

ACADEMIC DEANS COUNCIL
Minutes of Meeting, November 23, 1971

Present: Dr. Edgar, Deans Charignon, Krill, Miller, Paraska, Robinson, Scriven, Yozwiak. Guests: Dr. Sample (representing Dean Aurand) and Mr. Aubrey.

1. Minutes of November 16 were approved.
2. Item #3 of November 16 minutes (credit by examination) referred to Academic Affairs Committee.
3. Discussion of Unemployment Compensation led by Mr. Aubrey centered around Limited Service Faculty and Limited Service Staff concerning the type of contract or application that could be offered. Dean Krill suggested a plan to negotiate a contract of employment for Limited Service personnel, with emphasis of protecting the Full Service personnel, and Mr. Aubrey will develop a draft of an Application for Limited Service employment.
4. There was a discussion of sick leave to care for illness in the family of rated personnel.
5. Mr. Aubrey explained about our coverage under the Workmen's Compensation Act for all industrial accidents while on the job.
6. Dean Yozwiak suggested that formal procedures should be established for record keeping of sick leave for individual faculty members and that contingency funds should be available for hiring sick leave replacements.
7. Dean Scriven asked about pass-fail courses. Discussion followed. Report will be forthcoming from the Ad Hoc Committee headed by Dr. Siman
8. Dean Paraska led a discussion of late examinations for legitimate reasons. Arrangements should be made by the student through the dean of the school in which the student is enrolled. The notes to the final examination schedule (as printed in the Jambar dated November 23) will be re-worded by Dean Scriven.
9. Spring Schedule due Friday, December 3.
10. Summer Budget will be due Wednesday, December 15, and will include individual course offerings, teaching personnel, and costs of teaching personnel predicated on the new 1971-72 rates in the budget.
11. Dr. Edgar discussed the guidelines for the Summer Budget centering around the following:
 - a. Averaging of class sizes -- see Item #12.
 - b. Chairman's load -- six hours remains the same -- see Item #13.
 - c. Formula for base -- remains the same.

Dean Paraska asked for a re-statement of our summer school purpose.

12. Dr. Edgar asked for a statement from each academic dean concerning averaging class sizes (what size?) in an individual's summer teaching assignment to justify running a small class during the summer at the dean's discretion showing that this technique would not increase the cost of instruction.
13. Dr. Edgar asked for a study of each chairman's responsibilities and teaching loads for the past year be presented by each of the academic deans to determine whether the six-hour teaching load in the summer is reasonable or unreasonable.
14. Meeting was adjourned at 3:30.