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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Ms. Rose Arnhold, Secretary,
Faculty Senate
RE: Faculty Senate Meeting Minutes
DATE: May 7, 1974

Minutes of the meeting of Faculty Senate, Tuesday, May 7, 1974, at 3:30 P.M. in the Smoky Hill Room of the Memorial Union.

I. Roll Call

Members absent: Ms. Ilene Allen, Mr. Marc Campbell, Dr. Samuel Hamilton,
Dr. Lloyd Frerer, Dr. Richard Zakrzewski, Dr. Lavier Staven

Also Present: Dr. Ann Liston for Dr. Wilda Smith, Ms. Katherine Rogers for
Mr. Robert Lowen, Dr. Alan Busch for Mr. Helmut Schmoller
Mr. Mike Schardein, Mr. Walter Keating, Mr. Jim Kellerman

II. Minutes of the Previous Meeting

Dr. Miller moved that the minutes of the previous regular meeting be approved.
Dr. Drinan seconded the motion. The motion passed with no one in opposition.

Ms. Popp moved that the minutes of the previous special meeting be approved.
Mr. Rupp seconded the motion. The motion passed with no one in opposition.

III. Announcements

Dr. Forsythe requested that prior to the announcements Dr. Arris Johnson be permitted to report on the results of a Student Advisement Survey. Dr. Johnson, unable to attend the entire Faculty Senate Meeting because of a class conflict, gave the following report.

FHKSC STUDENT ADVISEMENT SURVEY

Dr. Arris Johnson

A questionnaire concerning advisement on the Fort Hays campus was developed and administered to approximately 400 students during the Spring 1974 semester. Subjects for the survey were selected on a representative proportional sampling basis using Spring 1974 enrollment figures by subject areas as the basis for the proportions. Close approximation was obtained for the areas of study except for students who listed "general" as their focus. In the case of the "general" students, an additional 35 subjects would have been desirable to proportionately represent their enrollment.

Responses on all questions do not reach the same total since some students did not respond to all questions. Results as tabulated from the questionnaires are given below:

1. Do you feel your advising has been satisfactory?
Yes 217 OK 1 Not really 3
No 113 Partly 3 Poor 1

2. Were class schedules in your hands early enough for advising and enrollment?
Yes 275 Not always 4 Sometimes 1
No 83 Rarely 1 Most times 1

3. Do you plan a tentative schedule before seeing your advisor?
Yes 348 Usually 1
No 34 ? 1
Not always 4
4. On enrollment day, do you have trouble finding times to meet with your advisor?
Yes 164
No 214
Sometimes 4
5. Ordinarily, do you have to wait more than 15 minutes to get to see him?
Yes 109 Never see him 1
No 241 Depends 1
Sometimes 17
6. Do you contact your advisor for an appointment ahead of time?
Yes 133 Can talk to him anytime 1
No 197 Usually 1
Sometimes 22
7. Are requirement (for graduation, certification, honor, pass/no credit, etc.) fully explained by your advisor?
Yes 164 Not sure 4
No 194 Never asked 1
Sometimes 5 If I ask 2
Fairly 5
8. Would you prefer to have a few selected advisors do all lower division advising for the campus rather than have advisors in each department as we do now?
Yes 94 Don't know 8
No 261 Don't care 1
9. As a freshman, would you feel comfortable being advised by a senior student?
Yes 217 Maybe 3
No 142 Don't know 5
10. Do you think that forging an advisor's signature is a common practice?
Yes 187 Probably 11
No 158 Not completely 1
Don't know 12 Sometimes 1
11. Do you feel that your advisor is competent in advising in his major area?
Yes 316 Don't know 3
No 43 Sometimes 2
12. Do you feel that your advisor takes the necessary time to do a thorough job of advising?
Yes 228 Most of the time 1
No 124 Maybe 1
Sometimes 3 Doesn't have time 1
13. Is the advising:
1. course oriented
yes 145
no 39
2. vocationally oriented
yes 130
no 39
3. Department oriented
yes 215
no 25

14. Do you feel that your advisor displays a sincere interest in your questions?
 Yes 316 Sometimes 6
 No 45 ? 1

15. Did your advisor explain general Education so that you could understand it?
 Yes 183 Didn't have to 2
 No 176 Somewhat 3

16. Does your advisor have his class and meeting schedule posted?
 Yes 270
 No 71
 Not sure 17

17. Has your advisor been effective in cutting through some of the red tape in order to facilitate your enrollment?
 Yes 209 Don't know 12
 No 124 Not tried 1
 Never had to 11 Kind of 1

18. Do you feel that your advisor considers advising an important aspect of his job?
 Yes 247 Not really 1
 No 108 Don't know 5
 Maybe 2 Sometimes 2

19. Do you feel that you can talk with your advisor about problems which are not really academic, but more personal?
 Yes 149 Not really 1
 No 206 Don't know 5
 Maybe 1 Sometimes 2

20. How many times during the semester would you like to see your advisor?
 Range 0 to everyday

Most common responses:

Twice	94
Three times	44
Four times	33
Two or three times	26
As many as needed	27
Three or four times	18
once	12

21. Do you feel that at Fort Hays we really need an advising system?
 Yes 333
 No 23
 Don't know 2
 Maybe 2
 It helps 1
 Kind of 2
 In some departments yes 1
 Present OK 1

Dr. Johnson pointed out that the committee worked for three weeks on the questionnaire and general students were underrepresented proportionately. Students in each discipline were surveyed.

Dr. Drinan asked why General Students were underrepresented proportionately.

Dr. Johnson replied that it was due largely to the fact that general students were difficult to locate.

Dr. Miller asked for clarification on question #13 that reads "Is the advising: Course oriented, vocationally oriented, department oriented?" Dr. Miller questioned what the phrase "course oriented" meant.

Dr. Johnson replied that the question was included because one student stated that every time he conferred with his advisor the advisor "made sure his course filled first." Dr. Johnson explained that the question was designed to measure if this was common among advisors.

Ms. Veed asked whether or not students received instructions with the questionnaire.

Dr. Johnson replied they did not.

Dr. Miller noted that if no instructions were given to the students filling out the questionnaire the phrase "course oriented" could have had forty different meanings.

Dr. Johnson said that while this was a possibility the nature of the responses received on this question indicated that the students were interpreting the question the same way he had intended them to.

Mr. Rupp asked whether all departments were represented.

Dr. Johnson replied in the affirmative.

Ms. Baxter asked if all classifications were represented.

Dr. Johnson explained that the Freshmen, Sophomore, Junior, and Senior classifications were represented and that in addition there was approximately an equal sex distribution represented. He indicated that he hoped to complete the analysis of the data during the next few weeks.

Dr. Forsythe thanked Dr. Johnson for the report and explained that he felt it necessary to disrupt the regular order of business in Faculty Senate to allow for this report because it was directly related to business that would later be discussed.

Dr. Forsythe announced that in the Council of Deans meeting the issue of restoring the Honors Convocation was discussed. The purpose of the Honors Convocation is to restore recognition of scholarly achievement at Fort Hays State. The Honors Convocation was discontinued because of low attendance in the past. Dr. Forsythe stated that it was his understanding that Dr. Garwood has conferred with Ms. McFarland regarding the restoration of it and that apparently it will be reinstituted in the 1974-75 school year.

Dr. Forsythe reported that in the Council of Deans Meeting discussion was held regarding a Tea or Reception on Graduation Day to honor those graduating students. Dr. Forsythe noted that he had discussed such a possibility with both faculty and alumni and that feedback he received was that of interest. Dr. Forsythe pointed out

that one alumnus responded to the issue by stating that perhaps such an event would remove the chill at Fort Hays and restore some warmth and friendliness to the day of graduation. Dr. Forsythe indicated that if begun it would be held next spring semester.

Dr. Forsythe reported that the issue of a traditional march of the Faculty into the Coliseum had been briefly discussed at the Council of Deans meeting. For his own information he asked faculty members to indicate how they felt about a traditional march across the bridge to Gross Coliseum. He said that we should consider if there is anything that can be done to add color to the ceremony. Dr. Forsythe noted that a recessional march would add color to the ceremony and eliminate the chaos which ensues at the end of the ceremony as well. If any faculty have any thoughts on this, relay them to the Chairman so they can be mentioned in C.O.D.

Dr. Forsythe reminded faculty members to return all library materials at the end of the semester. He indicated that a memorandum to this effect would be received by the Department Chairman in the near future and that the provisions of library privileges for faculty members were stated on page 60 in the Faculty Handbook. It reads as follows:

Faculty Loans. Since the College does not maintain departmental libraries, materials are charged to individual faculty members, rather than checked out to departments. Circulating materials are subject to recall after three weeks. Non-circulating books and periodicals are normally for use only within the library. When absolutely necessary, these materials may be checked out for a brief period of time. If a faculty member sends an assistant to check out materials in the faculty member's name, authorization and faculty ID card should be sent with that person. All faculty loans are due at the end of each semester and summer session.

Dr. Forsythe reminded all faculty members that news items are to go through the News Service.

Dr. Forsythe pointed out that the Faculty Handbook requires that class should meet during the period scheduled for Final examinations. He reminded faculty members that the provision is that all classes will meet for at least one hour and that the final period should be spent in meaningful activity. There were abuses of the final period last semester and Senate members should remind colleagues of the requirement.

Dr. Forsythe reminded Senate members that the 1974-75 Budget is available in Forsyth Library for those wishing to analyze it.

Dr. Forsythe explained that in the May 1 issue of The Leader an advertisement for term papers and theses appeared. He reminded Senate members of the earlier discussion of the issue of selling term papers but pointed out that it was his understanding that The Leader receives adds from a Collegiate group and must run the ads or lose money. He asked that questions or remarks on the subject be directed to Mike Walker of the Leader staff as this was not an issue for Senate action.

Dr. Forsythe quoted final figures on adds and withdrawals for Spring semester, 1974. The total number of adds was 2,480 and the total number of withdrawals was 3,628. The total number of transactions was 6,108. This compares with 7,857 transactions for Spring of 1972 and 6,170 transactions for Spring of 1973. Dr. Forsythe pointed out that there were 62 adds and 577 withdrawals on May 3 alone. Mr. Kellerman, who was visiting the Senate meeting, explained that the 62 adds that occurred on May 3rd were courses that students had been attending. Mr. Kellerman stated that he assumed that students in this category had decided they would probably fare well in the class so they formally added it.

Dr. Miller asked Mr. Kellerman if there was a policy which prohibited students from "just sitting in" on classes.

Ms. Popp stated that there was no such official policy.

(NOTE: An item on page 40 of the Faculty Handbook states that a student must be officially enrolled and fees paid before a student can attend a class. J.L.F.)

Dr. Forsythe pointed out that in one of the schools that he attended one had to have an IBM card for admittance to class the first day.

Dr. Forsythe announced that he planned to submit with Dr. Drinan a budget for Faculty Senate. Dr. Forsythe noted that due to the absence of budgeted funds departments were in effect paying for Senate business. He noted that the Sociology Department had in essence paid for the typing of the minutes and thus subsidized the Senate.

Dr. Forsythe reported on pre-enrollment figures noting that as of April 26, 1974, Fort Hays State had pre-enrolled 1038 Freshmen and Junior College transfers. This figure compares with 887 for the Spring of 1973, 1001 for the Spring of 1972, and 985 for the Spring of 1971.

Dr. Forsythe reported on the Senate President's meeting which he and Dr. Drinan attended on April 27, 1974, in Emporia. Items discussed were Collective Bargaining on the College and University campuses (and he plans to discuss this with the Senate soon), financial exigency and tenure, enrollment decline, retirement, consultation fees by faculty, sick leave records, structure of higher education, and continuing education. Dr. Forsythe noted that the issue of consultation fees present little problem at the college level but are of importance at the University level. He then asked Mr. Keating to address himself to the issue of sick leave records.

Mr. Keating reported that Senate Bill #925 became effective on April 1, 1974, and one of the provisions of the bill is that any employee who retires who had accumulated 100 days of sick leave was entitled to thirty days extra pay. Mr. Keating pointed out that either we will account for sick leave or we will have to forgo the benefits.

Dr. Marshall asked what the policy on sick leave was.

Mr. Keating noted that as of this time we have no policy on sick leave.

Dr. Forsythe announced that there will be a general faculty meeting on May 9, 1974, at 4:30 in the Black and Gold Room of the Memorial Union. At that time he, as Faculty Senate Chairman, will report on the accomplishments and activities of the 1974 Faculty Senate as required by the By-laws.

Dr. Forsythe stated that the Faculty Activity Analysis Form was discussed in the April 30, 1974, meeting of the Council of Deans. Dr. Forsythe reminded faculty members that when this report form is finally completed it should receive the careful attention of the faculty as it is extremely important.

Dr. Forsythe reported that the Legislative Planning Commission is functioning as the 1202 Commission. He noted that it is heavily weighted toward vocational and technical schools and junior colleges.

Dr. Forsythe stated that in the April 30, 1974, meeting of the Council of Deans Dr. Harbin reported that President Hines of Barton County Junior College was willing to enter an agreement with FHS to offer an Associate degree to any Fort Hays Student who has completed two years at Fort Hays State and who wished to terminate his education. In essence this means that a student could get an associate degree from Barton County without ever attending the school.

Dr. Forsythe announced the results of departmental elections of Senators for Fall, 1974. They are as follows:

Business: Ms. Vera Thomas
Mr. Dale Peier
Alternate: Dr. George Wall

Speech: Dr. Lloyd Frerer
Alternate: Mr. Sidney Johnson

Geology: Dr. Richard Zakrzewski (to complete the term)
Alternate: Mr. Paul Phillips

Music: Mr. Robert Brown

Home Economics: Ms. June Krebs
Alternate: Ms. Maxine Hoffman

Library: Ms. Esta Lou Riley
Alternate: Mr. Mac Reed

Biological Sciences: Dr. Norma J. Herman
Alternate: Dr. John L. Watson

Mathematics: Mr. Charles Votaw

Economics: Mr. Dan Rupp

Psychology: Mr. Robert Adams

Philosophy: Dr. Stephen Tramel

IV. Reports of Ad Hoc Committees

Faculty Environmental Advisory Committee

Ms. Pfeifer, chairperson, reported that the committee had met three or four times since Dr. Forsythe established the committee and that she had been advised by Dr. Tomanek that the committee would be considered a permanent standing committee. She requested that faculty members bring to the attention of the committee any issues in the area of environment.

Dr. Forsythe thanked Ms. Pfeifer and the committee for the report.

Ad Hoc Committee on Student Advising

Dr. Robinson, chairman of the committee, distributed a report of committee suggestions and recommendations. The report read as follows:

REPORT OF THE AD HOC COMMITTEE ON STUDENT ADVISING

Preliminary Remarks

The Committee on Student Advising feels very strongly that on the Fort Hays Kansas State Campus a superior system of advising should be established and frequently examined in order to be improved wherever possible. We feel that effective advising is as important as effective teaching and that superior performance in each area will draw and keep students. The Committee also respectfully urges that good advising be an important element of consideration in granting tenure and in determining promotion in rank and advance in salary, although, of course, instructors who do not act as advisors should not therefore be discriminated against, but should be judged on their strengths in other areas. Applicants for teaching positions on our faculty should be made aware of our emphasis on advising and possibly interviewed by a key advisement person to determine the candidate's views, his desire or unwillingness to do advising, and, if possible, an estimate of his ability in this area. With this basic statement of the committee's general attitude toward advising, we offer the following specific suggestions:

A. Suggestions to Department Chairmen

1. The Department Chairman should allocate advising, not attempt to do all of it himself.
2. Huge loads assigned to individual instructors should be reduced.
3. The Chairman should recognize that some instructors are not fitted to be advisors.
4. Chairmen should emphasize to advisors their important role in causing students to develop favorable or unfavorable attitudes about Fort Hays State. Advisors should be friendly and show sympathy concerning students' problems.
5. Each department should prepare a listing of requirements for its major and make this available to the Dean of Students' Office for use in general advising. It should also be given to each advisee of the department and be available to advisors in other departments.

B. Suggestions to the Administration and the Faculty Senate

1. This committee would heartily support the establishment of firm administrative deadlines for the introduction of new courses in order to make long-range planning more feasible.
2. The committee wishes to urge the administration to consider effective advising as part of the teaching load. For example, supervising 20-25 advisees might be equated with one hour of classroom teaching.
3. The committee suggests that a permanent Student Advising Committee be established by the Faculty Senate to keep the advisement procedure current, to evaluate results, to alter details when appropriate, and to continually study to improve the system.

C. Suggestions to the Registrar's Office

1. The Dean of Students' personnel should be supplemented with a "core group" of general advisors from all departments who are prepared to assist on call the large number of freshmen (and sophomores, if any) who have not yet decided upon a major. This core group should consist of volunteers, including, if possible, some faculty who are in town but are not teaching (in the summer session) to help with the heavy freshman load at that time.
2. The Registrar's Office should arrange meetings of advisors and send out memoranda to keep advisors up to date on all changes.
3. When Mr. Huffman and Mr. Maxwell visit area high schools to promote interest in Fort Hays State, they might secure names of any seniors who show real interest; the Registrar's Office might then give these names to a faculty advisor for preliminary contact by letter.
4. Make clear in pre-enrollment announcements the student's responsibility to make an appointment with his advisor and also to prepare a preliminary schedule "on his own."

D. Suggestions to Advisors

1. Advisors should recommend use of guidance and psychological services provided on campus whenever necessary. Teachers should realize that the personnel in the Dean of Students' Office are especially able and willing to be helpful in this.
2. At the first meeting, advisors should inform students of general education and departmental major requirements. The student's total program should be reviewed at each enrollment period. Perhaps a departmental checklist could be used--a form which would be updated each semester, if necessary.
3. The advisor should explain to the new student that attending college is a privilege and a responsibility, and should present the faculty viewpoint on class attendance and general performance as criteria for later evaluation. He should try to encourage a mature attitude in the student.
4. Advisors should also engage in career counseling--make students aware of the variety of career opportunities available. He personally also feel that advisors have a moral obligation to be honest about present job opportunities, even at the risk of a student's changing majors or even leaving school.

E. General Recommendations

1. The committee suggests that the Dean of Students' Office, in consultation with the directors of the various student services, publish a brochure describing these campus services. We feel that it would be helpful also if service personnel would talk about their offerings to advisors, assembled by departments, so that questions would be more freely asked and answers given.

E. General Recommendations (continued)

2. It is suggested that advisors might write to the parents of each of their advisees and explain their relationship to the student--that of parent in absentia, so to speak.
3. Advisors also might write letters of congratulation to parents of advisees who receive A's.
4. In the event that a student has enrolled without conferring with his assigned advisor, the matter should be referred to the Dean of Students' Office.
5. All the faculty should be asked to post for the whole semester a weekly schedule of possible times for interviews in twenty-minute segments, so that students could sign up at least a day in advance. Emergency situations could be taken care of at any time when the instructor's schedule showed him to be free.

Respectfully submitted,

Dr. Bill Robinson, Chairman
Mrs. Katherine Bogart, Secretary
Dr. James McMechan
Dr. Ann Liston
Mr. Douglas Heeter
Dr. Bill Jellison

Dr. Robinson pointed out an inaccuracy in the report on Part C, number 3. Dr. Robinson noted that the committee members were unaware of the fact that such action was already being taken.

Dr. Robinson emphasized the statement in the preliminary remarks which reads, "The Committee also respectfully urges that good advising be an important element of consideration in granting tenure and in determining promotion in rank and advance in salary, although, of course, instructors who do not act as advisors should not therefore be discriminated against, but should be judged on their strengths in other areas." He stated that the committee felt this to be an issue deserving special consideration.

Dr. Wall asked whether or not copies would be available to all faculty members.

Dr. Forsythe pointed out that the full report would appear in the minutes and that all departments should discuss the report.

Ms. Veed asked if the Dean of Students office handled all general advisees.

Dr. Robinson answered in the affirmative and noted that the Dean of Students office could use help during pre-enrollment and enrollment because they handle 200-400 students in a relatively short period of time.

Dr. Forsythe thanked Dr. Robinson and his committee for the report. The report was made at the request of Dr. Forsythe. It will be considered at various areas to determine the practicability of implementing the recommendations in the report.

Ad Hoc Committee to Evaluate Pre-Enrollment

Mr. Ginther, chairman of the committee, distributed to all present copies of the following report:

TO: Dr. James L. Forsythe, Faculty Senate

FROM: Glenn Ginther, Chairman, Pre-enrollment Committee

DATE: May 6, 1974

SUBJECT: Recommendations of the AD HOC Pre-enrollment Committee

This committee as appointed by Dr. Forsythe met four times to discuss the pre-enrollment procedure. It should be noted that: (1) This committee met twice in joint session with Dr. Robinson's Advising Committee. (2) No student representative was present at either of the individual committee sessions.

Charged with making recommendations to improve the process of early enrollment, the following recommendations are respectfully submitted:

- A. As the general consensus of faculty and students was to continue with early enrollment, it is so recommended.
- B. The main source of concern was not with the procedure of enrollment but with the advising process. It is suggested that steps be taken to make improvements in:
 1. The actual time spent by students with their advisor.
 2. The actual time spent by advisors going over a student's program.
 3. The advisor's awareness of program requirements.
 4. The advisor's availability.
 5. The student's awareness of his responsibility in fulfilling requirements of his program.

Recommendations of the AD HOC Pre-enrollment Committee (continued)

- C. It is recommended that each department establish its own method of advising as they see fit by setting aside a day, an evening, appointment times, etc. to meet with the advisee to work out programs.
- D. It is suggested that informational articles be placed in The Leader prior to pre-enrollment emphasizing the student's responsibility to study requirements regarding his program and to make contact with his advisor.
- E. It is recommended that the new general education program sheets contain a place to record dates of advisor/advisee conferences.
- F. The committee suggests the use of an advisor appointment sheet. It should be noted that its use would not be mandatory but that it would be made available for those who would like to use it.
- G. It is suggested that the Registrar's Office provide a change of program form.
- H. It is recommended that an additional symbol be used in the catalogs to designate courses that meet teacher certification requirements. This is in addition to the present general education symbol.

Mr. Ginther explained that the recommendations presented by the committee were a result of approximately four meetings with two of the meetings held in conjunction with the Ad Hoc Committee to Evaluate Pre-enrollment.

Ms. Veed asked whether or not spring pre-enrollment was viable. She asked whether or not most students upon returning to campus changed their pre-enrollment program.

Mr. Ginther replied that the general consensus of opinions is that spring pre-enrollment is desirable.

Mr. Kellerman stated that it was impossible to determine how many students changed their program because such changes could be effected on the arena floor. In other words, students who are pre-enrolled can change their class schedule when they complete their enrollment during the regular enrollment period.

Dr. Fleharty agreed that the pre-enrollment was valuable but that it is spread over such a long period of time caused some difficulty (11 days). He noted that the time set aside for pre-enrollment was a particularly busy time for the faculty as it was near the end of the semester and asked whether or not one day might be devoted exclusively to pre-enrollment.

Mr. Ginther noted that Part C of the committee's recommendations addressed itself to that notion. He pointed out that the Industrial Arts Department does establish a period of time to deal specifically with pre-enrollment.

Dr. Fleharty questioned whether or not this was out of line with administrative policy.

Mr. Ginther clarified the statement by noting that the Industrial Arts Department does not actually pre-enroll students in the specific time period but rather devotes the time to making up schedules for students. The students then go through pre-enrollment as scheduled.

Dr. Wall stated that a one or even a two day period would not be enough to deal with pre-enrollment in the Business Department.

Dr. Fleharty pointed out that Fort Hays State used to enroll the total student population in two days.

Ms. Popp asked which department was dealing with the largest number of students.

Dr. Forsythe stated he thought it was probably the Business Department.

Mr. Ginther stated that Mr. Logan of the Business Department had stated he could not handle all his advisees in one day.

Dr. Miller stated that in the meetings of the General Education Committee with the Academic Affairs Committee an interesting point had been raised. He asked what action should be taken about faculty members advising students not in their discipline.

Dr. Robinson reported that Dr. Jellison felt it was difficult many times to get the general students to declare a major.

Dr. Miller repeated that it was his understanding that some faculty are holding on to students not in their discipline.

Mr. Rupp commented that perhaps it was less a matter of "hanging on" than a matter of "getting rid" of them.

Mr. Ginther stated he felt this was not probable because general students go to the Dean's office for advising.

Ms. Popp pointed out that it would be virtually impossible for a faculty member to hold a student.

Dr. Miller stated that the issue had been cited as a reality.

Dr. Liston asked how long the prospect of "holding" a student could continue. She questioned if this was occurring up until a major was chosen.

Dr. Miller replied he did not know.

Dr. Dobbs stated that pre-enrollment occurs at the same time that many faculty members are supervising people in the field. She suggested that a one day period devoted exclusively to pre-enrollment might best serve the Education Department.

Mr. Schardein stated that he felt that devoting one day exclusively to pre-enrollment would be interpreted by the students as a national holiday. He stated that he did not think students would use it for the designated purpose.

Ms. Hoffman pointed out that the Department of Home Economics reserved a Friday for pre-enrollment and that it was a very satisfactory arrangement for them. She indicated that Friday was selected because there were no lab classes at that time.

Ms. Popp questioned the statement that students would treat it lightly. She pointed out that pre-enrollment served to allow students into classes they wanted and therefore students would be motivated to go through the pre-enrollment process.

Mr. Schardein stated that he felt the more time devoted to pre-enrollment, the better.

Mr. Kellerman noted that he had been advised that if Fort Hays State, at the time the College began pre-enrollment, could have 40% pre-enroll they should consider themselves lucky. Mr. Kellerman pointed out that the first pre-enrollment held resulted in 65% of the student body enrolling. He estimated that between 47%-55% are pre-enrolled now. He noted that we pre-enroll a greater percentage of students than other schools. He added that although hard evidence is not available he believes that the majority of students do drop and add classes after classes begin.

Dr. Forsythe jokingly remarked that such a transaction follows the student learning that the course is a "reading" course with books required as opposed to lectures alone.

Dr. McCullick brought to attention the fact that inflated enrollment figures result from pre-enrollment because students enroll in a course and then drop without returning the card to the proper box so the card can be issued again.

Mr. Kellerman noted that an attempt is made to secure the card when the student decides to drop the class during the final enrollment.

Dr. McCullick pointed out that department chairmen are misled by the resulting inflated figures and frequently move to close a class when such action is unnecessary.

Dr. Forsythe reminded Dr. McCullick that Mr. Kellerman still had the floor.

Mr. Kellerman noted that approximately 268 students who had pre-enrolled did not return to Fort Hays last fall and this would account for some of the discrepancy.

Dr. Forsythe asked for additional questions on the report. There were none.

Mr. Ginther made a motion that the Senate approve the report presented to the Chairman and that the Senate urges the implementation of the recommendations in the report as soon as possible.

Ms. Hoffman seconded the motion.

Dr. Drinan inquired what Section E was in reference to.

Mr. Ginther explained that it was the feeling of the committee that a space be given on the new general education program sheets to record the dates and the times a faculty member consulted with an advisee.

Dr. Drinan asked whether or not the use of an advisor appointment sheet would be mandatory.

Mr. Ginther noted that in Section F of the report that the committee is only suggesting the use of an advisor appointment sheet and such would not be mandatory. It is only a suggestion for individual advisors if they so desire.

Dr. Marshall suggested that perhaps a change of program form would be advisable. He noted that changes in degree summaries at this time are now done by memoranda and that a more formal method of making changes would be desirable.

Dr. Forsythe called for a vote. The motion carried with no one in opposition.

NOTE: The following "Appointment Schedule" form was submitted to the Chairman of the Senate by Mr. Kellerman. The Ad Hoc Committee asked the Registrar's office to develop an appointment schedule which might be used by an advisor during pre-enrollment or even throughout the semester. The schedule form will be discussed at a future Senate meeting.

APPOINTMENT SCHEDULE

Instructor/Adviser Name _____ office Number _____

Appointment Schedule for Students. Day _____ Date _____

Instructor/Adviser - please cross out times not available for appointment.

Student/Advisee - please indicate time of appointment.

HOUR	STUDENTS NAME	HOUR	STUDENTS NAME
8:15		1:00	
8:30		1:15	
8:45		1:30	
9:00		1:45	
9:15		2:00	
9:30		2:15	
9:45		2:30	
10:00		2:45	
10:15		3:00	
10:30		3:15	
10:45		3:30	
11:00		3:45	
11:15		4:00	
11:30		4:15	
11:45		4:30	

Ad Hoc Committee on Fees and Program Change

Ms. Popp, chairperson of the committee, distributed copies of the following report:

To: Dr. Forsythe and Faculty Senate Members

From: AD HOC Committee on Fees and Program Change

Date: April 25, 1974

The committee would like to have the Faculty Senate discuss each of the four proposals before bringing a motion before the floor. We would like to have the four proposals considered as one large proposal and voted on as a package deal since one proposal effects another proposal and it would be confusing and difficult to seperate one from the other. Please read and discuss this with your faculty members before the senate meeting on May 7.

I. (New Fee (Proposal))

A. <u>IN-STATE</u>	<u>Average Fees Per Credit Hour</u>		<u>New Fee Proposal</u>
	<u>Fall 1973</u>	<u>Spring 1974</u>	<u>Proposed Fee</u>
Incidental.....	9.67	9.68	10.00
Health.....	.43	.44	.50
Student Union.....	.71	.71	.80
Physical Education Building.....	3.25	3.25	3.50
Student Activity.....	1.33	1.34	1.45
TOTAL	15.39	15.42	16.25/Credit Hour

B. <u>OUT-OF-STATE</u>	<u>Average Fees Per Credit Hour</u>		<u>New Fee Proposal</u>
	<u>Fall 1973</u>	<u>Spring 1974</u>	<u>Proposal Fee</u>
Incidental.....	26.42	25.71	27.00
Health.....	.45	.45	.50
Student Union.....	.69	.67	.80
Physical Education Building.....	3.25	3.25	3.50
Student Activity.....	1.38	1.37	1.45
TOTAL	32.19	31.45	33.25/Credit Hour

II. Adds - Withdrawals (proposal)

- A. Fees: (Payment of) Fees for a semester or term are payable on the scheduled dates of enrollment for a semester or term.

Refunds: (Total Withdrawal from College) To officially withdraw from the College and to be eligible for a refund, a student must obtain the signature of the instructor and the adviser for each course enrollment on the "Withdrawal forms" obtained from the Registrar's Office, surrender his student activity card and student identification card, and present his paid fee receipt card within the scheduled dates of the authorized refund period.

Full Refund: A full refund of fees (minus a transaction fee of \$10.00 for 7 hours or more; \$5.00 for 6 hours or less) through Friday of the week following the beginning date of classes for a semester or term.

One-half Refund: A one-half refund of fees (Minus a transaction fee of \$10.00 for 7 hours or more; \$5.00 for 6 hours or less) between Friday of the week following the beginning date of classes for a semester or term through the 20th calendar day beginning with the first day of classes.

No Refund: No refund after the 20th calendar day beginning the first day of classes.

Refunds and Transaction Fee (Changes in Program -- Adds and Withdrawals)

Students adding or withdrawing a course must obtain the signature of the instructor and the adviser on the "Add forms" and/or "Withdrawal forms" obtained from the Registrar's Office. Any student claiming a refund must present his paid receipt card.

ADDS: Students may add courses through the 20th calendar day beginning with the first day of classes. A \$3.00 transaction fee for each course added plus the appropriate per credit hour fee will be assessed.

WITHDRAWALS:

Full Refund: A full refund of the per credit hour fee assessment minus a \$3.00 transaction fee for each course withdrawn through Friday of the week following the beginning date of classes for a semester or term.

One-half Refund: A one-half refund of the per credit hour fee assessment minus a \$3.00 transaction fee for each course withdrawn between Friday of the week following the beginning date of classes for a semester or term through the 20th calendar day beginning with the first day of classes.

No Refund: After the 20th calendar day beginning with the first day of classes there will be a \$3.00 transaction fee for each course withdrawn with no refund of the per credit hour fee assessment.

Add-Withdrawal Transactions: Fee refunds for a course withdrawn will apply to the fees for a course being added when a student presents Add and Withdrawal transactions simultaneously.

Special Conditions: (1) In cases where a schedule change is required because of college regulations, incorrect advising, or changes made in the class schedule of the college, the Dean of The Faculty in which the student is majoring (General Advisees - Dean of Students) may authorize the waiver of the \$3.00 transaction fee on a course added, withdrawn, or add-withdrawal transaction. (2) Students who have "Pre-enrolled" may add or withdraw courses during the established enrollment dates for a semester or term without charge.

III. Withdrawal deadline date (proposal)

Changes in Program--All courses for which the student may claim credit and all changes in a student's semester program must appear on the official copy of the student's program in the Registrar's Office.

Transcript records are made of a student's program, including changes, after Friday of the week following the beginning date of classes for a semester or term.

To officially withdraw from college, a student must process "withdrawal forms" for each course enrollment and submit the forms to the Registrar's Office. All who do not officially withdraw are considered to be enrolled to the end of the semester. Students may withdraw up to three weeks before the end of semester or term.

IV. Total Credit Hours Student May Enroll Per Semester (Proposal).

The committee felt the per credit hour fee of \$16.25 and the withdrawal fee would control the problem of taking an excessive number of hours (27-30 in some cases). They suggested the Senate not take action in this matter until late next spring ('75) to see if our theory holds true. If the problem still exists and the credit hour fee charge or the withdrawal fee does not control the problem then the Senate should impose a total credit hour restriction per semester for each student.

Ms. Popp stated that both Mr. Kellerman and Mr. Keating had served as ex officio members of the committee and were in attendance to answer questions.

Ms. Popp stated that although the proposal submitted to members present was a four part proposal it was necessary to consider all parts at the same time as one affects the others.

Dr. Marshall pointed out a minor error in calculation in the first column of figures.

Ms. Popp stated that the intention of the proposal was to insure equity by going to a per credit hour fee. She stated that students would be encouraged to take a full load but discouraged from enrolling in an "excessive" number of hours. She further stated that Mr. Keating had assured the committee if the fee was too high adjustments could be made.

Ms. Popp explained that for each add or withdrawal transaction there would be a charge of \$3.00. However, if the add and withdrawal is handled at the same time, the total transaction would be only \$3.00.

Dr. Forsythe asked that the full report be given before Senators interrupted to ask questions.

Ms. Popp explained that the proposal included moving the last day for withdrawal from a class to three weeks before the end of the semester to facilitate both the Registrar's office and Data Processing.

Ms. Popp reiterated that a per credit hour fee might control the abuse of "excessive" hours taken by a student but in the event that it did not the Faculty Senate could later consider and act on the issue.

Dr. Forsythe opened the floor for discussion of the Ad Hoc Committee report.

Dr. Miller asked what evidence exists to support the notion that students might take a few additional hours if the present fee structure was not in operation.

Ms. Popp answered that no hard data existed.

Mr. Keating pointed out that four cases had arisen during the period of time that the committee was deliberating which attested to the fact that students enrolling in a few hours above six were penalized and were unhappy about the apparent inequity of the present fee structure.

Dr. Miller asked how many cases could be cited.

Mr. Keating pointed out that Fort Hays has 250 part-time students. He further noted that students who did enroll in seven hours were rather vocal in their dissatisfaction when they received the bill.

Dr. Miller noted that the students should have assumed the responsibility of reading the catalog.

Dr. Robinson stated that housewives in particular are very sensitized to the cost of a few hours because of the heavy penalty now imposed on part-time students.

Ms. Pfeifer suggested that numerous cases have been brought to her attention of students being deterred from taking additional hours because of the prohibitive cost.

Dr. Marshall pointed out that regardless of how many students were or were not involved was beside the point. He suggested that the present fee structure is inequitable.

Dr. McCullick stated that the element of fairness loomed large in his opinion. He noted that if a student can afford to enroll in eighteen hours per semester, he literally receives his education cheaper than a working student who must take fewer hours per semester. He expressed the opinion that Fort Hays State should not penalize the poorer student.

Ms. Veed asked when a student would be entitled to a student activity card.

Mr. Keating answered that the issue had not yet been resolved and was still open for decision.

Dr. Marshall questioned the feasibility of a graduated fee structure.

Ms. Popp indicated that the graduated fee structure idea had been considered.

Dr. Miller pointed out that while it is grossly unfair to penalize the working student it was also unfair to penalize students who are capable of handling over eighteen hours per semester. He suggested that fees be on a credit hour basis for the first fifteen hours in which a student enrolls and then go to a flat rate. Students whose major demands above 120 hours for graduation would not be penalized.

Dr. Pruitt suggested a compromise of charging a per credit hour fee for the first fifteen hours, a stated flat fee for fifteen to eighteen hours and the reinstitution of a per credit hour fee for hours beyond eighteen. Students would not pay extra for the three hours. They would be free.

Mr. Crissman indicated he, too, would find it more reasonable to talk in terms of the first fifteen hours costing \$16.25 per hour and additional hours cost being reduced to \$13.50.

Ms. Popp stated that she questioned the fact that a per credit hour fee would work a hardship on students.

Mr. Rupp suggested that departments requiring hours in excess of 120 for graduation be specified and be allowed a break.

Mr. Keating reacted to these suggestions by stating either Faculty Senate buy the per credit hour fee or forget it as it would be an impossibility to "freeze" students in specific number of hours and computers could only do so much.

Mr. Crissman commented that the per credit hour fee would result in an education costing the same whether completed in three years or five years. Students now can take many hours without paying anything for this part of their education.

Mr. Brown noted that the Music Department requires its majors to take a minimum of eighteen hours per semester to graduate. He pointed out that if one adds to this load the additional ensemble hours that most music majors carry twenty hours per semester. He cautioned that if the college adopts a per credit hour fee structure music majors will drop.

Mr. Crissman suggested that perhaps music majors should allot five years to finish school as opposed to four.

Mr. Brown replied by stating he felt music majors would elect not to attend Fort Hays State and would go elsewhere. He noted that at this time Fort Hays State is competitive but that a per credit hour fee structure would change that.

Mr. Kellerman said that he hears that argument but that it is not correct. He pointed out that in regard to Residence Hall fees, Fort Hays is competitive and one factor frequently overlooked is that tickets to attend athletic events and other fees and expenditures are automatically included at Fort Hays State. You have to pay extra at the other schools. These extra costs are an issue at the universities now.

Ms. Popp asked Mr. Brown whether the Music Department's concern rested with the student or with filling an ensemble in the Music Department.

Dr. Drinan noted that the sword cuts both ways. He pointed out that under the existing arrangement we are, in effect, subsidizing those students who do take a heavy load each semester.

Dr. Forsythe reported that he felt moving toward a per credit hour fee was coming regardless of whether or not it was approved at this time.

Mr. Keating confirmed the validity of the statement by noting that the Board of Regents have been discussing this at some length. He reported that neither Kansas University or Kansas State University would be able to deal with the issue until they "cleaned up" their enrollment process. He said a per credit hour fee most definitely was in the offing.

Dr. Pruitt stated that while he was not necessarily arguing for the Music Department he did think that serious attention should be given to the suggestions made on the floor. He reminded those present that computers do what they are told to do.

Dr. McCullick in response to Dr. Pruitt stated that if students are "given a break" between fifteen and eighteen hours then in effect they are being subsidized indirectly at the expense of those students who must work and are unable to carry a heavy load. He stated that the amount of hours a given department requires for graduation is independent of the argument.

Dr. Miller stated that in terms of his knowledge of human instincts he felt people will frequently take fewer units if forced to purchase at unit price. This, he reminded those present, could be self-destructive if the school is concerned with credit hour production.

Mr. Crissman stated that if students wish a Music degree that requires 140 hours for graduation as opposed to a 120 hour major they should be willing to pay for it.

Dr. Forsythe asked Mr. Keating whether or not President Gustad would implement the proposed change by fall.

Mr. Keating stated that the matter would have to be taken before the Board of Regents in June for approval.

Ms. Popp suggested that the decision should be made from the perspective of looking at the largest percentage of students on campus, not the extremes or any one department.

Dr. Pruitt asked whether enrolling in a mini-course would be considered an addition and therefore cost the student a transaction fee.

Dr. Forsythe stated it would not as a mini-course is a separate enrollment.

Dr. Drinan asked whether or not the committee considered the issue of a "week of grace" to add and withdraw from a course.

Ms. Popp noted that it was the feeling of the committee that special cases could be handled administratively because consistency was being sought.

Dr. Marshall asked if the purpose of the transaction fee was to penalize students or to pay for the transaction.

Ms. Popp pointed out that the paper alone cost over \$1,000 and that perhaps there was an element of both penalty and buying a service.

Mr. Rupp questioned how official withdrawals would be handled in the event a student was incapacitated.

Ms. Popp noted such cases could be handled by advisors.

Ms. Popp made a motion that the report that was presented to the Chairman of the Senate be accepted by Faculty Senate and given to President Gustad to take before the Board of Regents in June.

Mr. Rupp seconded the motion.

Dr. Drinan asked how many add and withdrawal transactions occur during the first week.

Mr. Kellerman stated that the figures were available in his office.

Mr. Schardein stated that he was on the committee representing the student body and felt the proposal was the fairest to all concerned. He stated that while the "week of grace" alluded to by Dr. Drinan might be good the intention of the proposal was to try it with possible changes being made later.

Mr. Crissman asked whether or not a student receives a receipt or if a student keeps the activity card when the student drops out of school or drops below the load that permits an activity card.

Mr. Keating stated that while it was not official policy the auditors force the college to do this and receipts are given through the Registrar's Office. The Business Office tries to take the activity card when a student drops out of school. Otherwise, the student can attend events as a student though not enrolled.

Dr. Drinan asked how quickly the change could be made.

Mr. Keating indicated that President Gustad would have to take it before the Board of Regents in June.

Dr. Adams asked whether or not the change should be delayed until Spring because students may have completed pre-enrollment in the usual casual way.

Dr. Forsythe noted that there was still opportunity to change a program during the enrollment period at the beginning of each semester. Every faculty member should know this, and advisors should so inform their advisees.

Dr. Forsythe called for a vote. Twenty one senators were present. The motion passed with two individuals in opposition.

There were other items on the agenda, but Dr. Forsythe entertained a motion to adjourn. Mr. Brown moved that Faculty Senate adjourn. Ms. Popp seconded the motion. The meeting adjourned at 5:10 P.M.