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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Vera Thomas, Secretary
Faculty Senate
RE: Faculty Senate Meeting
Minutes
DATE: May 17, 1976

Minutes of the meeting of Faculty Senate, Monday, May 17, 1976, 3:30 p.m., Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes.

Members Absent: Mr. Robert Brown, Mr. Isaac Catt, Dr. Patrick Drinan, Dr. Wallace Harris, Mr. Donald Jacobs, Dr. Arris Johnson, Ms. Orvene Johnson, Ms. June Krebs, Ms. Jane Littlejohn, Mr. Edgar McNeil, Ms. Leona Pfeifer, Ms. Esta Lou Riley, Dr. Lavier Staven, Dr. Charles Votaw.

Also Present: Mr. Ruff Gentry for Dr. Wallace Harris, Ms. Ellen Veed for Dr. Charles Votaw.

The minutes of the April 13 meeting were approved.

II. Announcements by Senate President.

- A. June 2 Early Enrollment Date - COD discussed the June 2 date for early enrollment for the Fall semester and explained the rationale for establishing that time. It was noted that the enrollment period after the completion of the second semester and before summer school commences has been very popular, and that a large number of students who eventually become a part of our student body enroll at that time. It was also argued that those faculty members who are scheduled to teach summer school classes are included in the June pay period, so they should be willing to assist in the enrollment process. The Senate leadership responded that using such reasoning one could build a case which maintains that faculty members who teach during the regular school term should be obligated to assist in similar enrollment duties during any date in August or in May. Thus there would technically be little or no time available for vacations for faculty members who teach during the summer session and the regular school term.
- B. Projected Salary and Fringe Benefit Requests for the 1978 FY - It appears that the leadership of the state colleges and universities will seek salary increases of approximately 7 percent for the 1978 FY. An attempt will also be made to encourage the Regents to seek full state funding of the health insurance program for the faculty. The State College Faculty Senate Presidents have also suggested that the Regents might be encouraged to seek a one percent annual retirement benefit increment until the state's contribution reaches 10 percent as an additional benefit to add to the 1978 FY salary proposal.
- C. Funding the Continuing Education Salaries - It has been learned that the college is currently funding the expansion of the Continuing Education Program in part with approximately \$14,000 which is absorbed from the salary budget. The Faculty Senate Executive Committee, although cognizant of the role which continuing education plays in fulfilling the mission of the college, is alarmed by this practice and requested the Senate President to announce this practice and our opposition to it at today's meeting.

D. New Position Requests for the 1978 Fiscal Year - The Personnel Committee has met with Dr. Garwood to attempt to spell out the priorities for new positions which will be sought by the administration when it submits its budget request for the 1978 FY. The Faculty Senate is encouraged by this development, and it is anticipated that the Personnel Committee will monitor the implementation of any new positions which are granted to the college to certify that they are allocated in accord with the priorities spelled out by the committee initially.

E. Enrollment Information as of April 29, 1976:

	<u>1976</u> <u>2009</u>	<u>1975</u> <u>1900</u>	<u>1974</u> <u>2035</u>	<u>1973</u> <u>2242</u>	<u>1972</u> <u>2175</u>
On Campus Students					
Community College					
Transfers	<u>106</u>	<u>80</u>	<u>112</u>	<u>92</u>	<u>126</u>
	2115	1980	2147	2334	2301

	<u>Freshmen</u>	<u>Transfers</u>	<u>Total</u>
May 2, 1975	824	272	1096
May 4, 1976	<u>953</u>	<u>295</u>	<u>1248</u>
	+129	+ 23	+152
May 12, 1975	853	289	1142
May 14, 1976	<u>989</u>	<u>315</u>	<u>1304</u>
	+136	+ 26	+162

Early enrollment dates remaining: Transfers - July 13; Freshmen - June 2, 15, and 23; July 1, 16.

F. Administration Reactions to Faculty Senate Recommendations from April Meeting - There was an acceptance of all of the recommendations the Senate made at the April meeting with the exception of the change in the suspension policy and the change in the final date to withdraw from a class. The administration would like to see the newly adopted suspension policy extended to those students who have had their suspension waived, and President Tomanek also indicated that he would like to see a more definite determination of the final date to withdraw from a class established. Both of these items will be addressed under the committee reports which follow today.

G. The Regent Institutions Coordinating Committee - This committee, which is composed of the Faculty Senate Presidents, Student Body Presidents, Representatives of the students and faculties of the member institutions (chosen to reflect various minority groups on campus, i.e., Blacks, Mexican-Americans, women, etc.), three members of the Board of Regents, and two college/university presidents, met on April 15 for the final time during the 1975-76 academic year. There was a rather healthy discussion of the student-faculty ratio question and other topics related to various techniques which could be pursued by the Board of Regents to improve the quality of higher education in Kansas.

Questions of concern which that body might address next year include: the development and acceptance of a uniform and separately funded sabbatical policy; tenure and fringe benefits for part-time faculty; continued improvement of the retirement and pension benefits; and the acceptance of a more appropriate fringe benefit policy.

- H. New Faculty Senate Representatives for the 1976-77 School Year - The following newly elected representatives will serve Senate terms of three years beginning in the Fall, 1976:

Chemistry	Dr. Edmund C. Shearer
Education	Dr. Billy Daley
	Mrs. Donna Harsh
Industrial Arts	Mr. Glenn Ginther
Earth Science	Dr. Richard Zakrzewski
Music	Dr. Lewis Miller
Nursing	Mrs. Rose Brungardt
Political Science	Dr. Patrick Drinan

- I. Space in the Library for Storing Senate Business Items and Documents - The administration has asked the Forsyth Library staff to set aside appropriate space to provide for storage of the records of the Faculty Senate. This request has been favorably received, and the Vice-President for Academic Affairs Office is presently undertaking the task of researching and updating all policy changes adopted by the Senate since 1969, before submitting all of the Senate records to the Library for permanent storage.

The next meeting of the Senate will be on June 22 at 3:30 p.m. in the Santa Fe Room of the Memorial Union.

III. Reports from Standing Committees.

A. Academic Affairs Committee.

Dr. Zakrzewski presented the following clarifications of resolutions previously passed by the Senate:

1. All new courses, whether for the regular semester, summer school, or continuing education, need to be approved by the Academic Affairs Committee and the Faculty Senate prior to their being taught. In "emergency situations" the courses may be taught under the "Topics" number in the department.

The Department Chairmen should prepare twelve copies of the proposed course. In addition to the normal information provided on the forms (available from the Dean of Instruction's Office), an outline of the material to be covered in the course should also be provided. New course proposals should be sent to the President of the Faculty Senate, who will forward them to the Academic Affairs Committee.

2. Courses taught as mini-courses are considered to have been approved as short-term courses. The department has the option of teaching them under the auspices of continuing education or as part of the regular load. These courses may be offered for credit or pass/no credit at the option of the department. All short-term classes can be listed in the regular schedule of classes, but a separate schedule of all short-term courses will be printed, and an additional enrollment period for these classes will be established at the discretion of the administration.
3. The Academic Affairs Committee would like to call to the attention of the various departments the General Education requirement of nine hours in upper division general studies, which requirement pertains to all students whether beginning at FHKSC or transfers from community colleges or Regents' institutions.

Mr. Ginther asked what the effective date of this last requirement is, and Dr. Zakrzewski replied that it is effective when the General Education program is effective, which would be the Fall of 1977 for junior college transfers.

Dr. Zakrzewski moved that the word "suspended" not be added to the transcript of an individual whose suspension is waived.

The motion was seconded by Dr. Marshall.

Dr. Zakrzewski explained that when the Senate passed the resolution regarding the removal of the word "suspended" from the transcript of a student who had been reinstated, they were unaware that suspensions were being waived by the Committee on Reinstatement. Had the committee known this was taking place, these individuals would have been included in the original motion.

The motion was voted on. The motion passed.

Dr. Zakrzewski moved that the following courses be approved:

Mathematics 567, Computer Science PL1. 3 hrs.
Business Education 380, Legal Secretarial Procedures, 3 hrs.
HPER 601, Public Relations in Athletics and Physical Education. 1 hr.

Dr. Adams asked if the HPER 601 course is sufficiently separated from Journalism courses, and Dr. Zakrzewski replied that it is. He explained that people in the proposed course will be working directly with athletic events and that it will be an experiential type course.

The motion was voted on. The motion carried.

Dr. Zakrzewski moved that the following resolution be adopted:

"That the last day to withdraw from a regular class during a regular semester be five weeks prior to the last day of the term. After this date there may be only a total withdrawal from classes. For the summer session and short-term classes, the Registrar's Office should determine the withdrawal date on a proportional basis with the regular session."

Dr. Zakrzewski explained that this proposal is being made because Dr. Tomanek thought the wording of the previous proposal was rather indefinite. The proposal still provides that the last day to withdraw from classes would be two weeks after mid-term.

The motion was seconded by Dr. Frerer.

After a discussion concerning alternative wordings of the motion, Mr. Ginther proposed an amendment that the last day to withdraw be six weeks prior to the last day of the term, with the last day of the term defined as the last day of examinations.

Dr. Busch seconded the motion.

After further discussion the motion to amend was voted on by a show of hands. The motion carried: 11 yes; 6 no.

The motion by Dr. Zakrzewski as amended was voted on. The motion passed.

B. College Affairs Committee.

Dr. Frerer moved that we remove from the table the motion on Procedures for Hearings and Appeals. The motion was seconded by Dr. Marshall. The motion was voted on. The motion passed.

Dr. Frerer moved that the following changes in the Procedures for Hearings and Appeals be adopted:

- (1) Item 3, delete "the Appeals Committee of" in the third line.
- (2) Item 4, line 4, after first period, insert "The College Affairs Committee shall nominate a panel of at least five members of the faculty who have tenure and who have no connection with the parties of the particular grievance. This nomination shall be subject to the approval of the Faculty Senate."
- (3) Item 4, after line 6, add: "In a case of a grievance where time is of the essence, both the College Affairs Committee and the Faculty Senate should act with expediency."

The motion was seconded by Dr. Edwards.

Dr. Miller asked that the changes be treated one at a time.

Proposed change No. 1 was voted on; the motion passed.

Dr. Miller moved that everything in the first sentence of Item 2 after the word tenure be deleted. The motion was seconded by Dr. Frerer.

Dr. Marshall asked if this would leave open the possibility that the committee might at some future time be stacked either for or against a person.

Dr. Zakrzewski said he did not think so since the panel would be subject to the approval of the Faculty Senate.

Dr. Robertson mentioned that he was a member of the committee which formulated the recommended change and that he felt it was worthwhile to have something in writing to indicate that the committee should be compelled to select persons with no known conflict of interest.

Dr. Zakrzewski questioned how "conflict of interest" will be defined.

Dr. Miller commented that such provisions in writing would be rather vague and suggested that it would be best to leave the selection in the hands of the committee.

Mr. Rupp noted that the Senate as a whole would have the authority to confirm the action of the College Affairs Committee, and Dr. Edwards mentioned that the affected faculty member would have the right of due process.

The motion by Dr. Miller was voted on. The motion carried.

Ms. Veed asked if there is any provision that the aggrieved person can have any say about who is on the committee.

Dr. Frerer suggested that if this were the case, perhaps the aggrieved person could cause some slanting of the panel.

Proposed change No. 2, amended as follows, was voted on:

Item 4, line 4, after first period, insert "The College Affairs Committee shall nominate a panel of at least five members of the faculty who have tenure. This nomination shall be subject to the approval of the Faculty Senate."

The motion passed.

Dr. Marshall suggested that the word expediency in proposed change No. 3 seemed vague.

Mr. Rupp asked for a clarification from the College Affairs Committee. Dr. Frerer said that his committee had considered that wording and didn't know of a better term to use.

Dr. Robertson mentioned that there are two issues involved: how quickly the College Affairs Committee can act and how quickly the Faculty Senate can meet.

Dr. Miller mentioned that the Bylaws provide for the Senate to be called in an emergency session. Mr. Rupp read that provision from the Bylaws.

Additional discussion centered around the kinds of situations which might require such emergency sessions and provisions for insuring prompt action of the College Affairs Committee and the Senate in such situations.

Ms. Veed proposed an amendment that the phrase "where time is of the essence" be struck from proposed change No. 3 and added following the last sentence of change No. 2.

Dr. Fillinger seconded the motion.

Dr. Adams proposed an amendment to the amendment that the word "appropriate" be inserted before "expediency."

Dr. Miller seconded the motion.

After further discussion concerning alternative wordings of the proposed change, Dr. Adams' motion to amend the amendment was voted on; the motion failed.

Dr. Frerer proposed the following substitute motion to amend the amendment:

Item 4, after line 6, add: "Upon receipt of a grievance the College Affairs Committee must meet within five working days, and a special meeting of the Faculty Senate must be called where time is of the essence."

Dr. Zakrzewski seconded the motion.

The substitute motion by Dr. Frerer was voted on. The motion carried.

The amendment proposed by Ms. Veed, as amended, was voted on. The motion passed.

Proposed change No. 3, as amended, was voted on. The motion passed.

With the incorporation of changes 2 and 3, paragraph 1 of Item 4 of Procedures for Hearings and Appeals now reads:

"The faculty member may notify the Chairperson of the College Affairs Committee that he or she has a formal appeal, formally state in written form the reasons for the appeal, and ask that an Appeals Committee be established by the College Affairs Committee. The College Affairs Committee shall nominate a panel of at least five members of the faculty who have tenure. This nomination shall be subject to the approval of the Faculty Senate. Upon receipt of a grievance the College Affairs Committee must meet within five working days, and a special meeting of the Faculty Senate must be called where time is of the essence. The Appeals Committee shall select its own chairperson. The Appeals Committee shall, within one week, set up its own procedures and conduct its own meetings in accordance with the Faculty Senate by-laws and regular rules of review."

Dr. Frerer proposed the following changes in the policies on Leaves of Absence Without Pay and Sabbatical Procedures, as outlined in the Faculty Handbook:

Leaves of Absence Without Pay

For leaves of absence without pay, the policy of the College has been to encourage faculty members to take a semester or a year off to improve themselves by advanced study or such other activity as may be deemed of value to both the individual and the college. Criteria for such leaves of absence may be more flexible than those listed below for sabbaticals; however, this policy has to be adjusted to the needs of the College and the faculty member. If such a plan is contemplated, the faculty member should see the chairman of his department and the dean and the president early in the year.

Sabbatical Procedures

(To be added to material on p. 35)

All requests for Sabbatical Leave flow from the faculty member to his department chairman, to the Dean of the School in which the department is located, and from there to the Office of the Vice President for Academic Affairs. A committee composed of the Dean of the School of Arts and Sciences, the Dean of the School of Education, the Dean of the School of Nursing and the Vice President for Academic Affairs considers all requests for Sabbatical Leave. The recommendations of the Committee are forwarded to the Office of the President, and, if approved by the President, are submitted to the Board of Regents for their approval.

Requests for Sabbatical Leave should indicate the purpose of the leave and how such a leave will be of value to the College. The request should indicate where and when the leave is to be taken; kind of research or study contemplated; experiences to be obtained and facilities or

personnel to be utilized or consulted; if the leave is to be utilized for preparation of course materials; projected publications, and other activities which will assist the faculty member in his position at the College. Thus, each request should provide information which will enable the Committee to evaluate the proposal as it relates to the mission of the College.

It is understood that Sabbatical Leave is not a reward for meritorious service by the faculty member. Sabbatical Leave is made available so that faculty members may pursue activities which will be of benefit to the College. Thus, the major criterion for the appraisal of requests for Sabbatical Leave is the potential the request has for contributing to the aggregate College program as indicated in the mission established for the College by the Board of Regents.

The motion was seconded by Dr. Zakrzewski.

Dr. Fillinger suggested that some sort of orderly procedure should be established whereby people would know when they are eligible for Sabbatical Leaves.

Mr. Rupp commented that perhaps this suggestion speaks to an overall policy relative to the sabbatical leave policy. Dr. Frerer explained that this amendment is intended merely to explain the procedure that one should go through in applying for a Sabbatical and that this proposal is not addressed to other problems regarding Sabbaticals, such as funding.

The motion was voted on. The motion passed.

Dr. Frerer proposed the following changes to Section B of the Tenure Policy (page 28 of the Faculty Handbook). The change is the addition of the underlined material and the Suggested Criteria for Evaluation of Staff Members.

The Faculty Senate will submit the names of six tenured full professors to the President, who will select three to serve on the committee which acts in an advisory capacity to the President in tenure considerations. All third, fourth, and fifth year appointments will be reviewed annually by departmental committees made up of the tenured faculty of the department. In a department which has few tenured members, the committee should be supplemented with non-tenured faculty. This committee will gather evidence, which is documented as well as possible, and make a decision based upon this evidence. After consultation with the appropriate dean, the department chairman will present a summary of the recommendations in a meeting of the President, Vice-President for Academic Affairs, Dean of the appropriate School, and the members of the Tenure Committee.

Suggested Criteria for Evaluation of Staff Members

1. Effectiveness as a classroom teacher
2. Evidence of research and publication
3. Competency in student counseling and advisement

4. Compatability with his colleagues
5. Evidence of good character and citizenship
6. The extent of his commitment to his position with the college
7. Physical and mental health
8. Evidence of professional growth
9. Capacity for professional growth
10. Ability to express himself verbally and in writing
11. Interest and participation in community affairs
12. Academic background and experience
13. Rapport with students
14. Willingness to cooperate with his superiors
15. Any other consideration which might be pertinent for the individual being evaluated.

The motion was seconded by Dr. Zakrzewski

Dr. Miller offered a friendly amendment that "of the college" be inserted after the word President in the second line of Section B, and that "college" be inserted before President in the next to last line of the first paragraph of Section B. The friendly amendment was accepted by Dr. Frerer.

Dr. Robertson offered a friendly amendment that "should" in the sixth line be changed to "must." The friendly amendment was accepted by Dr. Frerer.

The motion by Dr. Frerer, as amended, was voted on. The motion passed.

Dr. Frerer moved that the following minor alterations to the Faculty Handbook be adopted:

- p. 12 Affirmative Action Statement: Include "marital status" along with age, race, religion, etc.
- p. 13 Attorney General Opinions: Alter the last sentence to read as follows: "No faculty member is authorized to make a direct request for an opinion on behalf of the college. This statement does not abridge the right of a faculty member to request attorney general opinions on other matters."
- p. 13 Commencement: Alter to read, "All faculty members are expected to march. . . ."
- p. 13 Committees: Add to the second paragraph, "Faculty members should have equal opportunity to serve on committees. All committee members must be notified about meeting times and locations as a condition for the validation of actions taken by committees."

- p. 14 Communication with the Board of Regents: Add the following: "This statement does not abridge the right of a faculty member, as a taxpayer and citizen, to communicate with the Board of Regents."
- p. 14 Community Activities: Add the following: "While faculty members are encouraged to participate in their milieu, the college should provide no earthly rewards for church or civic group affiliations unless such activity involves the holding of a position of responsibility, such as membership on the Board of Education or the City and County Commissions, which represents a definite public relations value to the college."
- p. 15 Conflicts with Scheduled Obligations: Alter last sentence to read: "No faculty member should allow activities not approved by the college to interfere with scheduled obligations on the campus."
- p. 16 Discrimination: Add "marital status" to the list of bases for non-discrimination.
- p. 18 Institutional Memberships: Add the list of organizations to which the college belongs.
- p. 22 Public Relations of the College: (Paragraph 2, line 12) Alter sentence to read, "It is the policy of the administration to process all mail within three days unless there is a compelling reason not to do so."
- p. 23 Summer Employment: Change line 4 to read, ". . .teach at the same monthly salary as that of the preceding academic year, unless mutually agreed otherwise."
- p. 36 Administrative Offices: Add the following phrase, "with the exception of the Business Office which closes to the public at 4:00 p.m."
- p. 38 Buildings and Facilities: Alter the final sentence to read, "Individual students or groups of students must have the approval of a faculty member responsible for their activity while using any college building after 6:00 p.m."
- p. 39 Campus Greenhouse: Add the following, "Extra flowers and materials are occasionally available for use by faculty members for college activities or offices."
- p. 40 College Off-Campus Services: Add the following, "Faculty members receiving reimbursement for off-campus appearances are required to reimburse the college for any use of college transportation, advertising, or other expense incurred by the college."
- p. 40 College Services Directory: Add "Data Processing" to the list.
- p. 43 Gasoline Credit Cards: Add the following: ". . .are to be avoided because those companies whose cards we are provided have contracts to supply gasoline and services at contract prices rather than posted prices."
- p. 48 Registration: Alter to read, "Each student, faculty member, and employee of the college who operates a motor vehicle which will be brought to the campus, even on rare occasions, must register the vehicle with the Traffic Office."
- p. 52 Change of Text: Alter first sentence to read as follows: "All textbook adoption or changes are the responsibility of the faculty member or group of faculty members in charge of the specific course involved; the department chairman will in turn notify book stores. . . ."

- p. 53 Class Hours: Alter last sentence of first paragraph to read, "Classes should not without good reason be dismissed early or late."
- p. 55 Final Examinations: Delete the first sentence of the second paragraph which invokes a policy forbidding early examinations of individual students with special problems.
- p. 57 Graduate Fellowships and Assistantships: Delete the specific information, most of which is out of date, and replace the entire section with the following: "Detailed information concerning fellowships and assistantships may be found in the current Graduate Catalogue."

Mr. Ginther seconded the motion. The motion passed.

Dr. Miller moved that line 14 of the Suggested Criteria for Evaluation of Staff Members be deleted.

Dr. Edwards seconded the motion.

The motion was voted on. The motion passed.

Dr. Adams moved that "as relevant to the position" be added to Item 7 of the Suggested Criteria.

Dr. Busch seconded the motion. The motion was voted on. The motion carried.

Ms. Veed proposed that the revision adopted for page 36 of the Faculty Handbook be amended to read "with the exception of the Business Office, which is open to the public from 9:00 a.m. to 12 noon, and from 1:00 p.m. to 4:00 p.m."

The motion was seconded by Dr. Robertson.

The motion was voted on. The motion passed.

Dr. Robertson moved that "as relevant to the position" be added to Item 11 of the Suggested Criteria for Evaluation of Staff Members.

Dr. Frerer seconded the motion. The motion was voted on. The motion passed.

Dr. Frerer moved that the College Affairs Committee be allowed to serve in an advisory capacity for future editions of the Faculty Handbook, that supplements be used to keep the Handbook up to date, and that a loose-leaf format for the Handbook be adopted.

Dr. Zakrzewski seconded the motion. The motion was voted on. The motion passed.

C. Student Affairs Committee.

No report.

D. Bylaws Committee.

Mr. Ginther asked for some sort of tally of those who favor, or do not favor, the proposal to set aside a day from classes to assist students prior to pre-enrollment.

Dr. Miller asked if the concept includes adding a class day at the end of the semester to compensate for the day lost.

Dr. Frerer moved that the proposal presented by Mr. Ginther be accepted as a resolution.

Dr. Fillinger seconded the motion.

Mr. Gentry asked if the connotation is that this day will be the day that such advising will take place.

Mr. Rupp recalled that two years ago we voted against such a proposal and suggested that today we are merely sounding out ideas which can be taken to the administration, so that thereafter we can make a more concrete proposal.

Mr. Gentry asked if all students would be expected to see their advisors on the day set aside.

Mr. Rupp said that that is a question that will have to be resolved; that in COD it was decided that advisors with large numbers of advisees could meet with advisees prior to that day.

Dr. Zakrzewski suggested that advising is something that goes on all year.

Dr. Fillinger said that a problem in the Education Department is that they have people on the road so much, and that if they could have a day when students could be sure their advisors were available, it would be very helpful.

Mr. Schroder mentioned that advisors with few advisees don't want to give up a day of classes for such a few students.

Dr. Marshall mentioned that another problem is with multiple sections of classes that are synchronous--when a day is taken out, that group is not synchronous with the others.

Dr. Miller suggested that if we try to advise everyone in one day, we will be advising freshmen to take classes that will be closed before they enroll.

Ms. Veed mentioned that some departments have done this kind of thing before and suggested that the procedure could be followed at the option of departments on an individual basis.

Dr. Frerer withdrew his motion. Dr. Fillinger withdrew his second.

Mr. Ginther commented that his department was one of the departments that followed this procedure and that it worked well for them because they can't take time out from laboratory courses to advise.

Mr. Rupp said that these comments will be presented to COD.

Dr. Fillinger suggested that the time required for pre-enrollment could be cut down, and that when sections fill, perhaps other courses should be deleted and priorities rearranged.

IV. Old Business. None.

V. New Business. None.

The meeting adjourned at 5 o'clock.

MISS ESTA LOU RILEY