

ACADEMIC DEANS' COUNCIL  
May 23, 1975

Present: Alderman, Byo, Charignon, Edgar, Miller, Moore, Paraska, Rand,  
Scriven, Swan

Absent: McBriarty and Yozwiak

Guests: Dr. Brothers and Mrs. Murphy

1. The meeting was called to order at 1:10 p.m. by Dr. Edgar. Minutes of the meeting of May 6, 1975, were approved.
2. Dr. Edgar distributed administrative budget information with the deadline for return by 5 p.m. on Tuesday, May 27.
3. Dr. Brothers and Mrs. Murphy were asked to make the presentation concerning the reading and writing testing for this summer. Mrs. Murphy discussed the information previously distributed to the Deans. Consensus was that the testing should be performed as planned. Revisions to the letter were suggested and will be incorporated by Dr. Brothers and Mrs. Murphy. The results of the tests, both reading and writing, will be made available to the Deans as well as to the students. Dr. Edgar stated that the reading test results should serve as a basis for properly advising students into Special Studies 501. Dean Moore questioned if the Nelson-Denny reading test is the most appropriate. Dean Miller pointed out the problem of having open classes into which students may register during the later part of the registration period. Dr. Brothers and Mrs. Murphy excused themselves.
4. Dean Paraska suggested that the Academic Deans should be aware of the impact of the new grading in the communications sequence.
5. Dr. Edgar brought up the matter of the two documents distributed by himself on Human Subjects Research and Off-Campus Instruction. Concerning the Human Subjects Research, Dean Moore stated that the third paragraph may better read: "Any proposal for a grant, project, or award involving human subjects which departs from normal practice shall be governed by the policies herein." No specific action was taken concerning the document. Dr. Edgar indicated that he wondered whether the paper on Human Subjects Research should be taken to the Board of Trustees before the procedure was developed. The Deans were to contact Dean Rand if they have items of concern regarding this document. The second paper on Off-Campus Instruction will be discussed at a later meeting.
6. The Scriven memorandum on reporting of spring quarter grades was discussed. No action was taken regarding the first paragraph, and the grades will be reported in the normal fashion. The second part of the memorandum concerning reporting of faculty who turn in grades after the 48 hour period was discussed. Dean Scriven moved and Dean Miller seconded that the procedure recommended by Dean Scriven be implemented. The motion carried.

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7. Dr. Swan reminded all concerned that the existing policy requires that recommendations for appointment be accompanied by a transcript of grades. The October pay check will be withheld if the transcript is not available.
8. Dean Scriven distributed sample copies of the two forms "extra credit hour application" and "conference course request". The Deans are to notify Dean Scriven by 5 p.m. on Wednesday if they have any suggested changes.
9. Dr. Edgar brought up the question of whether the statement concerning credit by examination has been updated. Dean Scriven assured him that the changes have been made.
10. Dean Scriven requested the Deans to develop an analysis of the transferability of courses offered at the Kent Regional Campus showing the transfer credit of these courses into our various programs. Dean Scriven agreed to obtain examples of an analysis made by Cleveland State University for guidance in developing such an analysis.
11. The meeting adjourned at 3:15 p.m.

Submitted by:

  
N. Paraska

NP:tg

The minutes of the May 23, 1975 meeting were approved on July 21, 1975, with the following changes:

#7, last sentence will read as follows:

Dr. Swan will recommend to Dr. Edgar that paychecks be withheld if an official transcript is not available.