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Minutes of the meeting of the Faculty Senate, Monday, December 1, 1969, at 3:30 p.m., in the Office of the Dean of the Faculty.

Members Present: Miss Krebs, Mr. Houston, Mr. McCullick, Dr. Randall, Mr. McConnell, Dr. Sackett, Miss Christopher, Dr. Miller, Mrs. Theis, Miss Veed, Dr. Oliva, Dr. Rice, Mr. Dalton, Mr. Rayl and Dr. Garwood, Chairman.

Members Absent: None.

Also Present: Mr. Kellerman and Mr. Heather.

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

NEW COURSE PROPOSAL. A Course appears in a printed schedule before the course is offered for the first time. In view of the fact that a new class schedule is being printed for the spring semester, consideration was given to the course entitled "Advanced Television Production 155." The Catalog description for the proposed course would be as follows:

155. Advanced Television Production. 3 cr.hrs. Prerequisite 55 or permission. A complete and thorough study of all television production elements. Course also allows for study in specialized areas. Planning and development of TV production.

The four objectives of the course were given by Mr. Heather as follows:

1. Develop a sense of responsibility.
2. Present all facets of TV production.
3. Allow student to specialize in one area.
4. Teach student to produce a complete TV presentation.

In view of the fact that our closed circuit television equipment is now available, Mr. Heather proposed the course so that the equipment might be utilized by students.

The numbering of the course would permit it to be taken for graduate credit.

The course proposal had not been signed by the librarian.

RECOMMENDATION: Dr. Oliva moved the approval of this course. Motion seconded by Dr. Randall.

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RECOMMENDATION: Dr. Sackett moved that the course be approved subject to securing the signature of the librarian on the new course proposal. Motion seconded by Miss Christopher. The amendment to the motion carried.

The question was called for. The amended motion carried.

FINAL EXAMINATION REGULATIONS. Dr. Sackett submitted the following memorandum to the Faculty Senate:

"A member of my division has questioned two regulations of the college and has requested that these be reviewed by the Faculty Senate: (1) that no final examinations are to be given early, and (2) that the class must meet for at least one hour during the final examination period. He feels that both infringe on his ability to operate his classes as he wishes, the second especially in that he feels he must take up an hour of his students' time for nothing in the event he gives an open-book final to be completed out of class.

"I would appreciate your putting these matters on the agenda of the Faculty Senate."

The rationale for permitting no final examinations early is that were the examinations to be given early, it is likely that hundreds of students would request permission to take the examinations early. This would pose a problem of instructors establishing multiple examinations for a number of different students. Many students present excellent reasons as to why an early final examination would be helpful for them. If the student has a valid reason for not taking the examination at the scheduled time, it is possible that the student may be given an incomplete and the examination completed at a later time.

Dean Garwood said that each semester 15 or 20 individuals request permission to take an examination early. Such requests are seldom granted. Were the College to allow examinations to be taken early, it seems likely that hundreds of requests would be received.

RECOMMENDATION: Dr. Sackett moved that the Dean appoint a committee of the Senate to examine the policy of the College relating to final examinations and propose any changes they deem appropriate. Motion seconded by Dr. Oliva. Motion carried.

The following members of the Senate were appointed to serve on this committee: Mr. Jack McCullick, Chairman; Mr. Wayne McConnell and Dr. Lewis Miller. Mr. Steve Rayl of the Student Council will also serve with the committee.

DISMISSAL OF CLASSES PRIOR TO VACATION. The following memorandum was received from Dr. Sackett:

"Last Thursday, the day before KSTA meeting, some teachers dismissed classes after meeting for only a few minutes, some teachers announced beforehand that their classes would not meet, some teachers simply did not show up for their classes, and some teachers conscientiously met their classes as scheduled.

"It was the last group that suffered, because they took the brunt of student resentment and also had their classes disrupted by clumping through the hallways.

"I know we have a policy on this and thus do not need a new one. But we obviously have an enforcement problem. I would like to request that this issue be put on the agenda of the Faculty Senate for its consideration."

Faculty members have a responsibility to hold their classes at scheduled times. Occasionally a faculty member will miss a class because he is sick. No faculty member is to dismiss a class because it is the last period prior to vacation. Faculty members know this. All Division Chairmen have been made aware of this problem. It is not a problem which is peculiar to the school year of 1969-70.

RECOMMENDATION: Dr. Sackett moved the Department Chairmen be made responsible to enforce the policy of the College regarding dismissal of classes prior to vacation. Motion seconded by Mr. McConnell.

In the discussion it was pointed out that the Department Chairmen are already responsible for this. It seems likely that this needs to be brought to their attention again.

The question was called for. Motion carried.

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REQUIREMENTS FOR PHYSICAL EDUCATION. The following proposal was received

from Dr. Miller:

"I would like to request that a proposal of the Division of Music be placed on the Faculty Senate agenda as soon as possible.

"The proposal is that each semester of participation in the Fort Hays Marching Band constitute the fulfillment of one semester's requirements in Physical Education, without credit in the latter area. There are a number of reasons why we feel this is an equitable solution to a serious problem, and there is ample precedence for such a request.

"Dr. Bartholomew and Mr. Dilley would like to be present when this proposal is presented to the Senate in order to explain in detail the reasons and justifications for making the proposal at this time."

Dr. Miller said that recruiting of band members was a problem and that other colleges in the State permitted the fulfillment of requirements in Physical Education by participation in the Marching Band. Mr. McConnell said that Dr. Bogue would also like to be present to present the point of view of the people in Physical Education. This item will be carried forward to the December 8 meeting.

The meeting adjourned at 4:25 p.m.

John D. Garwood, Chairman

Lucille Drees, Recorder