

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

September 30, 1969 - 1:00 p.m.

Executive Conference Room

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

An announcement was made by Dr. Coffield that applications for White House Fellows had been distributed to the deans and that if they have anyone to suggest please forward to Dr. Coffield. There is an age limit on the White House Fellows--23-36 years of age. A pamphlet concerning the Esso Foundation was also distributed to the deans for their information.

Please have your department heads check for accuracy on the limited-service appointment forms. A full-time faculty member may not carry a limited-service appointment in another department. In response to a question concerning the limited-service reimbursement for the new JD recipients, Dr. Coffield stated that it would receive a bachelor's rate.

The meeting was then turned over to Dean Swartz for a report concerning scheduling patterns. He explained that he had in mind something like this:

1 hour	8:00-9:00
1-1/2 hours	9:00-10:30
1-1/2 hours	10:30-12:00
1 hour	12:00-1:00
1 hour	1:00-2:00
1-1/2 hours	2:00-3:30
3:30-4:30	To be used for meetings, etc.
4:30-7:00 and 7:00-10:00	To be broken as needed

Dean Swartz explained that this pattern would be a five-day pattern and that there could be several variations of the pattern. He also told the group according to the fall schedule we have the following in the way of credit-hour courses:

- 8 - one-hour courses
- 11 - two-hour courses
- 1207 - three-hour courses
- 139 - four-hour courses
- 135 - five-hour courses
- 2 - six-hour courses

It was suggested to the group that the class admit card may be more desirable than the scan sheet now provided. Dean Swartz suggested students be required to make a substantial payment before they even register for class.

Dean Swartz asked that the group think about and study the proposal before the next meeting. Please keep in mind the following:

1. It is just a proposal and will have to be discussed and adjusted as necessary.
2. What will be our primary instruction unit?
3. What will be an appropriate faculty load? We must give attention to class load---what it does to affect total program and space utilization.

Courses that are approved by the Faculty Senate still cannot be offered until they are listed in the State inventory.

Dean Dykema said that many teachers now wish to give final examinations to large groups of students at one time using one of the five free periods in the final exam schedule. This is fine as long as it is cleared but if it becomes a popular system, we will have to set up some coordination. This will have to be done through Dr. Coffield's office. If we have a special request, we may be able to amend or include it in the exam schedule.

Dean Paraska suggested that to have maximum room utilization we could assign each department so many rooms and force them to schedule all of their classes into those rooms.

Dean Charignon suggested:

1. Assign rooms to various schools as Dean Paraska suggested.
2. Department heads make out schedule only insofar as subject, number of sections, and instructors are concerned then let Dr. Scriven assign the time and room.

It was announced that we hope to have a scheduling officer eventually who will take care of the scheduling.

Dr. Coffield announced that we must keep transfer of funds within schools and departments to an absolute minimum and that we should anticipate audit problems at the State level on travel policy, especially moving expenses.

Meeting was adjourned at 3:17 p.m.

OK

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~~Dr. Coffield opened the meeting by expressing his confidence in Dr. Scriven as the new Dean of Admissions and Records.~~

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~~Dr. Coffield announced that in the event the Vietnam Moratorium is scheduled for Youngstown State, the policy of the University will be to operate as usual.~~

~~Dr. Pugsley, Mr. Rook, and Dr. Coffelt met in Chicago with the HUD agents.~~

Please have your department heads check for accuracy on the limited-service appointment forms. A full-time faculty member may not carry a limited-service appointment in another department. ~~XXX~~ In response to a question concerning the limited-service reimbursement for the new JD recipients, Dr. Coffield stated that it would ~~XXXX~~ receive a bachelor's rate.

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- 1-1/2 hours - 9-10:30
- 1-1/2 hours - 10:30-12:00
- 1 hour - 12:00-1:00
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- 4:30-7:00 and 7:00 to 10:00 - to be broken as needed

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