for talks by the Division Chairmen. By then it was time for lunch after which they met again for talks in the afternoon. Mr. Walker stated there was both good and adverse responses from the questionnaire that had been passed out.

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Last year, due to a change in the enrollment procedure, orientation of new faculty and the meeting amounted to a quick meeting of about thirty minutes at Malloy Hall for^a group picture and distribution of packets of information prepared by News Service. They attended a faculty conference on Tuesday. Enrollment took place on Wednesday, Thursday and Friday and that concluded the program so far as the orientation of new faculty was concerned.

Last year, on Thursday following the first week of school, they met in the evening. President Cunningham, Mr. Keating, Dr. Garwood, Dr. Coder, Mr. Dalton, and Dr. Jellison told of their respective duties

Ten years ago the staff was increased by ten to fifteen new members annually. They encountered no difficulty to meet, discuss, tour, et cetera but with fifty new members, the picture becomes more complicated. The bus trip has been eliminated. There is no opportunity for orientation of new faculty if we wait until after Labor Day as enrollment begins.

Mr. Walker said he wrote various smaller colleges and church-related schools to see what program they follow. Some devote a week prior to enrollment time for orientation of new faculty. This is possible where most of them live in town. Here many of the faculty do not show up until 9:00 A.M. on the first day of conferences. They should report September 1 but this is not always the case and therefore creates problems in orientation. Orientation must then be worked in after the first busy week of school.

The larger universities reported they have for many years attempted to carry on what we are doing but found it impracticable and delegated authority to the Department or Division Chairmen and they were made responsible for orientation of members in their departments.

The purpose of orientation is to help new staff members. We have a new individual in a new situation. The person might be forty-five years of age with a great deal

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of teaching experience or it might be a twenty-three year old who has a fine academic background but not much experience in the college level. We want to help make the transition into our system as easy as possible.

Mr. Walker suggested if new faculty members received letters from the President and the Dean; the Orientation Committee; Faculty Men; Faculty Women; Faculty Committee and different organizations on campus, that would give them some background.

One Senate Member suggested that each Division take care of its own new faculty members. It was suggested that after the beginning of school would be a better time for orientation because you are not at all familiar with various situations. Another member suggested that new faculty review the packets; find out what the material is about then have orientation. It was stated that the speeches by the Business Manager to get the new faculty on the payroll and the Registrar should be brief. A Senate member suggested that the new faculty be present for Mr. Keating's and Mr. Dalton's speeches but that it was not necessary for the older faculty members to remain since they already are acquainted with these procedures. Possibly these two speeches could be handled in the afternoon or after an earlier session.

As in the past, the President spoke about administrative policies; the Dean spoke about academic policies; Dr. Coder discussed the duties of the Graduate Division; Dr. Jellison spoke about student services and Mr. Keating spoke on business policies. To most of the Senate Members this seemed too much for the new faculty to digest.

The question was raised if discussions about all eleven Divisions were necessary for all new faculty or just that portion that pertains to their Division? It was stated that general knowledge of the College would be good for all new faculty.

One member stated that in his Division a new member is assigned to an older faculty member. He stated new members sit through orientation; get their packets and don't ^{what} know it is all about then still have to review it all with older members.

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They don't learn how to fill out grade cards until the time comes to fill out the cards. They forget if the information is given too early in the year.

Another member stated that perhaps a system could be used to train new people in the mechanical features--enrollment procedures, et cetera.

It was noted that orientation material is in the Faculty Handbook. It was suggested that these books be passed out for review then have a meeting and the new people will know what is being discussed. The Faculty Handbook is being revised and this Fall the new Handbook should be ready for distribution. It was noted that the Handbook, catalogs, schedules of classes are provided for new faculty.

It was indicated that last year many were bored with orientation, and the question was raised if orientation could not be held Friday afternoon. They are very busy Wednesday, Thursday and Friday morning. Many are trying to get located and felt orientation a real imposition while they were trying to get settled in their new homes.

The question was raised if new faculty couldn't be used for a better purpose than to hand out cards in the Union? They could be preparing courses instead of getting material lined up. They should be doing something productive rather than handing out cards and perhaps creating ill will right from the beginning. It was suggested the orientation meetings might take place during the time the cards are being handed out and at this meeting the Administration might give their talks. The new faculty should be available during 2 1/2 days' enrollment.

With regard to faculty meetings for next Fall, the speaker should be someone who gives a "lift"--similar to Artists and Lectures Series. Some wondered why it was necessary to have two speeches from the speaker in one day. One Senate member suggested that the President be the principal speaker in the morning and get another outside speaker for the evening. Some expressed the idea it was expecting too much from a speaker to have two speeches in one day. A speech dealing with campus

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problems could be given in the morning; in the evening, the talk should be for entertainment purposes.

Topics suggested for next September were "How to Improve Teaching Techniques" and "Communications and Public Relations". (The speaker should not be too specialized but rather^a generalist). Another preferred a speaker on "Industry". Other suggested ideas were 5-year college; Demands on Higher Education in Society; Coordination in Higher Education in the State of Kansas or Lack of Coordination in the State of Kansas.

Material relative to the Pass/Fail system was distributed. It would permit students to take elective courses without risking a poor grade in some unfamiliar field. A person would have to have a minimum number of hours perhaps 100 hours in which he has received grades which would leave 20-25 hours for the pass/fail system. This permits students to take a course he might fear to take otherwise.

The meeting adjourned at 4:30 P.M.

John D. Garwood, Chairman

Lucile Drees, Recorder