

YOUNGSTOWN STATE UNIVERSITY

Academic Deans Council  
Minutes of Meeting October 26, 1971

Members present: V.P. Edgar, Deans R. Miller, N. Paraska, B. Yozwiak, D. Robinson, M. J. Charignon, J. Scriven, C. Aurand.

I - Minutes of October 19, 1971 meeting were approved without change.

II- Dr. Eshleman presented the revised operation policies for the Media Center. Dr. Eshleman explained the changes between the previous proposal and the revised policy. Discussion was held regarding the maintenance of equipment. Dr. Edgar stated that the present policy does not exclude the repair of non-inventory items, the committee felt that the policy statement regarding the maintenance of Audio-Visual equipment should be changed to read as follows:

The Media Center will clean, repair, and maintain all audio-visual equipment that is on the Media Center's inventory list or specialized equipment purchased in consultation with the Media Center.

Under Equipment Budgeting and Purchase, the Council recommended the following wording: All audio visual equipment for non-specialized instructional purposes will be ordered through the Media Center and purchased by the Purchasing Department. All funds for the purchase of standard type, portable, audio visual equipment for non-specialized use, therefore, will be budgeted to the Media Center, the director of which will consult with academic deans and through them, departments, to ascertain needs for incorporation of the Media Center's annual budget request. The question was called for to adopt the revised policy; passed unanimously.

III-Report of the Credit by Examination sub-committee.

A discussion of validation of credits earned by examination was discussed by the academic deans. Dean Scriven reported that Akron, Toledo, and Youngstown are the only schools charging fees which approximate the regular tuition charge. He also stated that all schools in the State system do charge a small examination fee. It was moved by Robinson, seconded by Yozwiak, to table action in this area until a more complete report was received from the survey conducted by Dean Scriven's Office. Scriven and Aurand will draft a preface to the proposed credit by examination policy statement.

IV -Transient Permit Application Report.

Dean Scriven reported that a copy of the Transient Permit Application form was distributed to all members of the committee. Questions were raised regarding approval on this campus for courses taken away from YSU. It was pointed out that students are not required to complete this form, however, if they do not the University is not required to accept the credit. The form, as submitted by Dean Scriven, was informally approved. A discussion of student loads was held. It was agreed that University policies are clear regarding the loads students may carry in one quarter. Therefore, if a student earns a full load here and does academic work at another institution in excess of that load, he can be prohibited from transferring those extra credits to YSU.

V - Promotions.

Dr. Edgar suggested that the deans examine the promotion policies in use in

their schools and that these policies take into consideration the need to report to the individual faculty that they are being considered for promotion as well as give to faculty members some report of the promotions committee's recommendations. Dr. Yozwiak explained the conflicting methods of handling promotions in the Arts and Sciences School. The deans were requested to check the Faculty Handbook to be sure that their schools conform with the handbook. This subject will be discussed in greater detail at a future meeting of the Academic Deans Council.

#### VI -Faculty Evaluation.

Dr. Edgar reported that the academic deans should consider a more formalized process for evaluating faculty work. A faculty evaluation form used by the School of Engineering was distributed to the members for their use in considering this important subject.

VII-Dr. Edgar reported that the University of Pittsburgh Cathedral of Learning is sponsoring a workshop on faculty productivity on November 11. He stated that registration forms are available in his office and the deans should contact him by memo if they desire to attend.

#### VIII-Summer School Policy.

Dr. Edgar requested each school to develop a policy statement for rotation of faculty for summer teaching. He expressed concern over the rising cost of the summer program and stated that he would distribute more complete information to the academic deans in the near future.

IX -The academic deans were reminded that long range planning procedure proposals should be formalized and submitted to the vice president in the near future.

X - Dr. Edgar requested that the academic deans inform their faculty of the management and control of physical facilities policy dated Dec. 29, 1970.

The meeting was adjourned at 1500 to reconvene at 1300 November 2, 1971.