

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

November 25, 1969 - 1:00 p.m.

Executive Conference Room

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

Dr. Coffield distributed material concerning state revising of the master plan on higher education. He will need names of people they wish to place on each of the committees attached to the beginning of the pamphlet. We will need to submit one name for each committee which is applicable to our institution.

The meeting is tentatively scheduled for 10:00 a.m. Monday, December 1, (now changed to 3:00 p.m.) with the Senate Executive Committee and the Academic Council. Please take enough copies of this document for your department heads and ask them for any suggestions they may have. The meeting will be in the Engineering Conference Room. They hope to have this study completed before the end of the academic year.

Dean Dykema asked the Council for advice regarding the advisability of paying \$250 to be listed in the Peterson Guides. It was decided that we would thank them but decline to be listed.

Dr. Coffield asked for help in establishing better communications between offices and schools on campus. With the number of reports that have to be submitted to the Board of Regents, we cannot afford to be lax in getting the material together.

Dr. Coffield announced that because of the work related to installing the air conditioning, the Library will be closed the week of December 29.

Registration seemed to be better this quarter but we must still stop allowing students to enter classes illegally.

Dr. Coffield requests a report from each dean on his rationale for letting more in the class than the limit they have set for such class. He feels it is time to re-examine at what size we close the class. It is understood that we should reserve some seats for emergencies but it appears that we have a little too much flexibility at the present.

We must also assess what we are offering in the way of classes. We do not have to offer every class every quarter. Dr. Coffield told the group that the average teaching load is down over last year but that we had added seven per cent more limited-service teachers.

The meeting was turned over to general discussion and adjourned at 3:15 p.m.

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YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44303

November 11, 1968

MEMO TO: Mrs. Smith, Miss Brownlee, Dean Swartz

FROM: William H. Coffield *W H C*

RE: Recording of fulfillment of graduation requirements on students' transcripts

As you may recall, the question regarding recording the fulfillment of graduation requirements on students' transcripts was raised several times during the previous year. I have discussed this matter with the President, and it was decided that the University could certify and record on the students' transcripts the fact that degree requirements had been fulfilled at the end of the appropriate quarter.

Such official certification should not be made on dates which do not coincide with the end of a specific quarter. In other words, this may be done four times per year rather than only in June and in August as previously practiced.

WHC:krb

November 25. The committee will make the following recommendations to the Senate on December 19:

1. Establish the same hourly pattern for day classes Monday through Friday with all classes starting on the hour. The Monday-Wednesday and Tuesday-Thursday evening pattern should use 7:30 as a central point and classes should be scheduled up to and away from it. For four hour classes, the pattern will be 5:40-7:30 and 7:40-9:30. This pattern is compatible with three and five hour courses. This change is to become effective the fall of 1970.
2. Make four credit hours the normal value of academic courses for the existing courses which were formerly three semester hours and for newly introduced courses; any higher or lower values will require justification before approval. The courses that were traditionally six semester hours should be converted where possible to two fours or, if necessary, to a four plus five sequence. Conversion to four hour courses should be effected by combining material and redividing rather than inflating three hour courses into four hour courses. The review and re-evaluation of all courses should be completed late in the fall of 1970 so that changes may be included in the 1971-1972 catalog.
3. Department Chairmen and Deans must schedule classes so there is an even distribution at all hours over all five days and that the hour block is not fragmented. Administrative procedures should be established to assure maximum utilization of rooms.

Committee Members:

Please make corrections or revisions and present at the final meeting on Tuesday, December 9. jlg.