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Fort Hays State University Faculty Senate Minutes, February 11, 1974

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TO: The Faculty
FROM: Rose Arnhold, Secretary
Faculty Senate
RE: Faculty Senate Meeting Minutes
DATE: February 11, 1974

Minutes of the meeting of Faculty Senate, Monday, February 11, 1974, at 3:30 P.M. in the Smoky Hill Room of the Memorial Union.

I. Roll Call:

Members absent: Mr. Jack Heather, Ms. Ilene Allen, Dr. Samuel Hamilton,
Mr. Daniel Rupp, Mr. Robert Brown

Also present: Mr. Al Link, Student Senate; Mr. Mike Schardein, Student Senate; Ms. Sue Gillum, Student Senate; Mr. Rick Rice, Leader Staff; Mr. Mike Wilcox, Leader Staff; Mr. Robert Smith for Mr. Marc Campbell; Dr. Louis Fillingier for Dr. Edith Dobbs; Dr. Benito Carballo for Ms. Leona Pfeifer; Dr. Forrest Price

II. Minutes of the Previous Meeting:

Dr. Marshall moved that the minutes of the previous meeting be approved. Mr. Ginther seconded the motion. The motion passed with no one in opposition.

Dr. Forsythe explained the changed format of the minutes. He noted that minutes mailed to the other institutions did not contain full explanation of policies nor the policy statement but rather reflected only the essential business of the Senate meeting.

III. Announcements:

Dr. Forsythe announced that he and Dr. Tomanek had met and that Dr. Tomanek indicated that he would inform chairmen of the various department regarding the 180 day disability agreement. Dr. Tomanek also assured Dr. Forsythe that scholarship money contributed by members of a department would remain in that department. Faculty members must mark on the card their department.

Dr. Forsythe announced that he had briefly discussed the issue of off-campus classes for next fall with Mr. Huffman, Dr. Garwood, Dr. Thompson, and Dr. Tomanek. He noted that the administration felt that precautions should be taken to keep course offerings from being "watered down" for an off-campus population and that the best instructors be sent. Consideration is being given to the matter by the Administration and Dr. Forsythe asked for Faculty Senate and department feedback concerning this issue.

NOTE: The following five paragraphs are expanded notes on Dr. Forsythe's conversation with Dr. Tomanek as reported to the Faculty Senate.

Dr. Forsythe said that he mentioned to Dr. Tomanek that he was concerned that coercion might be used to force a department to take a course off campus next fall. Dr. Tomanek said that he had urged each department to volunteer to take a course off campus but that there would be no coercion. The program is voluntary.

Dr. Forsythe said that the issue could become one of haves versus have nots. The haves, those departments with increasing or stable enrollments, could argue that they needed all their staff to teach on campus so that they could keep their enrollment up. The have nots, those with less stable or

decreasing enrollments, would be forced off campus to look for students, thus offering fewer courses on campus and thus further lowering their enrollments. The haves would increase staff at the expense of other departments. Dr. Tomanek said that he understood this and that the Administration had to consider it. Dr. Tomanek said that he was already receiving memos from departments stating that it would hurt certain departments' enrollments to go off campus.

Dr. Forsythe said that a department could hurt its enrollment by sending its best instructors off campus. If you do not send your best instructors, or at least a good instructor, high school seniors will not take the classes and the experiment will fail.

Dr. Forsythe also brought up with Dr. Tomanek the issue of pay for teaching off campus. If the hours generated off campus are used for student credit hour production, the person cannot be paid extension salary. There will be an allowance of perhaps \$100 or more to compensate for an instructor's time. Dr. Forsythe said that that was the point; some instructors would get \$750 (if a graduate class) for a continuing education class and others would get maybe \$100 for an off campus class. Dr. Tomanek said that that was up to the department. If the department wanted to count the student credit hours produced and thus increase its SCH production, then the instructor would get \$100 or so. If the department did not want to count the student credit hours in its SCH production, the instructor would get \$750. Dr. Forsythe said that some instructors can get \$1,500 extra salary per year by teaching extension courses because of the nature of their department's offerings. Dr. Tomanek agreed, but he urged departments to convert some continuing education classes so that the student credit hours will count for enrollment purposes. We have to maintain student credit hour production or lose more faculty members. This is one way to do it.

Dr. Tomanek told Dr. Forsythe that Dean Garwood is working hard to expand the Continuing Education program and that the proposed off campus instruction for next fall will aid the program and also aid Fort Hays. It can mean faculty positions saved if sufficient student credit hours are generated. Dr. Tomanek urged volunteer departmental off campus offerings for next fall. Dr. Forsythe said that he would relay the information to the Faculty Senate.

Dr. Forsythe announced that department chairmen evaluations were almost complete. Dr. Harbin has finished the evaluations of his chairmen and had asked the chairmen to evaluate him in return.

Dr. Forsythe read a memo to him from Dean Garwood regarding recruitment of College of Emporia students. The memo outlined steps that had been taken by the recruitment committee.

Dr. Forsythe pointed out that summer meeting dates for Faculty Senate had been established and that notice of these dates was given in the last Faculty Senate meeting notice from him. Dr. Forsythe also pointed out that Pre-enrollment dates had been established and were as follows:

May 22, June 11, June 13, July 11, July 19

Dr. Forsythe reminded Senate members that April 19th would be the last date to elect departmental representatives. Those individuals whose term will expire in the Summer of 1974, and the departments that should elect Senate members are:

Mr. Robert Brown (Music)

Dr. Samuel Hamilton (Philosophy)
Dr. Lloyd Frerer (Speech)
Dr. Eugene Fleharty (Biological Sciences)
Ms. Vivian Baxter (Mathematics)
Dr. George Wall (Business)
Mr. Robert Crissman (Business)
Mr. Daniel Rupp (Economics)
Dr. Robert Adams (Psychology)
Ms. Maxine Hoffman (Home Economics)
Ms. Bettie Powell (Library Science)

Dr. Forsythe reminded the faculty of the importance of keeping accurate attendance records and requested full support of the faculty in completing the Faculty Activities Survey if it is used this semester.

Dr. Forsythe distributed a summary sheet of the adds and withdrawals recorded for Fall, 1971; Fall, 1972; and Fall, 1973. He also distributed for the information of Senate members a report on student loads allowed at the various state institutions. Dr. Forsythe pointed out that the Grade Point Average at Fort Hays Kansas State College was rather stable until recently and distributed a report which indicated that the Grade Point Average was increasing. He pointed out that 45% of the student body was on the Dean's Honor Roll in the Spring of 1973. Because the withdrawal policy had been the center of lively debate on the Senate floor, Dr. Forsythe distributed information regarding the withdrawal policy of other schools. All the information was for the general information of the faculty and no action was requested on it. Dr. Forsythe urged that the withdrawal information be discussed in department meetings.

Dr. Forsythe announced that he had nothing to report from the Council of Chief Academic Officers meeting since the meeting had been cancelled.

Dr. Forsythe noted that there existed a degree of inconsistency regarding hours required for graduation. He pointed out that under the present scheme of things junior college transfers needed 122 hours to graduate whereas individuals starting school at Fort Hays State College were required to have 124 hours.

Dr. Forsythe again presented the issue of whether or not faculty members would favor becoming part of a university system. Dr. Robinson asked whether or not this would mean we become part of Kansas University. Dr. Forsythe indicated that at this point it was uncertain what the proposal would entail but that he did wish to receive faculty feedback on the issue.

IV. Reports of Ad Hoc Committees:

Ad Hoc Committee on Student Advising

Dr. Robinson, Chairman of the committee, reported that the committee had met with Student Senate representatives and would give the findings of the committee to the Faculty Senate Academic Affairs Committee.

Ad Hoc Committee to Evaluate Pre-Enrollment

Mr. Ginther, Chairman of the committee, reported that the committee had no official recommendations to bring before the Faculty Senate at this time. He announced that the full committee had met, with the exception of the Student Senate Representative, on January 23, 1974, and at that meeting had discussed at length the pre-enrollment procedure. He noted that it was the general consensus of the committee that the pre-enrollment process as it now exists

was most functional and well organized except at the advisee/advisor level. Mr. Ginther pointed out that as a committee the members were hoping to establish a meeting with the Ad Hoc Committee on Student Advising to discuss the advisee/advisor phase of pre-enrollment.

Dr. Forsythe asked that questions or suggestions regarding pre-enrollment be directed to Mr. Ginther.

V. Reports of Standing Committees:

Bylaws and Standing Rules Committee

Dr. Frerer stated that the committee had nothing to report.

Student Affairs Committee

Dr. Marshall stated that the committee had nothing to report.

College Affairs Committee

Ms. Veed stated that the committee had nothing to report. Dr. Forsythe announced that the College Affairs Committee was working on a statement concerning the Evaluative Criteria for Faculty Performance and Tenure. Dr. Staven announced that the first draft had been returned to the subcommittee on Tenure and Competency by the Faculty Senate Executive Committee and that the subcommittee intended to give it more consideration.

Dr. Forsythe requested that all faculty members direct their comments on this issue to the appropriate committee members. ALL Senate members should discuss the document with their departments.

Academic Affairs Committee

Dr. McCullick announced that the guidelines for mini-courses received by all faculty members came from his committee. Dr. Parish indicated that although she received the guidelines that she had no idea from what source they had come. Dr. McCullick humorously indicated that such action was intentional strategy to encourage that the guidelines be read.

GUIDELINES

1. Mini-courses are one credit hour courses dealing with limited and specific topics which do not lend themselves to a full semester's treatment.
2. Mini-courses must be of the same academic quality as other courses offered during the semester. The requirements for mini-courses therefore ought not be less than one third of the normal requirements for a regular 3 credit hour course.
3. Students shall have the option to enroll in mini-courses for Pass/Fail credit or for a regular letter grade.

Dr. McCullick moved to adopt the guidelines. Dr. Miller seconded the motion.

Dr. Frerer asked how the guideline differed from previous guidelines for mini-courses.

Dr. McCullick indicated that no explicit guidelines existed before and that the suggested guidelines were intended to insure that mini-courses would be assured the same academic respectability as regular course offerings.

Dr. Frerer asked whether mini-courses were evaluated in terms of grades or in terms of pass/no credit.

Dr. Marshall stated that there was an attempt to convince the Registrar's office to assign grades but that the response received was that such action was impossible.

Dr. Smith noted that it was possible because graduate students receive grades for mini-course work.

Mr. Lojka noted that students had asked him whether or not the changed policy regarding mini-courses would be retroactive.

Dr. Forsythe indicated that the Registrar's office would be in the best position to answer that question.

Dr. Marshall asked whether the proposed guidelines could be interpreted to mean that mini-course offerings would be subject to Faculty Senate approval as are regular course offerings.

Dr. Smith indicated that it was her understanding that mini-courses would get the same consideration as other courses.

Dr. Wall stated that as a member of the Curriculum Committee he noted courses received almost automatic approval.

Dr. Forsythe noted that no one approved mini-courses last fall.

Dr. Frerer pointed to the ironic situation in which students were encouraged to take mini-courses in their major area yet could not count Pass grades in the major area.

Dr. McCullick reported that this was, in his opinion, up to the discretion of the department.

Dr. Miller offered a friendly amendment to the original motion. He suggested that the statement "Students shall have the option to enroll in mini-courses for pass/fail credit or for a regular letter grade" be amended to read "Students shall have the option to enroll in mini-courses for pass/no credit or for a regular letter grade."

Dr. McCullick accepted it as a friendly amendment.

Dr. Drinan raised the issue of mini-course fee structure.

Dr. McCullick indicated that the fee structure was beyond the jurisdiction of Faculty Senate. He noted that if we wish to attract off campus students the fee structure must be re-examined. He suggested that the Faculty Senate could go on record favoring such a reappraisal of the fee structure.

Dr. Forsythe pointed out that the administration is considering the issue. The current fee structure creates a number of problems.

Dr. Drinan moved that the Faculty Senate endorse the following statement "The Faculty Senate urges the administration to proceed with all due speed toward a rational fee structure for mini-courses."

Mr. Lojka seconded the motion.

Dr. Forsythe called for a vote. The measure passed unanimously.

Dr. Forsythe called for further discussion on the original amendment.

The motion to approve guidelines for mini-courses passed with no one in opposition.

Dr. Forsythe said that he wanted it clear in the minutes that the sentiment of the Senate was that mini-courses would go through the same approval process as would regular course offerings.

Dr. McCullick moved that the adviser's signature be included on all withdrawal from classes.

Dr. Drinan seconded the motion. He suggested that in addition it should be understood that the adviser's signature should precede the instructor's signature. The student must obtain his or her adviser's signature before getting the instructor's signature.

Dr. Forsythe pointed out that Mr. Kellerman had to order new slips recently and that the ones ordered did have spaces for both the adviser's and the instructor's signature. Mr. Kellerman had discussed this with Dr. Forsythe. Dr. Forsythe indicated that if the motion is approved it will indicate that the Faculty Senate has gone on record requiring both signatures. The Senate would be on record as desiring faculty advisement before a class was dropped. A student's program should be considered before a change is made.

Dr. Robinson questioned whether or not the form ordered indicates the order of signing.

Dr. McCullick suggested that the responsibility for the adviser signing first should be assumed by instructors. The purpose of the change is to adviser input. The student should consult first with the adviser.

Dr. Miller questioned what the college catalog revealed regarding this issue.

Mr. Ginther stated that there was no information regarding the mechanics of adds or withdrawals in the Faculty Handbook.

Dr. Smith asked when the measure if approved would become effective.

Dr. Forsythe indicated it would be effective when approved of by President Gustad.

Mr. Ginther corrected his original statement and noted that the Faculty Handbook does address itself to the issue but according to the Handbook withdrawal from a course requires only the instructor's signature. He noted that approval of the measure would necessitate a change in the Faculty Handbook.

Dr. Miller pointed out that the statement in the college catalog did not apply to the proposed change.

Dr. Forsythe stated that change on the policy would have to be reflected in both the catalog and the Handbook.

The motion passed with no one in opposition.

Dr. Forsythe reported there was no unfinished business nor new business which had to be considered at this time.

Dr. Johnson informed the Senate that a Human Relations Committee had been created to deal with minority students' problems.

Dr. Marshall moved to adjourn. Mr. Ginther seconded the motion. The meeting adjourned at 4:10 P.M.