

DEANS' COUNCIL MINUTES

Meeting of June 9, 1987

College of Applied Science and Technology

Present: Gillis, Hotchkiss, Loch, Nordtvedt, McEwing, Sutton, Lyons Richley, Scriven, Conser, Ruggles, Mapley, Yozwiak

- I. The minutes of May 12 were amended to include R. Loch as being present and were approved.

II. OLD BUSINESS

A. North Central Association Reaccreditation Self Study.

The Provost reported that several college reports have been received. Others should be forthcoming - Deans should urge completion.

- B. Forward Scheduling Committee. At the June 2 meeting of the chairmen and deans, J. Scriven presented a report calling for one actual and two tentative schedules of course offerings in each printed schedule. The report was generally accepted by the Chairmen. The same report was briefly discussed and, with one exception, accepted by the Deans.

- C. Budget Final Adjustments. Although the 87-88 budget is now being printed, it may be necessary for the Provost to make a few changes after budget distribution. Limited-service WLH information has been distributed. Lengthy discussion followed on the excessive paper-work necessary to clear nominal year-end budget amounts.

- D. Report on Underprepared Students. D. Ruggles reported that President Humphrey had recently received the Task Force report. Ruggles feels that although budget changes may be made, implementation of some report components should follow.

- E. Dean Search WSBA. Dr. Joseph Lavelly has been invited for a second interview. The Deans are invited to share lunch with him on Monday, June 15, at 11:30 p.m., in Buckeye I.


III. NEW BUSINESS

- A. Reports of finals being administered during the 10th week of the quarter prompted a lengthy discussion on the need to remind all faculty that finals, if a requirement of the course, are to be administered during the 11th week of the quarter. There was agreement that courses should include a final or some kind of an academic course-end culminating activity. The Agreement clearly defines the Quarter as an eleven week term with 1 WLH being 1 contact hour for eleven weeks. A final exam policy statement will be developed for timely distribution to faculty.
- B. It was reported that a few recent attempts to fill classified secretarial positions were not successful due to a "freeze" on filling such positions. No official information on such a "freeze" has been made available but it was felt that some positions may be under review.

IV. ANNOUNCEMENTS.

- A. The Building Property Committee of the YSUBOT approved a 3 year plan for capital improvements. Following YSUBOT approval, additional information on projects will be made available.
- B. Dr. L. Looby is prepared to assist academic departments in the solicitation of funds. He will either take the full responsibility for pursuing a potential donation or will assist in a cooperative effort.
- C. The Provost reminded Deans of the need for sick leave forms to be filed when faculty, chairmen or Deans are absent from duties due to illness. At the next meeting of Deans and Chairmen, he will provide a reminder of to this effect.
- D. Following the completion of negotiations with the APAS, the vacation policy for administrators will be reviewed.
- E. The Deans are again reminded to urge departments to delete courses not offered during the past five years.
- F. The Provost reported on the current status of the state budget as regards the Selective Improvement Programs.
 - 1. Research Challenge - appears to be funded.
 - 2. Academic Challenge - questionable, may be funded for its second round.
 - 3. Productivity Challenge - no new information.

Approved on July 21, 1987


V. A. Richley
Secretary Pro Tem