

ACADEMIC DEANS' COUNCIL

Minutes of January 28, 1975

Present: Edgar, Charignon, McBriarty, Miller, Moore, Paraska, Rand, Scriven, and Yozwiak.

Absent: Alderman, Byo, and Swan

1. Minutes of the January 14 meeting were approved as distributed.
2. President Coffelt has requested that the summer commencement originally scheduled for Saturday, September 6, be moved up to either Friday, August 29, or Saturday, August 30. Since the Summer Quarter officially ends on Wednesday, August 27, this would necessitate that graduating seniors' exams be moved up a week early to August 20 so that grades will be available for the Deans to clear the graduating seniors in time for commencement. Some objections were raised since this would cut short the full summer courses by 10% and the second term courses by 20% for those graduating and will affect not only the senior level courses but many others that graduating seniors may be enrolled in to satisfy graduation requirements. A suggestion was made to have the graduation exercise whenever deemed feasible and mail the diplomas. Dr. Edgar will discuss the arrangements for the earlier date with those especially involved (Dean of Admissions & Records, Registrar, University Relations, etc.)
3. At the January 14 meeting, Dean Moore was asked to further investigate high school students taking courses in college. Dean Moore stated that high schools cannot accept college courses to meet high school course requirements in a given program but may use them as electives over and above the 16 units required for graduation. Students must carry 4 units per year for the high school to get subsidy from the state as a full-time student. Dean Moore will check with the principals and superintendents in the surrounding areas to get their feeling of having high school upperclassmen enrolled in college courses and the problems attached thereto, if any.
4. Dr. Edgar presented Dr. Krill's change in procedure on requesting reimbursement for travel which is as follows:

"The form showing actual expenses (after the travel has been completed) should go via the same route as the original request for authorization. The persons in the chain of approval should sign or initial under the traveler's signature certifying the true cost."
5. Dr. Edgar brought to the attention of the Deans that the Early Semester Calendar option has now been approved by the Ohio Board of Regents as a means of subsidy payment if any Ohio state-assisted college or university wishes to choose that option. When Miami University originally proposed returning to the early semester basis, Dr. Edgar, in January 1974, had asked the Deans to discuss this proposal with the chairmen and report back to him. Dr. Edgar also had established an ad hoc committee for this purpose. Since there was no provision under the Ohio Board of Regents' policy at that time to take advantage of the Early Semester Calendar option, the matter did not receive too much attention. Since the option is now available, Dr. Edgar would like the Deans to meet with their chairmen for their input and recommendations as to whether the Early Semester Calendar should be considered and studied. Dr. Edgar will also talk to President Coffelt for his reaction to the possible options available.

6. a. Dean Yozwiak requested that the catalog section entitled "Conference Courses" (page 49 of the 1974-75 Catalog) be rewritten for clarification. Dean Scriven was asked to rewrite the catalog description to reflect that the application for conference courses have the approval of the dean of the school in which the course is offered; that any exception to the restrictions for conference courses have the additional approval of the dean of the school in which the student is enrolled. Dean Scriven is also charged to revamp the "Conference Course Request" form to reflect the above revision.
 - b. Dean Yozwiak requested that Item 5 of the catalog section entitled "Extra Hours' Credit" (page 48 of the 1974-75 Catalog) be rewritten for clarification. Dean Scriven was asked to rewrite Item 5 to reflect that the application must include signatures showing approval of the instructor of the course, the chairman of the department, and the dean of the school in which the student is enrolled. A statement should also reflect that any exception to the restrictions for "Extra Hours' Credit" have the additional approval of the dean of the school in which the student is enrolled. Dean Scriven is also charged to revamp the "Extra Hours' Credit Request" form to reflect the above revision.
 - c. Dean Scriven will present the revisions requested in 6a and 6b for action at the next meeting.
7. The next meeting is tentatively scheduled for Friday, February 7, at 1300 hours.
 8. Meeting adjourned at 1515 hours.

Approved: February 7, 1975

Robert L. Miller