

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

January 21, 1969 - 1:00 p.m.

Executive Conference Room

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

Dr. Jonas sent the following materials for each dean:

1. Old catalog of courses
2. New catalog of courses
3. A set of new catalog of courses to begin working on the 1969-70 catalog of courses.

Dr. Jonas asked the deans to discuss a way in which we could change the majors of a large number of students without going through all the paper work. The general feeling of the group was that each dean could send a list of students whose majors must be changed to Dr. Jonas with full authorization to change such.

Academic budget materials should be out to each dean by the end of this week. Each dean will receive a set of instructions and terms of preparation. Mr. Glunt will visit with each of you as to how it should be prepared. The guidelines from Dr. Coffield will include the dollar figure for faculty salary increases. This applies to all academic personnel in filled and unfilled positions. This money does not include deans, department heads, and assistant deans. Dr. Coffield explained that the only thing missing for preparation of the academic budget is the promotion list. These will have to be adjusted after they are completed. The dollar amount allocated will be used for promotions also. Final decisions on Sabbaticals are not made yet; such will be done as soon as possible. Budget reviews will begin in late February or early March. They must go to the Board at the April meeting.

If there are individuals in your schools not to be re-employed, they are to be notified by March 15.

A teacher on Sabbatical for three quarters who comes back to teach in the summer quarter will be paid at his regular salary rate for that quarter.

A limited supply of schedules will be ready by next Monday. The group agreed that the print shop deserved compliments for working overtime on this project.

Schedules for the summer, fall, and winter quarters are due March 21. You will have an opportunity to readjust and change your schedules. Absolute sequence of IBM numbers is not crucial.

Copies of the deadline dates are provided for the Academic Council and should be supplied to those people Dr. Foster deems necessary. The deans should take the responsibility of notifying the department heads of these dates. The deans have the prerogative of communicating dates of their choosing to department heads so

that they will get the materials in in time for the deadline dates. It was suggested that the deadline dates and the final exam schedules should be printed on the quarterly schedules, run in the Jambar, and posted on several posters around campus.

Dean Dykema suggested that the classes for the summer quarter meet five days a week rather than double time. No changes were proposed in this direction.

Summer budget costs must be kept as low as possible; we try to handle the summer budget separately.

Youngstown State is reported to have the lowest average class size in lower division courses. We have 137 classrooms. Our heaviest space utilization is 41% in mid-morning. 64% is considered the ideal room utilization on a 45-hour week.

Dr. Foster has information on what each classroom on campus should hold. Dr. Foster stated that we have an overabundance of general classrooms that can be used by anybody but we have a shortage of 210 teaching labs in business, art, and music. There are too many instances of instructors changing times and hours of classes. It was suggested that Youngstown State had always tried to maintain small classes for excellent teaching. Are we being asked to give this up? No, but we must be able to justify our requests for more classroom space.

It was pointed out that it might be a good idea to ease up on all the additional classes. Dean Swartz expressed a feeling that he would like to see some stability before moving on.

Meeting adjourned at 3:30 p.m.