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Minutes of Meeting of Academic Council. Attending were Deans Byo, Charignon, Dykema, Edgar, Miller, Paraska and Swartz. Also attending were Dr. Coffield and Dr. Coffelt.

October 15, 1968 - 1:00 p.m.

Engineering Conference Room

The meeting was called to order at 1:10 p.m.

After a general discussion on the subject of office hours, the following was recommended by the Council:

Offices of the academic deans will have hours as follows:

8:00 a.m. to 7:00 p.m. - Monday through Thursday
8:00 a.m. to 5:00 p.m. - Friday
9:00 a.m. to 12:00 Noon - Saturday

It was made clear that this does not mean that a civil service employee must be there at all times nor does it mean that the dean must be there at all times, but that the office must be manned during these hours. All civil service employees must work a 40-hour week.

The Bookstore, Financial Aids Office, Mailroom, Registrar's Office, and the Cashier and Billing Sections of Student Accounts will be open as follows:

8:30 a.m. to 8:00 p.m. - Monday through Thursday
8:30 a.m. to 5:00 p.m. - Friday
9:00 a.m. to 12:00 Noon - Saturday

All other offices will be open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Offices will remain open through the lunch hour unless there is only one civil service employee in the office. Such offices will close from 12:00 to 1:00 p.m. for lunch. All other offices should stagger lunch periods from 11:30 a.m. to 12:30 p.m. and from 12:30 p.m. to 1:30 p.m.

It was explained that the above hours are standard but this does not mean that any office will be prevented from remaining open at times other than stated above.

An announcement was made that students other than freshmen have the option of using the catalog in effect the year they were freshmen or using the current catalog. Such students may not be forced to abide by the new regulations.

Dean Charignon moved and Dean Byo seconded that we provide information as to when degree requirements were completed and the date degree is expected to be conferred on the student transcripts. Dr. Coffield will check with the Board and President Pugsley for approval of such a motion.

Dean Dykema brought up two subjects for discussion:

The Senate is interested in voting by show of hands rather than verbal. Are there any objections? It was decided that this is a matter for the Senate to decide; and, if no policy is established, the chair may make the ruling.

It was suggested that there are some periodicals, etc. that, even though they are available in the Library, should perhaps be made available to individual faculty members. Dr. Coffield appointed a committee to study this suggestion and to develop a policy statement for ordering materials not available in the Library. Dean Byo will serve as chairman, with Dean Dykema and Dean Swartz as committee members.

The Youngstown State University Marching Band was commended for their strong performance at the Shrine Game.

The next meeting was scheduled for Tuesday, October 22, at 1:00 in the Executive Conference Room. Mrs. Smith will join us at that meeting for discussion on registration dates and deadlines.

The meeting adjourned at 2:25 p.m.

krb