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Minutes of the meeting of the Faculty Senate, Tuesday, September 23, 1969, at 3:30 p.m., in the Office of the Dean of the Faculty.

Members Present: Miss June Krebs, Mr. Duane Houston, Mr. Jack McCullick, Dr. Don Randall, Mr. Wayne McConnell, Dr. Samuel Sackett, Miss Rachel Christopher, Dr. Lewis Miller, Mrs. Ruth Theis, Miss Ellen Veed, Dr. Leo Oliva, President John W. Gustad, Dr. Jimmy Rice, Mr. S. V. Dalton, Mr. Steve Rayl, President, Student Council, and Dr. John Garwood, Chairman.

Members Absent: None.

Also Present: Mr. James Kellerman and Mr. Ralph Huffman.

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

President Gustad met with the Senate and indicated several areas for future Senate consideration.

PARTICIPATORY DEMOCRACY. President Gustad stressed his beliefs in decision making by the faculty. He indicated his concern for securing faculty and student decisions on a regular basis and with a minimum amount of delay. He said that at the present time he found it difficult to obtain faculty and student response to particular issues.

SUMMER SESSION. The President requested the Senate to investigate the structure of the summer session. At the present time the summer session is 9 weeks in length. There has been some discussion that we should have a 10-week summer session composed of two 5-week sessions as well as one 10-week session. The President said he would like a Senate recommendation on this question.

COMMENCEMENT. At the present time Fort Hays Kansas State College has 2 Commencement Exercises each year - one in the spring and one at the end of

the summer session. The President asked the Senate to investigate the possibility of going to one Commencement a year. This Commencement would be held in the spring. The University of Kansas has only one Commencement a year. We would need to investigate what arrangements could be made for those who would be graduating at the end of the summer session.

REORGANIZATION OF COLLEGE. The President indicated that he is considering a reorganization of the College by departments. He is also thinking of fewer Divisions. He has not completed the work on the reorganization. It is his hope that the reorganization plans may be finalized in the near future. The growth in the College has necessitated a realignment of some of the responsibilities. This reorganization will need to be taken to the Board of Regents for their approval.

CALENDAR. The President said that he would like to establish a calendar in which the first semester would be completed prior to Christmas. This would necessitate starting classes earlier. The advantage of such a change would be that the semester would not be chopped up by the Christmas vacation. A change of this nature would mean that the second semester would be terminated before the first of June. We will need to maintain the same number of school days during the course of the year. Were we to allocate less time to the school year, it is conceivable that some members of the legislature would be concerned that faculty members were working fewer weeks than previously. The President said that it would be his hope that the change in the calendar could become operative in the 1970-71 school year.

REORGANIZATION OF SENATE. Last Fall, a Senate Committee composed of Dr. Sackett, Mrs. Popp and Dr. Witten, undertook a study of the structure of

Faculty Senates in the other state schools in Kansas. Dr. Gustad said that he had conferred with Dr. Sackett about their study.

The President said that he would like to have a study made of an all-college policy making body which would consider broad questions of college policy. The President said that such a policy making body would represent students, faculty and administration. It should not be a body which simply considered day to day matters but it should be concerned with the objectives of the College and long range planning for direction of the College. He asked that a committee be established to study this question. He suggested that the committee be composed of two students appointed by the Student Council, 2 members of the Senate appointed by the Dean of the Faculty and 2 members of the administration. The members of the administration would be Dr. Burnett and Dr. Garwood.

The Faculty Senate would deal with the specific matters of our academic program such as course offerings, suspension regulations, etc.

The President said he would welcome any questions the Senate members might have about the items discussed.

Were we to go to one Commencement per year, would students normally graduating during the summer session be permitted to graduate at the end of the spring semester?

Schools having only one Commencement a year usually provide that students who are within 6 or 8 hours of graduation and who would be graduating at the end of the summer session would be permitted to graduate in the spring Commencement.

Should the College become more active in providing services to communities of Western Kansas?

The President said that the College has a responsibility to serve the needs of the people of Western Kansas and he was hopeful the College would fulfill this obligation. He said that the expertise of our College faculty should be utilized off campus where a responsibility was indicated.

The question was raised regarding the faculty load during the summer session. Would the faculty load be given consideration were we to go to two 5-week sessions?

The President replied that he hoped the faculty teaching load would be considered in any change made in the summer session. It seems likely that if we had two 5-week sessions that some faculty members would be employed for the entire 10 weeks and others would be employed for only one 5-week session. This type of arrangement would be more costly than that which we have at present but it would also make it easier to spread the employment during the summer months.

One of the problems of lengthening the summer session is that some of the public schools are also lengthening their school year. There is some thought that the 180-day season should be lengthened to 185 days or 190 days. Mr. Dalton said Joplin, Missouri, had a 10-month school year.

The rationale for a longer school year is that the school plant will be utilized more efficiently. The business community questions the use of a plant for only 9 months. Dr. Gustad said that while he was associated with Ohio State University, he had observed that the stadium was in use only 6 Saturdays a year and for the balance of the year it was not utilized.

The President thanked the Senate members for the opportunity to visit with them.

EXTENSION CLASSES. Mr. Huffman was invited to meet with the Senate. He distributed the following information to the Senate.

FIELD SERVICE OFFICE: Extension Courses--General Policy

1. All policies governing extension course offerings shall be based on the policy set forth by the Board of Regents of the State of Kansas through the office of Statewide Academic Extension. A uniform policy has been established to (1) coordinate the work within each institution, (2) to avoid duplication so far as possible between the institutions, and (3) to maintain high academic standards.
2. Extension courses are organized for students who are not able to attend classes on campus. Every effort shall be made to maintain the same academic standards of excellence of residence courses. Courses taught by extension must be listed in the general catalogue.
3. Extension course requests shall be made to the office of the Director of Field Service. The Field Service Office will organize the extension class if it is evident there is a need for one; provided a qualified instructor and appropriate facilities are available.
4. Administratively, the Field Service Office shall maintain carefully developed lines of communication with advisers of departments, division chairmen and other administrative officers on the campus when considering requests for proposed extension courses.
5. Final approval of a proposed extension course rests with the office of Statewide Academic Extension.
6. Graduate extension courses shall be taught by members of the regular graduate staff only.
7. Undergraduate extension courses shall be taught by Resident Faculty if available. Should Resident Faculty not be available, adjunct professors (not on regular faculty) may be engaged to teach the course. Adjunct professors must have the academic qualifications which would be required of resident faculty. Adjunct professors must be approved by the chairman of the division in which they will teach, the Dean of the Faculty, and the Director of Field Service.
8. When adjunct professors (not on regular faculty) are engaged to teach an extension course, approval to do so shall be received locally (e. g. from superintendent and, or principal). This precaution is to prevent overload on the part of the adjunct professor.

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9. Fees for undergraduate and graduate courses shall be those adopted by the Board of Regents of the State of Kansas.
10. Extension instruction shall be on a self-supporting basis except that the general administration shall be paid by public funds appropriated to the institution.

Mr. Huffman discussed briefly the history of Correspondence courses and Extension courses on the Fort Hays campus. He said that in the past resident faculty members who taught Extension courses taught these as part of their regular teaching load. In view of the fact that most of our faculty members are needed on campus, most of our Extension classes have been taught by adjunct faculty members. Such adjunct faculty members are approved by the Chairman of the area in which they teach, by the Dean of the Faculty and the Director of Field Services. Presumably the adjunct professors have the same academic qualifications as are required of resident faculty members. Remuneration of adjunct faculty members has been \$150.00 per credit hour plus per diem expense.

The establishment of an Extension class is contingent on class enrollment since the class must be on a self-supporting basis. Graduate extension classes may be taught by only members of the regular graduate staff. Our Extension offerings have been relatively limited over the years. On the other hand, the other state colleges in the State have more widely developed Extension offerings because they use regular faculty members and pay them on an overload basis. Such remuneration has been at the rate of \$200.00 per credit hour for graduate courses and \$150.00 per credit hour for undergraduate courses.

Mr. Huffman said that he had discussed our Extension program with President Gustad. The President suggested that we set up a 5-year trial period where

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resident faculty members might be utilized for Extension classes and paid on an overload basis. Mr. Huffman said that were we to reimburse faculty members on an overload basis, he felt that our Extension program could be developed and there would be a good possibility that we would offer courses which had not yet been offered in this fashion.

The fees for Extension classes are \$15.00 per credit hour for graduate classes and \$12.00 per credit hour for undergraduate classes. As indicated previously, Extension classes must be self-supporting entities. In addition to payment on an overload basis, the College would either provide a car or reimburse for the transportation expense. In the school year 1968-69, Fort Hays conducted 12 Extension classes. Three of these were conducted during the month of August. Eight of these were taught by adjunct professors. At the present time Mr. Huffman indicated there were 9 requests for Extension classes.

Dr. Randall said that the remuneration for off campus classes was not one which would be very attractive to faculty members. Mr. Huffman said this was a concern of all Field Service directors and was on the agenda for their next meeting.

RECOMMENDATION: A motion was made by Dr. Randall that the Senate approve ~~this~~ change in College policy for Extension classes. Motion seconded by Dr. Sackett. Motion carried.

The question was raised regarding Extension classes in areas other than Education. It seems likely that there is interest in a number of areas other than Education. Mr. Huffman said that we would need to investigate the areas where Extension classes are desired.

Dr. Sackett inquired about the status of Correspondence courses. Mr. Huffman said that under a mandate from the Board of Regents dated July 1, 1966, all Correspondence work of the State colleges and universities was to be centralized at Kansas University. Dr. Sackett inquired if the Fort Hays Correspondence courses were gradually being eliminated from their offerings. Mr. Huffman said that was a correct observation.

RECOMMENDATION: Dr. Sackett moved that the Faculty Senate go on record as desiring to call to the attention of the Board of Regents that the Board's original intention in centralizing Correspondence work of the 5-state institutions at the University of Kansas has not been met and requesting that steps be taken to restructure conditions that were originally intended when they made this change. Motion seconded by Dr. Oliva. Motion carried.

Mr. Huffman thanked the Senate members for the opportunity to meet with them. MEETING TIME OF THE SENATE. Dean Garwood asked the Senate if 3:30, were the most convenient time for a meeting of the Senate members. Miss Veed said that she would not be able to attend the Senate meetings until 3:45 as she had a class at that time. It appears that 3:30, Monday, would be a better time for Senate meetings. Henceforth, the Senate will meet at 3:30 on Monday.

CONVOCACTIONS. Any shortening of the class periods must be approved by the Faculty Senate. Dean Garwood said that the Convocation, September 17, was requested before he had received notification of Senate members from the various Divisions. In view of this fact, he had shortened the periods without requesting permission of the Senate. We have had two requests for the shortening of class

periods, the first one for the Convocation of Dr. E. Laurence Chalmers, 10:00 a.m., October 6, and a Convocation for Senator McGovern, 3:30 p.m., February 10.

RECOMMENDATION: It was moved by Dr. Sackett that the Senate approve the shortening of the classes on these two days. Motion seconded by Dr. Miller. Motion carried.

SENATE STUDY COMMITTEE. During the school year 1968-69, Dr. Sackett, Chairman, Mrs. Popp and Dr. Witten were the Senate Committee members studying the structure of Faculty Senates on other campuses. Mrs. Popp and Dr. Witten are not on the Senate this semester. Dr. Garwood asked the Senate if they wished to nominate people for the committee.

Wayne McConnell was nominated by Dr. Sackett and Leo Oliva was nominated by Dr. Randall.

RECOMMENDATION: Miss Krebs moved that the nominations cease. Motion seconded by Miss Need. Motion carried.

A unanimous vote was made for these nominees.

COURSES INVOLVING TRAVEL ABROAD. Dean Garwood said that there has been discussion concerning the establishment of courses which would necessitate travel abroad. The Board of Regents does not favor giving credit for a tour abroad. However, if a course can be structured which might necessitate some time spent out of the country, it appears that favorable consideration would be given to such a course proposal. Each course of this nature must be approved by the Board of Regents on its individual merits. Dr. Oliva said the History department will be bringing a course of this nature to the Senate. The course which they visualize involves 4 weeks at Oxford plus a 3-week tour.

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The meeting adjourned at 4:30 p.m.

John D. Garwood, Chairman

Lucille Drees, Recorder