

ACADEMIC DEANS COUNCIL MEETING

December 12, 1972

Present: Edgar, Scriven, Paraska, Aurand, Vanaman, Charignon, Krill, Miller, Yozwiak; Guest, W. Livosky

1. The minutes of November 30, 1972, were approved without correction.
2. Lists were distributed of faculty who turned in grades after the established deadline. The lists were for all quarters from Fall Quarter, 1971, through the Summer Quarter, 1972.
3. Livosky reported on recruiting efforts. He presented two sources of information available on prospective students:
 - a. Interest cards - filled out by students during high school visitations.
 - b. A computer print-out of information concerning students who took the ACT tests and indicated interest in YSU.

He suggested that the deans or department chairmen might want to assist in the recruiting of these students by sending letters to them, making personal telephone calls, or by any means that might arouse the student's interest in the University. He indicated that the Admissions Office would assist in the project in any manner that they could.

Scriven made the following motion:

"So that better coordination of efforts be achieved, one copy of all correspondence or verbal communication be sent to the Admissions Office with the date of the communique and the names of the students contacted."

The motion was seconded by Aurand and passed.

It was understood (a) that if a form letter was sent, only one copy of the letter and the names of all persons to whom it was sent would be satisfactory (b) that the Dean of Admissions would send a copy of such communication to Vice-President Edgar, and (c) schools or departments needing additional funds for this purpose might explore the possibility of securing same from Dr. Edgar.

Livosky reported that applications are lagging behind the count of a year ago. He also urged that all departments prepare brochures describing their programs--these are extremely helpful during high school visitations.

4. A discussion ensued on deadlines for catalog copy and the date to be established for the availability of the catalogs.

- a. Dissatisfaction was expressed with the failure of having past catalogs available at the times requested.
- b. A philosophy is needed as to the purposes to which the catalog is used--recruiting, course information, contract with student, etc.
- c. Bowling Green has a 72-74 catalog for general information and a 72-73 print-out of course descriptions.
- d. Toledo uses a pictorial General Information Bulletin.

It was decided that Dean Scriven look into the matter and to make suggestions as to (1) the date of publication of the catalog (2) the nature of the catalog--to be the same as in past years or a modification similar to that described in (c) or (d) or in some other way, etc.

5. The report of the committee on summer school was discussed. Some recommendations appeared to be directed to long-range plans while others were addressed to the 1973 program.

Dr. Edgar requested that a historical study of course offerings be made so that course scheduling be made with a more certain expectation that the proper class size will be realized. He asked the deans to prepare proposals from their schools for the Summer 1973 program.

6. The deans requested that the following information be made available to them:
 - a. copy of the University budget--not only that of their school
 - b. copy of the financial statement.

B. J. Yozwiak