

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

March 5, 1968

Executive Conference Room - 1:00 p.m.

The meeting was called to order at 1:15 p.m.

The first topic for discussion was the matter of graduation.

Dean Aurand suggested each dean send Miss Brownlee a list of graduating seniors then the Records Office could make up the diploma. Since a student cannot be cleared for graduation until he has paid his graduation fee, his diploma will be withheld until such fee is paid although he may go through the commencement exercise.

In regard to the graduation, the following requests were made:

1. Mrs. Smith needs an estimate of graduating seniors for the purpose of ordering diploma covers.
2. Miss Brownlee would like a list of those expected to graduate in June so that she may prepare cards for application for graduation.

A final check must be made during the first week of the quarter in which they expect to graduate.

The ^{SPRING}~~summer~~ commencement this year will be June 12.

Mr. Aubrey requested that a copy of those seniors expected to graduate be sent to him as well as to Miss Brownlee.

By April 5, each dean will supply Miss Brownlee with the list of graduates during this year. This list will include: those already completed and cleared - December and March; and a tentative list for June and August.

The seniors are given their authorization for graduation by advisors and deans except in the College of Arts and Sciences.

Each dean please provide a tentative list to Miss Brownlee for June and August graduates by April 5. Break this list up according to those completed in March, completed in December, to be completed in June and to be completed in August. The Records Office will then mail the cards for all except the August tentative graduates.

It was suggested that in order to provide better control, the deans of the schools must see these people who are applying for graduation.

The following people were named to a committee to work out a plan for better control of the graduation procedure: Dean Swartz, Chairman
Dean Aurand
Miss Brownlee

We will hear from from this committee at the March 12 meeting.

Final decisions on graduates are not made until all grades are in at the end of the last quarter. Due to the quarter system, this has placed an additional burden on the entire graduation procedure. The Public Relations office has, in the past, been in charge of printing the final commencement program, and a list of the graduating seniors is provided to the Board of Trustees about a week before graduation.

It was brought up that the president of the senior class had placed an additional \$5 fee on the graduation fee for use of the senior class. Dean Coffield will check into this matter.

The \$20 graduation fee includes the cap and gown. The chairman of the Public Ceremonial Affairs Committee handles ~~martialing~~, etc. at graduation.

MARSHALING

It was announced that summer budgets, except for 3 departments, have been cleared. Fall codes will remain the same. The fall schedule should be in by May 1. At that time, we would like to have the schedule for the year (3 qtrs.) but it will not be published in its entirety at that time.

Mrs. Smith would like to meet with the deans or department heads (particularly in the sciences) to determine the use of the large rooms on campus. Please ask your department heads to see you (the dean) about room assignments rather than Mrs. Smith. Room utilization comes before preferences. The deans may then report to Mrs. Smith any changes in room assignments they wish to request.

The discussion then turned to the problem of class shrinkage. Dean Swartz stated that eventually you get to know which classes will be fairly stable and which will not. He sometimes schedules two classes of the same course at the same time which enables the classes to be consolidated if they do not fill. This system does create a problem with room space and space utilization. There seems to be a large percentage of students filling out schedules for classes of which they have no intention of attending.

Dean Dykema asked if it would be possible at the end of each day of registration to have a tabulation on each class sent to the dean and department chairman so that he can communicate with his department chairmen on the status of classes. This would give a better control particularly for the history and sciences classes. For the summer registration, Dean Coffield would like a count every other day. Please keep in mind that for the summer quarter, if a class does not have 15 students, it will be canceled. We must adhere to this policy strictly for the summer quarter.

The physical education report from Mr. Livosky was discussed. Dean Swartz moved and Dean Dykema seconded to continue giving approval for Health and Physical Education for veterans. Motion carried.

The next topic for discussion was the form made up for intra^{on}college or department transfer. The form is used to show when a student transfers majors or schools within the University. Dean Aurand moved and Dean Charignon seconded the form be approved. Motion carried.

Some students have been suspended with only 47 hours. It was pointed out that until such time as the Senate passed on the document we must follow the catalog. If the Senate passes the document, it will be 48 hours for sophomore status and also for residence requirements.

Dean Charignon moved the 45 hours as stated in this catalog remain as such for the next two quarters. Dean Dykema seconded. Motion carried. Catalog will remain as it is until the Senate acts.

Miss Brownlee has authority to type on a record that a student is in good standing when he makes up and E grade.

A WP-WF form should be sent to the school in which the course itself is being offered--not the school in which the student is enrolled. The WP-WF petition may be acquired from the Registrar's Office and should also be turned in at that office.

The next meeting was scheduled for 1:00 p.m., March 12, Executive Conference Room.

Meeting was adjourned at 3:30 p.m.