

*approved & distributed
Meeting*

ACADEMIC DEANS' COUNCIL
Minutes
Arts & Sciences Conference Room

October 5, 1976, 1:05 p.m.

Present: Alderman, D'Isa, Edgar, McBriarty, McGraw, Miller, Moore, Paraska, Rand, Scriven, Yozwiak

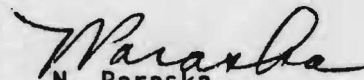
1. The minutes of the September 21, 1976 meeting were approved as distributed.
2. Dr. Edgar reported to the Deans that he has transmitted to the Academic Affairs Committee the items acted on by the Deans at the September 7, 1976 meeting.
3. Long-range computing plans have been received by Dr. Edgar from three Deans. Dean Miller is awaiting a meeting with Dr. Jonas prior to submitting his information. Dr. Edgar will transmit the long range plans to Dr. Jonas.
4. Dr. Alderman was asked to clarify the manner in which department chairmen can use up vacation time carried over from the previous academic year. The April 12, 1976 memorandum covers this subject. Carried over vacation must be utilized prior to the end of the current academic year. Dean Miller brought up the matter of how the administrative increment for chairmen will be determined for next summer. Dr. Edgar indicated that work will be undertaken to resolve this point soon.
5. Dr. Alderman distributed the tenure review material to each Dean and requested that it be reviewed for accuracy and that steps be taken to carry out the tenure review. He will distribute to the Deans the suggested format for individuals who are being reviewed to use in preparing their dossier. No instructors will be reviewed for tenure until this becomes necessary during the course of the promotion process.
6. Dr. Alderman distributed to each Dean the list of faculty bargaining unit membership in each college with the request that it be reviewed for accuracy and returned to him. In order to facilitate having accurate information concerning changes in the faculty staffing, Dr. Alderman requested that chairmen and Deans keep him informed of forthcoming resignations, retirements, requests for leave and the like.
7. Dr. Alderman distributed a summary sheet of bargaining unit members by academic rank. Again he requested that the information be verified by each Dean for his particular school or college.
8. Dr. Alderman distributed his preliminary analysis of Youngstown State University's promotion openings during 1976-77. He will be discussing this matter with Dan O'Neill, President of YSU-OEA to arrive at an agreement on the number of promotions allocated to each school or college.
9. Dr. Edgar mentioned that he had hoped to have fourteen day figures available for today's meeting to enable him to discuss limited service problems in the Fall Quarter 1976. Since the figures were not available, he will discuss this individually with Deans.

10. Dr. Loch will be invited to attend a meeting in the near future at which the Deans will provide input and have questions answered concerning the memorandum on Continuing Education Units as spelled out in the April 19, 1976 memorandum from Dr. Loch to Dr. Edgar.
11. As a follow up to the question raised at the September 21, 1976 meeting by Dean Rand concerning conference courses being taken by graduate students, Dean Scriven pointed out the present conference course request form can adequately meet the needs so long as all students, except seniors with a 3.00 average, be treated as exceptions and have the approval of their Dean. Dean Rand was asked if his office would be open after 5:00 p.m. in order to service the graduate students. He indicated that he does not have the capability to do this, but will try to act on the forms without creating undue hardship for the students. His desire is to hold down the number of hours graduate students take on a conference course basis.
12. The need for a decision on the amount of limited service funds to be available for use during the Winter Quarter prior to the start of Winter registration was brought up. Dr. Edgar expressed his hope that this could be done.
13. Dean Yozwiak presented some information prepared by Geneva Mann and Jack Frankenburg concerning the performance of high risk students who have been counselled and monitored compared to those who have not. Based on the information, it appeared desirable to discontinue the present identification of high risk students. Dean Scriven moved that the practice of identifying students as high risk to academic Deans be discontinued. Dean McBriarty seconded. The motion carried.
14. Dr. D'Isa made reference to the Orlando memorandum on the use of busses and wondered where the money was to come from. This point raised further questions about the practice of Physical Plant back charging departments for various items of work. The suggestion was made that if this is to be the case, departments should be permitted to include this in their budgets.
15. Dr. D'Isa raised the question about when faculty members that submit travel requests are notified that the travel is approved. It was noted that the individual faculty member received the travel request form a few days after it is submitted. The department chairmen and Deans do not see it again until the faculty member submits it for reimbursement.
16. Dean Miller related a story of a student with a 3.78 grade point average repeating a course in which a B had been earned with the hope that the repeated grade would be an A grade so that the grade point average could be increased to a 3.80 and the student could be graduated with summa cum laude honors. The matter of changing the repeated course policy would need to be referred to the Academic Affairs Committee.

As part of this discussion, reference was also made to the need for clarifying the catalog regarding taking courses that are prerequisites for already completed courses. The catalog needs to be clarified on this point.

17. Dean Miller once again made the suggestion that in the schedule of classes the prerequisite courses be listed rather than merely indicating by the letter P that prerequisites are required. Paraska suggested one way of overcoming Dean Scriven's objections concerning lengthening of the bulletin would be to list only the principal prerequisite rather than all prerequisites in a case where there is more than one.
18. There will be no meeting scheduled for next week. The meeting adjourned at 2:55 p.m.

Respectfully submitted,


N. Paraska

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