

PROCEEDINGS: ACADEMIC DEANS COUNCIL

January 12, 1982

William Rayen School of Engineering Conference Room

Present: Loch, Sutton, Yozwiak, Hotchkiss, Dodge, Ruggles, Paraska, Scriven, McGraw and Gillis

MINUTES:

Paraska moved and Sutton seconded that the minutes of December 15, 1981 be approved. The motion passed.

1. SUPPLEMENTAL BUDGET: The Supplemental Budget will be presented to the Trustees on February 5th. Academic needs will receive first priority.
2. CALENDAR: There were no complaints about the 1982-83 calendar at the meeting. If there are any problems please respond to Dr. Gillis quickly in order that he may report to the Trustees on February 5th. The winter 1984 calendar was discussed which had only eight Mondays because of the holiday for Presidents Day. It was recommended that in lieu of that holiday we take the date of the Friday before New Year's. This would bring the number of Mondays back to nine for that quarter. Also, it was agreed that the present scheduling of late and final registration between Christmas and New Year's is awkward for all parties. It was moved by Paraska, seconded by McGraw, that late and final registration be held before Christmas. Motion passed and was referred to Scriven for hopeful implementation.
3. V.P.'S REPORT TO THE BOARD OF TRUSTEES: Dr. Gillis will report on the status of the Deans searches, the calendar, the commencement speaker (Brigadier General Robert G. Lynn), the academic master plan, academic affairs goals, and assorted accreditations.
4. DIAMOND JUBILEE: Dr. Gillis needs dates as soon as available for inclusion in the official calendar which is being produced for general distribution through monetary agencies.
5. ADMINISTRATIVE STAFF EVALUATION: There will be a meeting on January 19th at 0900 hours to discuss the proposed instrument for such evaluation.
6. KENT VIDEO TAPE: Dr. Gillis reported a video course being offered by Kent State University. Some concern was expressed at the lack of official policy which would allow YSU to engage in production and/or use of such materials.
7. JUSTIFICATION OF CLASS SIZE: Dr. Gillis wants all classes of less than 15 reported, regardless of the nature, except where load is by formula in the Agreement.
8. EXTENDED EDUCATION STUDY: Dr. Loch is distributing a study to determine whether or not off-campus courses have an effect on on-campus enrollment.

APPROVED 2/16/82

9. MONDAY, JANUARY 11TH: The Deans are asked to check on whether or not professors were late, and if so, why.
10. DEANS' LIST CARDS: Several suggestions were made including to change the paper and the ink to have a standard form on which the School and possibly the Dean's signature would be over-printed along with the quarter statement. It was also suggested that we should seriously consider raising the minimum GPA for qualification.
11. TELECOMMUNICATIONS CONTROVERSY: There was some discussion of the series of articles by Mr. Wolfe currently running in the Vindicator, with much concern but no recommendations.
12. MAKE-UP TESTS: It is understood that the Testing Center will no longer give make-up tests for faculty members. Apparently the reason is that they now have a responsibility for handicapped students which usurp the bulk of their efforts. It was requested that AVP McBriarty be requested at the next meeting to discuss this issue.
13. PROGRAM EVALUATION: Obviously we need an instrument, but there is no consensus of what it should be. Gillis asked the Deans to check those items in the Millett Report that they feel appropriate and send it to him for compilation.
14. INCOMPLETE GRADE POLICY: The sub-committee proposal was presented. Approval was moved by Hotchkiss, seconded by Ruggles. Scriven reported that in the fall of 1981 there were 468 incompletes given, very few with adequately explicit reasons. After lengthy and occasionally heated discussion it was moved that the matter be referred to a new committee composed of Scriven, Yozwiak and Dodge. The motion passed.
15. CATALOG: Gillis is working on computerizing the material and will have the appropriate material distributed to the Schools as soon as possible. The Dean of each School has the responsibility of getting any material requiring Curriculum Committee action cleared through his School or College Committee. Dr. Gillis will take charge at that point for any University Curriculum Committee action.
16. OVERLOAD: A projection for this year's overload is needed. It was suggested that we go back to the forms in use two years ago. Several computerized printout possibilities were discussed but nothing finalized.
17. OEA AGREEMENT: Dean Paraska has a problem with certain areas in which clinical courses carry 8 work hours. This produces underloaded faculty so that he has requested that the Agreement be modified so that it be possible to assign up to 42 work hours without faculty permission and up to 48 with faculty permission, including a maximum of 18 for one quarter.
18. CANCELLATION OF REGISTRATION FOR SUSPENDED STUDENTS: A memo from Dean Sutton was read to the group complaining about the very late cancellation of registration which had the effect of rendering some seats in critical classes unusable and also allowing some students to be notified so late that they had already purchased textbooks for

the present quarter. Dean Scriven will investigate the situation and report back.

19. WORKLOAD GRIEVANCES: Ruggles asked if other Deans have had grievances on workloads during regular quarters; none were reported. There may be some pending however.

The meeting adjourned at 1650.

Submitted: G.E. Sutton

GES/vdd