

MINUTES  
ACADEMIC DEANS' COUNCIL  
October 31, 1979 1:30 p.m.  
Arts and Sciences Conference Room

PRESENT: Edgar, Smith (for Yozwiak), Scriven, McBriarty, Loch, Sutton,  
McGraw, Paraska, Hammack (for Moore), Evans (for Dodge).

1. Dean Scriven moved for approval of the minutes of June 26 seconded by Dean Sutton. Motion carried.
2. The memorandum written by Susan Khawaja to Dean Scriven was discussed at some length. Dean Sutton pointed out that it is impossible to make an accurate evaluation of the proper starting point for foreign students. Dean Scriven moved approval of the Khawaja memorandum. It was seconded by Dean Sutton.

After some discussion Dean Sutton made a motion to amend the memorandum by substituting the words "major department chairman" for "usual departmental methods" in sub-paragraph 2). Seconded by Dean Scriven. Motion carried.

After more discussion, Dean Sutton moved to delete sub-paragraph 5). Motion was seconded by Dean Evans. Motion carried by a vote of 5 to 2.

3. Dean Scriven passed out a letter that has been mailed to some 906 prospective students enclosing therewith a form entitled "Confirmation of Undergraduate Admission". Dean Scriven also passed out a suggested Inter-Office Correspondence from Bill Livosky to department chairman concerning a follow-up by departments to this initial letter from the Admissions Office. The deans were asked to communicate their reactions to Dean Scriven this week.
4. Dr. Edgar discussed the procedure that is followed in processing purchase requisitions. The deans were asked their opinion of discontinuing the need of the dean signing those purchase requisitions that are charged to the departmental budget where the department chairman is shown as the proper authorizing signature in the budget.

After some discussion, the sentiment indicated that the School of Business Administration, School of Education, and the College of Fine and Performing Arts wished to retain the present procedure for signing purchase requisitions. The other schools and colleges were amicable to eliminating the dean's signature.

5. Dean Sutton brought up the subject about the recent memo by the President concerning the procurement of services in excess of \$10,000. Dean Sutton said that the Purchasing Department was interpreting this to apply to all purchases as well as services. Dr. Edgar will obtain a clarification.

approved December 11, 1979

6. Dr. Edgar advised the deans that a few faculty still have not submitted their report of their faculty improvement leave which they took last year.
7. Dr. Edgar reminded the deans of the moratorium on new programs that the President had announced a year ago and which was referred to by Dr. Edgar in his speech to the faculty on September 17, 1979. Any dean wishing to obtain an exception to this moratorium should talk to Dr. Edgar before proceeding with any preliminary work. Dr. Edgar reported that last year there were 417 quarter hours of new courses added and only 96 quarter hours were deleted. He asked the deans to closely scrutinize any new courses being proposed and in so far as possible have new courses tied to courses being deleted.
8. Dean McGraw asked the other deans about the procedure they follow in processing petitions for change of F to W in those cases where a student has completely withdrawn during a particular quarter for reasons such as illness, etc.

The other deans indicated they require verification of the circumstances prior to approving such petitions. Dean Smith indicated that on occasion a petition will be approved without additional verification if the situation warrants such action.

9. The meeting adjourned at 3:00 p.m.

*Whaska*

## INTER-OFFICE CORRESPONDENCE

TO Dean Scriven, Admissions and RecordsDATE 9-14-79FROM Susan H. Khawaja, Coord. Int. Stu. Programs

SUBJECT REF.: Present policy on Credit by Exam for "Baccalaureate" Students

The placement of students holding a Baccalaureate Degree (14-year study in a French style secondary System) has been a problem at Y.S.U. for some time, due to the fact that students do not 1) receive advanced credit by transfer for their last years work, prior to arrival or 2) take placement tests upon arrival.

These students do have the option of Credit by Exam, which usually requires a minimum of 1 quarter to acquire (science and math exams are generally available at the final exam dates of the quarter in which specific courses are offered). Students seeking Credit by Exam, for their advanced work must wait until credit is placed on their record before taking courses for which such credit is prerequisite, because present University policy prevents credit for less advanced courses taken out of sequence.

In order to effectively and realistically place such students it is recommended that:

- 1) "Baccalaureate" students, when they arrive for the 1-week Orientation program for International Students, follow informal interview procedures with departmental advisors/chairmen to determine their best placement, according to prior studies, and that a waiver be granted for prerequisites as necessary. (This process is presently available for those not seeking credit). To aid, a list of such subjects is made available to the students and a list of such students may be made available to the departments.
- 2) Immediately following the above, application for Credit by Exam be taken for relevant courses studied at the Baccalaureate level; the dates for such exams to be set by the ~~usual departmental methods.~~ major department chairman,
- 3) Upon successful completion of Credit by Exam, the placement of the Credit on the record be effected, regardless of more advanced courses that might be on the record after steps 1 and 2: ie., that the date of credit be considered as the date of Baccalaureate study, prior to arrival.

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- 4) In the case of failure of the exam, no credit should be granted.
- 5) In-the-extreme-case-of-an-advanced-course-that-is-failed after-the-placement-procedure,-permission-to-repeat-the lower-course-be-granted-if-Credit-by-Exam-is-also-failed. (And-perhaps-a-review-of-the-initial-interview-procedures be-considered).