

Minutes of meeting of Academic Council: Present were Deans Aurand, Edgar, Charignon, Dykema, Paraska, Miller, Swartz and Coffield. Also attending were President Pugsley, Mrs. Smith, Miss Brownlee, Mr. Aubrey, Mr. Martindale, and Mrs. Elenz.

February 6 - 1:00 p.m.

Conference room - Executive Office

The meeting was called to order by Dean Coffield who welcomed Dr. Paraska, newly appointed Dean of the Technical and Community College.

The purpose of this meeting was for consideration of registration and any suggestions for improvement or change in this procedure.

Two of the problems discussed were as follows: 1. The faculty needs an accurate count of enrollment by classes as close to the first day of classes as possible; and 2. At least 6 students are still in school who were suspended.

Dean Charignon stated that, at present, the easiest way for him to get an accurate class count is by a physical count. This, of course, does not mean that each of those students actually belongs in that class. Dean Swartz agreed with Dean Charignon and added that the best system they ever had, in his opinion, was the 2-card system. Dean Miller added that a physical count without any card or list to back it up allows the student to sit in any class he chooses. Dean Aurand suggested that there is no reason to change the entire system; he feels the system we use now is satisfactory if we can get the material into the hands of the teachers at an early date. Dean Dykema also supported the double card system and would like to hold change of registration until after two days of classes. You cannot change registration until we have a clear roster of those in class.

Another problem we are facing is the fact that at registration many classes will be closed, then two to three weeks after class are in session some classes will have 20 per cent vacant spaces in the labs.

Mrs. Smith remarked that it makes very little difference whether we use cards or tallies. They can get class rosters out at the beginning of school but we must determine at what point we will have cutoffs. The State rules tell us we must cut off at the end of the second week. It is most difficult to get clear rosters the first day of school because so many students are enrolling so close to the beginning of school. If we move to a "cash-on-the-line" system, these rosters could be provided immediately. Mrs. Elenz agreed with Mrs. Smith's statements and stated that a possible solution would be to set up final cutoff dates on everything. Mr. Martindale stated that they were not always permitted to abide by the date given for cutoff of bill payments. He added that if the school will agree to back them, they could set up a cutoff date and simply refuse to admit students who have not paid by that date. This would give them time to get an accurate roster printed. He also feels that the students should have something to hand to the instructor on the first day of class to prove he belongs in that particular class.

Three ways to curtail late payments were suggested: 1. Refuse to admit them for that quarter; 2. Fine them; and 3. Make them forfeit their registration and start again.

It was also suggested that we could go back to a mass registration. Although, this is an extremely difficult 4-5 days, after those days the registration is completed and does not linger on for 3/4 of the quarter.

Another suggestion for getting payments in was billing by mail. The student merely sends his check or money order to the cashier's office, therefore, relieving these people of needless interruptions. It may be a more efficient method of gathering payments.

Mr. Martindale wants to establish March 15 as a final payment date. He feels if this is enforced one or two quarters, it will cut down tremendously on late payments.

If we have an accurate count of students the first day of classes, then we should be able to make a seat in a class available to someone else when a student drops that class. Because of inefficiency in this area, many of our classes are not running to full capacity.

It was also suggested that we need to work on better advisement for the students. Many of our problems in change of registration stem from poor advisement initially.

While discussing the area of advisement, Dean Miller stated that he lets his students with no problems go ahead and make out their own registration so that he and his advisors have more time to spend on those students who really need the advisement.

The point was brought up that perhaps we are catering too much to the evening student and to the student who works but the general consensus of the group was that Youngstown always considered the student and that they do not want to take the personal aspect away from Youngstown State University.

Dean Coffield then brought up another subject for discussion: The matter of distribution of grade reports. Mrs. Elenz stated that a large number of people have requested grade reports from IBM and that this becomes a very expensive operation. She asked why everyone must have the grade card in its original form. She could run a print-out of the names and grades which would be much less expensive. Mrs. Elenz also stated that much of their problem is inaccurate information. Many times, they are not notified of grade changes or school changes; therefore, these corrections are not made at IBM. They would have no trouble getting the correct information out quickly and easily if they are notified of changes as they occur and can keep their information up to date.

In summary, some of the problems discussed at this meeting were as follows:

1. Cutoff dates
2. Registration
3. Length of registration
4. Lack of class rosters, people attending classes who are not enrolled in those classes.
5. Grade reports and grades.

It was mentioned that it is the responsibility of each instructor to see that each student in his class has been correctly registered for that particular class.

At this point in the meeting President Pugsley was invited to comment.

The President suggested that first we must agree upon the attitude of the University on these problems. What are we going to do? At what point does advising become translated into programming? We must remember that advising is quite separate from registration. Registration and the payment of fees should be the final steps.

The President reminded the group that the key to instruction has been a sincere attempt to provide flexibility so that students who are working can continue to do so. We need to face up to our advising programs and put more responsibility and more help in the deans' offices.

Dean Coffield then distributed the papers from Mr. Livosky for study and consideration.

Dean Paraska was invited to comment: Dean Paraska stated that we should make sure the people know about the Technical and Community College. He also asked for the help of the deans to designate other people who could help him. Would they please give him the names of people who could help develop the programs?

The next meeting was scheduled for Tuesday February 13 at 1:00 p.m.

Meeting adjourned at 3:00 p.m.

WHC:krb