

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

February 13 - 1:00 p.m.

Conference Room - Executive Office

The meeting was called to order at 1:00 p.m.

Dean Charignon moved and Dean Dykema seconded that Mr. Livosky's recommendations on re-admission of former students be accepted. Motion carried.

The meeting was then turned back to the discussion on registration. Mrs. Smith said their biggest setback is the change of registration. She checked with various colleges and universities in the area and found that this problem is not unique with Youngstown State University. Many department heads write permission for a student to get into a class without checking whether or not that class is full. The registrar stated that the only reason she hesitates to go back to the card system is because we must see the students twice instead of just once.

It was stated that there is no reason to see the student twice. They may exchange both cards at the same time.

There are two card systems--single and double. 1. In the single card system, when all cards are gone, the class is closed. 2. In the double card system, the student exchanges one card for another to add or drop classes. One of the biggest problems is getting the instructors to enforce the rule that if they have no card, they are not in class. Dean Coffield expressed the opinion that the best method is to have some proof in the form of a card that a student belongs in a particular class.

In order to make this registration procedure run more smoothly, we all must work together.

It was generally felt that a form for change of curriculum would be beneficial in coding students to the right school.

Mrs. Elenz requested that she have a list of students working toward their teaching certificate.

The discussion was again turned to the problem of so many requests for grade cards. This past quarter the following people and/or departments requested copies of grade cards: Deans, Dean Swartz (complete set), Business Office, Financial Aids, Athletic Department, Military Science. It was suggested that some of these groups may be able to use a print-out rather than the actual grade card as it is a very expensive operation.

Mrs. Smith stated that her main source of interest in the registration procedure is the student. We would like to do away with as many lines as possible. Last week they had too many people to work at registration but when the freshmen and the last minute seniors, juniors and sophomores come through, we will undoubtedly need these people.

The Deans suggested that the advisors be more fully notified of registration. The advisors should have as much information as the student. A suggestion was made that we might have a one-day workshop for advisors. Dean Charignon stated the advisement schedule should be different than the registration schedule and how much time is devoted to advisement should be set by the individual school but should be published by the registrar.

Mrs. Smith asked that all Deans send their advisement dates to her.

The student must have his plastic ID card and his pink validation sticker in order to register. It might be helpful to have some kind of identification on the buildings. Kilcawley Hall is not marked in any way and new students are confused as to where they register. An announcement was made also that eventually we should have uniform working hours on campus so that all offices carry the same working hours.

It was the general concensus of the group that registration cards are preferable to the rosters provided at this time.

It was brought to the attention of all those attending that too many classes have been closed. It is possible to use a leveling off process so that you take students from the large classes and put them into the small classes. If we follow this procedure, we need not close so many of our classes.

After much discussion on these various aspects of advisement and registration, Dean Coffield appointed the following people to look into various matters on this subject:

1. Change of curriculum form - Dean Miller, Tom Martindale, and Dean Aurand
2. Coding - Mr. Livosky, Mrs. Elenz, and Dean Swartz
3. Advisement period as opposed to registration period - Dean Charignon and Dean Dykema
4. Payment procedures - Tom Martindale and Stuart Aubrey
5. Entire registration procedure, card use or print out - Mrs. Smith, Dean Paraska, and Dean Aurand
6. Development of form in admissions office for recording Physical Education credit for Veterans - Mr. Livosky. Copies of such form should then go to each dean.

It was mentioned that there is a great deal in the catalog about admission to UD status and that we are not paying attention to this procedure. It might be a good idea to think about whether or not we want to keep it in the catalog if we are not going to enforce the rules.

The question was asked if there was any difference in fees for the Technical and Community College students. The fees will be no different than the rest of the University.

Dean Coffield announced that during the first quarter, the number of students enrolled with 81 hours or less was 7566.6 and the number with more than 81 hours was 3223.3. The number with less than 90 hours was 7962.6 and the number with 90 hours or above was 2827.4.

The next meeting was scheduled for Tuesday, February 27 at 1:00 in the Conference Room.

Meeting was adjourned at 3:45 p.m.

WHC:krb