

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

February 27 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:10 p.m.

Mr. Aubrey was asked to comment on his written statement, a copy of which was distributed to each person in attendance.

He suggested that the \$5 fee for late payment, as proposed in his statement, might not be stringent enough to cut late payments markedly. Mr. Aubrey also recommended that we have a definite cutoff date. As per the suggestions presented by Mr. Aubrey, the late payment fee could go as high as \$30.

The discussion on this subject led to a suggestion that if we are going to a "cash-on-the-line" late payment penalty system, we should, in conjunction with this system, also establish a student loan setup. Dean Charignon suggested the Foundation might be able to handle this area. It was made clear that, at this moment, we are still on the installment plan. This should be changed come September.

The minimum payment for a full-time Ohio resident student is now \$75. (per quarter)
The minimum payment for a full time out-of-state student is \$112.50. (per quarter)
The out-of-state Music student must make a minimum down payment of \$150.

The need for getting the student payments in on time is great because we must have these bills in before we can report to the State of Ohio.

It was also suggested that one lump sum for late payment may be more effective than an increase each day. This would also cut down on book work and confusion as to whether a Saturday or a Sunday is considered a penalty day. At this time, the business office is accepting payment by mail or in person.

If the late payment procedure is approved, it was suggested that it would be proper to explain to the students that we must adhere to a strict enforcement of this procedure because it is essential to the State to have the information.

It was explained that the cutoff means drop but that the student also has a chance to register as a late registrant. A suggestion was made that the canceled registration not be destroyed since the student is already enrolled.

One of the problems of the quarter system is that records cannot be provided quickly enough to get them to other Universities in time for a student to transfer to another Ohio Institution. It was felt that eventually the State will need to establish a set pattern for all Ohio State Institutions using the quarter system. Many students transferring begin late because of such delays, therefore, do not get the desired classes. It is also important to have copies of their transcripts so that they are not required to take a course that they may already have credit for from the previous Institution.

If a student has been scheduled for a late registration, he will be required to pay in cash but will not be penalized with the late registration fee.

We must take care not to cancel classes too quickly as we may find, with so many late payments, that these are the classes we will need when all payments are made. On the other hand, we cannot let a class go one week before canceling. On the quarter system, the first day of class is important because of the condensed time period. Also, we have made commitments to part-time faculty for these classes so that it is not fair to them to teach for a week and then be told the class is canceled.

The Registrar passed out copies of their sub-committee report to each member present at the meeting. She expressed satisfaction with the registration procedure as it is now set up. It was suggested that, regarding the discussion on class cards vs. tallys, it is easier to get a class count with a tally rather than having to constantly count cards.

It was brought to the attention of the Council that there is a machine which will automatically make up add and drop cards. Dean Coffield asked Mrs. Smith and Mrs. Elenz to look into this matter.

It was pointed out that an admit will be automatic because the student will bring a card with him, but we must consider the student who drops a class. These students must be identified as to the dropped class by IBM Number. The Registrar must also be informed of canceled classes. We need a system to check whether student should have a WP or WF rather than an F in a class. Many professors give an F grade to a student who has actually dropped the class. It might be wise to include a policy whereby a drop card will be channeled to the instructor.

Each instructor will have a roster of his classes. When a student's name does not appear on the roster, he will have a card to admit him to class. If he has no card and his name does not appear on the roster, he cannot be permitted to attend that class.

Dean Coffield summarized the meeting with the following points:

1. The deans will take much of the responsibility of seeing that their departments adhere to the rules which will be set up.
2. On the first day of classes, each instructor will have a roster. If the student is not on the roster or does not have an admit card, he does not belong in the class. If this system is going to work, all faculty members must follow it strictly and all must be notified.
3. Department heads and deans must notify the Registrar if a class has been canceled. Someone must meet a canceled class on the first day of classes.
4. No instructor is to move his class to another room until such move has been approved by Mr. Leonelli, Physical Plant Director.
5. There is no definite control of class shrinkage. Dean Dykema suggested the limit for a class should be set at several higher than the class will actually take so as to account for suspensions and drop-outs.

6. All deans please take a look at your class shrinkage and make an estimate.
7. Changes in registrations are allowed with WP up until 4 weeks, but it is possible to drop a class at any time. Students may drop classes the first week of class with no penalty.

Dean Swartz moved acceptance of the proposal with some allowance for the Trustees to determine whether these amounts are acceptable. Dean Charignon seconded. Motion carried.

The next meeting will be held on Tuesday, March 5, at 1:00 in the Executive Conference Room.

Meeting adjourned at 3:00 p.m.