

ACADEMIC DEANS COUNCIL

Minutes of Meeting

1:30 p.m. October 24, 1978

Present: Evans (for Miller), McGraw, Rand, Scriven, Moore, McBriarty, Sutton, Paraska, Edgar, Yozwiak

Guests: Frost, Salata

1. Minutes of the meeting of October 4, 1978 were approved as distributed.
2. Dean Salata commented as follows:
 - a. We are still receiving the benefits of our conservation efforts of last winter. No energy problems are anticipated this year. Analysis of energy usage in Ward Beecher and Engineering is being made by consultants.
 - b. About 49 incidents of vandalism particularly in July and August have been reported - mostly on exterior facilities.
 - c. Twelve-foot fixtures will be replaced to improve campus lighting as well as the installation of additional fixtures where dark spots occur. Scriven raised the question about the adequacy of the lighting in the Wick Avenue parking deck.
 - d. The parking deck on Wick Avenue should be completed by the end of December, 1978.
 - e. He requested that meetings be set up with faculty and staff to orient them in regard to fire exits, etc. Orlando's staff will arrange for these.
 - f. Security of buildings is of some concern. He would appreciate an awareness of the necessity of appropriate doors being locked.
3. Paraska asked for consideration of a sidewalk from the parking deck to the door on the northwest corner of Cushwa Hall. He also asked about the question of "chargebacks". Salata replied that nothing has yet been set up on this. Moore discussed several of his concerns.
4. Hugh Frost reported on problems and concerns involved with our affirmative action program.
 - a. Labor Department is now more seriously involved than in the past.
 - b. He asked for renewed efforts in achieving the aims of our affirmative action policy.

5. Edgar asked the deans who have not yet submitted the forms for work load reductions for non-teaching duties to do so as soon as possible.
6. A discussion ensued concerning Sutton's request concerning registration practices utilized at the tally board.
 - a. He suggested that as students drop courses that are overly subscribed, X's above the closing number be erased rather than X's below the closing number.
 - b. To conform to actual practice, Scriven indicated that Sutton's request would be that P's be erased rather than X's.

He also suggested that if Sutton's request be approved, the two items on his memo of October 24 be also approved.

Scriven moved, Sutton seconded, that Sutton's two suggestions together with the two of his memo as well as the reference to contacting the dean be the new policy. The suggestion to change the dean to the department chairman was accepted. The motion was approved. The policy approved is as follows:

In the case of classes for which overload permits have been recorded, when a student drops out of such class for any reason (such as non-payment of fees, etc.), the drop will be reflected at the tally board by removing a P (which indicates admission to the course by overload permit) rather than an X (which signifies registration within the allotted number). Furthermore, overload permits will be honored by the tally board recorder only on the day dated. To properly implement this procedure it must follow that:

1. at all hours that the registration area is open during the time to register or to add a class, someone must be available in each department and/or school/college to speak to students concerning permit requests
 2. all University departments should follow the same method, and
 3. if no one is available in a department to speak to a student concerning a permit, the supervisor in the registration area should contact the department chairperson and/or school/college representative to determine what action should be taken.
7. The meeting adjourned at 3:00 p.m.

Bernard J. Yozwiak