

Minutes of meeting of Academic Council. Present were Deans Byo, Dykema, Swartz, Charignon, Paraska, Miller, Edgar, Foster, and Dr. Coffield.

April 8, 1969 - 1:00 p.m.

Executive Conference Room

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

Dean Swartz was called upon to give his report on the forms used for transfer of major. He believes the present form can be utilized with the following substitute for number 5:

If request is approved the receiving school will retain the yellow copy (duplicate) and forward the white copy (original) to the Registrar's office and the pink copy (triplicate) to the former school. If request is denied the entire folder (all copies plus the transcript) will be returned to the school retaining jurisdiction. Upon receipt of the approved original (white) copy the Registrar's office will take appropriate steps to notify both the computer center and the records office of the student's revised status.

Dr. Foster will investigate the use of the forms by the admissions office with the idea that these forms will not be used by that office in the future. We will continue to use the forms in existence (Mrs. Smith states we have enough for one more quarter) and Dean Swartz will order the new forms. Dean Dykema suggested we place a signature line beside the word "approved" and beside the word "denied" to force a decision on the forms.

The deans were again cautioned about approving travel requests which were not legal.

Dean Dykema distributed copies of his Suggestions for Revision of Final Exam Schedule, Spring, 1969, and a list of four alternatives to the present plan.

- Alternative No. 1 - Ruled out for administrative reasons
- Alternative No. 2 - Deans expressed concern about cutting out classes for seniors.
- Alternative No. 3 - From a legal standpoint would rather avoid this alternative.
- Alternative No. 4 - Has possibilities, will be discussed further.

In addition to the preceding four alternatives drawn up by Dean Dykema, three more were suggested at the meeting:

5. Apply a little pressure to get the routine work done early thus leaving more time for all offices to work on grades and final clearance of seniors.
6. Publish the program for graduation ahead of time leaving out the names of those seniors graduating to be printed at a later date. Make statement on the program to the effect that students names will be published later and the actual graduation of those taking part in commencement is contingent upon their having completed satisfactorily all requirements for their degree.
7. Refer the problem to the student government for their recommendations.

June 13 and 14 are available at Stambaugh Auditorium in the event the commencement date is changed.

Dr. Jonas passed around a sample of the changes he received for the schedules. Because of the large number of changes these schedules are not yet ready. The fall inventory of courses was distributed to the deans. They are to be returned only if there are changes to be made. If there are no changes, please let Dr. Foster and Dr. Jonas know as soon as possible. If they are not correct, correct them and return directly to Dr. Jonas by noon, April 9.

The first quarter schedules will not be ready by the 21st of April. Please set up your advisement schedules accordingly. The registration period ends May 16. Fall schedules should be available by April 28 providing we get finished with them by this Friday. It is more important to double proof the fall schedules than the summer.

There will be no more summer proofs. Please tell department heads no more changes except for cancellation of classes. There will be no proof for fall.

Dr. Foster announced that of the 51 students who had been to see him, 14 had been allowed to change because they were graduating seniors.

We must be careful not to punish a student for something that was not his fault and must constantly urge students to be absolutely sure the classes on their schedules are those for which they signed.

The deadline date for entering classes is to be used for suspended students also. Please do not admit suspended students after the deadline date.

Dr. Coffield agreed to send a letter emphasizing the importance of having grades in on time and other such policies just before the final exam week.

Final decisions on the final exam problem will be made next week.

Meeting adjourned at 3:15 p.m.

Alternative ~~1---make graduation date later~~
 2----early examination for seniors ✓
 3----graduation ceremony, but some may not finish
 4----four day finals period

Alt. No.	1st choice	2nd choice	3rd choice	4th choice
1	6	1	5	3
2	3	3	4	5
3	4	7	2	2
4	2	4	4	5

1. most votes went to alternative 1----to postpone the date of graduation.
2. from a scan of the votes it would appear that alternative 3---to allow students to go through the graduation ceremony, even though some would not receive degrees----was the overall second choice.
3. the other two alternatives were approximately equal possibilities.
4. if we weight the votes (4 for a first choice, 3 for a second choice, etc.) we find the alternatives weighted 40 for #1, 34 for #2, 43 for #3, and 33 for #4; so overall it would appear that alternatives 1 and 3 were somewhat favored over the other two possibilities.