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Minutes of Meeting of Academic Council. In attendance were Deans Dykema, Byo, Swartz, Charignon, Paraska, Miller and Foster. Also attending were Dr. Coffield, Dr. Coffelt and Dr. Jonas.

January 7, 1969

1:00 p.m. - Executive Conference Room

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

Dr. Jonas took the first few minutes of the meeting to distribute the new inventory or catalog of courses along with the old copies which may be used to proof the new sheets. Any time there is a change on the sheet, a corrected sheet should be forwarded to the computer center. Within a day or two you should have a clean copy again in your office.

Dr. Foster, Director of Institutional Research and Acting Dean of Admissions, was asked to speak to the group on several pertinent problems. Dr. Foster was welcomed as a permanent member of the Academic Council.

1. Dr. Foster talked about several areas suffering from communication breakdown in the University and asked that the Council think about ways to solve some of the problems. He feels that our main concern at this time is the bottleneck building up in the Computer Center. There should be some way for the Computer Center to run smoothly while at the same time eliminating much of the paper work done by hand by faculty, staff, and students.
2. Another question was brought up about who actually cancels classes of less than 15 students. General consensus was that the department heads should recommend to the deans and the deans should make the final decision about what classes will be canceled and contact the registrar.
3. Another matter of concern is the add-drop procedure. Dr. Foster will recommend that we look through our calendar so that there is no adding and dropping of classes until all initial registration is completed.
4. Dr. Foster listed the bottlenecks at this time as follows:
 - a. Admissions
 - b. Advising
 - c. Sectioning
 - d. Scan sheets
 - e. Paying of fees
 - f. Drop and add procedure

Any student wishing to add a class after Thursday, January 9, at 5:00 p.m. must have Dr. Foster's signature.

It was suggested that Dr. Foster write some of his plans and circulate them to the deans for their study and discussion at a forthcoming meeting.

Reports of classes with 15 or fewer students should be reported to Dr. Coffield on Monday, January 13. The department which cancels the class should be responsible for helping the student get another class.

The Faculty Senate passed the recommendations on warnings, suspensions, and withdrawals. It is now policy and will be implemented immediately. Individual deans still have the prerogative to admit suspended students.

A tentative travel policy was distributed to the group for study and discussion. It was pointed out that this policy is for discussion only and not in effect as such. Please read and study carefully for discussion at the next meeting.

We have received a communique from the Chancellor concerning funds available under title VI-A of the Ohio Education Act.

Under Category 1: Laboratory and other special equipment and materials for instructional purposes.

Under Category 2: Closed circuit television and equipment materials.

Ohio has been granted \$587,407--no institution may gain more than 10% and only one application may be filed from any one institution for category 1. Total available for TV is \$67,000. Dr. Coffelt will call a meeting with Dean Swartz, Mr. Ellis, Mr. Grcevich and some members of the Biology Department concerning these funds available.

Allocations for new positions in the budget will hopefully be out this week. You will have approximately three weeks to get your recommendations back in. Budget reviews will be held sometime between February 20 and March 5.

Dean Byo distributed copies of statements regarding periodical purchases within the departments as proposed by Dean Byo, Dean Swartz, and Dean Dykema. The word "our" in the next to the last line and the word "the" in the last line were deleted in the Proposed Policy Statement Regarding Periodical Purchases. Dean Byo moved we accept the proposed statements. Dean Charignon seconded. Motion carried.

The following announcements were made:

1. Dr. Coffield will discuss with Dr. Coffelt and Mr. Snyder whether or not we need general requirements two places in the catalog--in one section listed "general requirements" and again at the beginning of each school.
2. The Music School was asked to guard against students being awarded scholarships to Dana and denied admittance to the University.
3. The summer budget will be discussed next week.
4. Testing office procedures will be discussed next week.
5. The next meeting will be held January 14, 1969, 1:00 p.m., Executive Conference Room.

Meeting adjourned at 3:35 p.m.