

Minutes of Meeting of Academic Council

January 9, 1968 - 1:00 p.m.

Executive Offices - Conference Room

1. The tentative calendar for the next two quarters was reviewed. Each dean should have received a copy of this calendar.
2. The following dates were given for registration:

February 6 - 29	Registration for spring quarter
Saturday, March 2	Registration for new students
Thursday and Friday	Change of registration
March 21-22	
March 25	Late registration and revising

The summer schedule for the registrar must be in by March 1.

May 6	Registration for summer school
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The schedule of classes for the fall, winter and spring quarters must be turned in by May 1.

July 1	Pre-registration for next fall
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The preceding dates are tentative. Please look them over; if there are suggestions for improvement, bring those suggestions to the next meeting of the Academic Council.

3. The discussion about how to improve the registration procedure brought up a suggestion that all the students be coded. The Council was reminded that the computer system now being set up will eventually be programmed so that the student body will be coded.
4. Dean Swartz proposed a change in the system of enrollment for the School of Education. He proposes something similar to enrollment for the candidate for a B.S. in Education. The students would then go to Dean Swartz for suspension and reinstatement thus relieving the Arts and Sciences dean of some of these problems. Further discussion is needed on this subject.
5. Dean Coffield asked for opinions and suggestions relating to a general college course for all freshmen. He asked that the Council think about this and be ready to discuss it for the next meeting.

6. When discussing the forthcoming Technical and Community College, it was pointed out that in general it will follow the same pattern that community colleges have followed across the country. This would include two-year courses but also make it possible for some to transfer into a four-year program.
7. Dean Dykema asked the deans to consider the possibility of offering Communication 508 only as an 11-week course during the summer.
8. After the year's suspension, a suspended student may be reinstated either by the dean of the school from which he was suspended or by the dean of the school in which he wishes to enroll.
9. In regard to cancelled classes, it is the department head's responsibility to reschedule the students who were enrolled in the cancelled class.

The meeting was then turned over to Dean Edgar who advised that he is requesting an additional report to be included in the North Central Report. This report is an institutional profile and is to be prepared as a two-page memo prepared by the academic departments, deans, administrative staff, librarian, business office, etc.

The institutional profile will include the following:

1. strengths
2. limitations
3. plans for overcoming limitations

The preceding subjects will be written in terms of staff, faculty, physical facilities and supporting facilities and is to include all departments.

A reminder was made that the schedules for three quarters (1968-69) will be due on May 1.

The next meeting of the Council will be held on January 23, 1968, at 1:00 p.m. in the conference room.

Meeting was adjourned at 3:10 p.m.