

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

June 10, 1969 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:05 p.m.

In regard to the orientation sessions, most of the deans felt that Dr. Foster and Mr. Livosky should go ahead and set up the dates for these sessions and then we should hold the session as scheduled with as many as we might have.

Dr. Coffield announced that the grade reports had been completed.

After some discussion on the final report on orientation and registration from Dean Dykema, Dean Charignon moved we adopt the new one, Dr. Coffelt seconded. Motion carried. (copy attached)

Dr. Coffield suggested that he would still be interested in working out some kind of program that would include the parents.

Dr. Coffelt announced that we are trying to make a study of utilization of classroom space on the campus. This has become a most important problem. He stated that YSU has 27 sq. ft. per student while we should have 130 sq. ft. of space per student.

Dean Dykema noted that the Minutes of May 27 stated that we shall have a by name publication of faculty loads and questions the merit of this publication. He feels it may cause more harm than good. Dr. Coffield stated that he would welcome any suggestions regarding this proposed publication.

Meeting adjourned at 2:00 p.m.

ORIENTATION AND REGISTRATION PROCEDURE  
for NEW STUDENTS for FALL QUARTER 1969  
SUMMER 1969

1. When 600 applications have been processed by the Admissions Office, letters will be sent to the prospective students requesting them to come to the Engineering-Science auditorium in two groups--8 and 8:30 a.m.--for an all-day session. The first of these sessions will be no earlier than July 7, perhaps as late as July 14.
2. The first sessions will probably include only students who have chosen Arts and Sciences or elementary education majors or whose majors are undetermined. When 150 business administration majors have been processed, they will be invited to an 8 a.m. session and will be registered starting at 4 p.m. The same procedure will be followed for engineering majors.
3. At the end of the separate school sessions, each student--except for Business administration and engineering students, who will be registered immediately--will be given a ticket indicating where and when he will be registered; the time may vary from the next day to four days later. But all registrations will be in rooms in the Engineering-Science Building.
4. The schedule followed by all students will be one of the following two:

<u>Group A</u>	<u>Group B</u>	
8-8:20	8:30-8:50	Introductory session for distribution of materials* and explanation of procedures
8:20-9	8:50-10	Intermission to study materials
9-9:50	10-10:50	First orientation session
9:50-11	10:50-12	Intermission to complete study of materials
11-11:50	12-12:50	Second orientation session
11:50-1	12:50-2	Intermission for lunch and visits to student activities presentations and ROTC
1-1:50	2-2:50	Third orientation session
1:50-3	2:50-4	Intermission--Girls go to a session with Dean of Women; men free or continue visits of preceding intermission
3-3:50	4-4:50	Separate school sessions

\*The materials will be the orientation pamphlet, the University catalog, the student parking regulations, a list of student activities presentations and a five part ticket, one signed section of which is to be presented at each later session and for the girls at the session with the Dean of Women.

5. The letter sent to the students will explain that they may make arrangements by phone or letter for a later session, warning them, however, that the later their registration the slighter their chances of getting into the classes they want. It will also warn them that if they do not keep their original appointment or a later one which has been arranged to replace the original one, they may not register until 30 September and will be required to pay a late fee of \$15.
6. Each letter will be accompanied by an enclosure which will specify
  - (1) the date, place, and group the student is assigned to
  - (2) the school he will register in
  - (3) additional details for the individual school such as inviting parents to attend the separate school sessions.
7. Evening students will be dealt with according to the same principles as described above except that the general orientation sessions will be held one evening starting at 6:30 and running to 10 (6:30-6:50, introductory; 6:50-7:30 intermission; 7:30-8:40, general session; 8:50-10 general session); and separate school sessions a second evening, concluding with registration and starting at 7. There will be no sessions with the Dean of Women.
8. Out of town students will be brought in in the A groups so that they can go through the whole procedure in one day.