

Minutes of Meeting of Academic Council - Present were Deans Swartz, Edgar, Dykema, Charignon, Paraska, Miller and Byo, Dr. Coffield, Dr. Coffelt, and Dr. Foster.

January 14, 1969 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:00 p.m.

Dr. Foster presented spring quarter deadline dates. All dates were acceptable except the "Last Day for WP" listed as April 23 was changed to "Last Day for W" - May 7, to coincide with the change in policy giving six weeks in order to withdraw from a class. A correct list of deadline dates for the spring quarter, 1969, is attached. Summer quarter deadline dates are not complete and will be discussed at the next meeting.

Dr. Jonas attended the meeting for a short while. The schedules must be returned to the deans due to a number of errors. They should be ready late this afternoon or early tomorrow morning. The deans will have the schedules returned within 24 hours after they receive them. The schedules should be returned to Dr. Foster. Dr. Jonas will proof the schedules unless someone wants to proof his own. Dean Miller requested to proof his own schedule.

Dr. Jonas also stated that the catalog of courses must be returned to him with notations as to which classes require a prerequisite. The course itself should not be named but a "P" should be placed beside each course which requires a prerequisite. These should be returned to Dr. Jonas as soon as possible.

The bulletin proof will be available as soon as the corrected copy is back. All the headings must be placed on this proof and then the final proof should be ready.

Dr. Jonas made several announcements:

1. At the deans' request, he will change the TT for Tuesday-Thursday classes to TTh.
2. Your proof of inventory of courses should be corrected and turned over to Dr. Jonas to make changes; please do not telephone the Computer Center to do such.
3. Dr. Jonas will not accept any changes from anyone but the dean of the school. Please inform your department heads of this.
4. Dates need to be added to catalog copy so that we know which year we are working with. To begin changing for the 1969-70 catalog, Dr. Jonas will give each dean a copy of his 1968-69 inventory copy. Please mark such 1969-70 and we will start making changes from the old catalog.

Because it is so difficult to get an accurate roster of classes the first day of class, the group was asked to reconsider the use of a class roster plus each student possessing a card to be admitted to class.

No class counts have yet been run this quarter; they will be run this week.

In answer to the question concerning listing general requirements twice in the catalog, it was decided that we would leave it as it is but the main general requirement section would be revised somewhat to clarify the tables and the notes. Dean Dykema was asked to take care of this revision.

It was announced that the travel policy which has been under consideration will be brought up before the Faculty Affairs Committee this afternoon.

Council asked about students who were suspended last quarter and who, according to this new policy for suspensions would still be in school under that policy. It was explained that the student was suspended under the existing regulations at the time of his suspension.

Reassessment of evening office hours:

1. Records Office is not now open in the evenings but will be when their offices are moved.
2. Dean Miller and Dean Swartz would like to continue the evening hours. The other deans feel they are not necessary except during registration and advisement periods. Dean Paraska would like to keep his office open in the evening but will need additional help to do so. Please check what the other offices are doing and we will discuss alternate plans next week.

Dr. Coffield hopes to have allocations for new positions by this time next week.

Dr. Letchworth is willing to help with the testing program. He feels it should be handled by departments but is willing to help when he can. Dr. Letchworth explained that there may be a 2-3 week lag due to heavy scheduling problems now.

Dean Dykema suggested that somewhere in the catalog we should have a statement concerning orientation. This will be discussed next week.

The meeting was adjourned at 2:55 p.m.

YOUNGSTOWN STATE UNIVERSITY

Spring Quarter, 1969

- | | |
|---|-------------|
| 1. Schedules due from Deans | December 13 |
| 2. Book orders due from Departments | December 27 |
| 3. Schedules ready for printer | December 27 |
| 4. Schedules ready for distribution | January 27 |
| 5. Advisement period begins | January 27 |
| 6. Advisement period ends | February 14 |
| 7. Registration begins | February 5 |
| 8. Registration ends | February 21 |
| 9. Last day for admission | February 21 |
| 10. Registration of new and transfer students | March 8 |
| 11. Payment due date | March 14 |
| 12. Payment cut-off date | March 20 |
| 13. Late registration | March 24 |
| 14. Change of registration | March 25 |
| 15. Spring Quarter begins | March 26 |
| 16. Last day for adds | April 2 |
| 17. Last day for W | May 7 |
| 18. Spring Quarter ends | June 10 |