

ACADEMIC DEANS COUNCIL

Minutes of Meeting of September 28, 1971

PRESENT: Vice-President Edgar, Chairman, Deans Aurand, Charignon, Krill, Miller, Paraska, Scriven, Vanaman (representing Robinson), and Yozwiak.

1. The meeting was called to order at 1:10 p.m.
2. The minutes of the July 22 meeting were approved. In the future, Dr. Edgar's office will make the distribution of the minutes and do any necessary secretarial work.
3. The agenda, as distributed, indicated that the Media Center policy would be discussed. This discussion is deferred to the next meeting due to Dr. Eshleman's inability to attend because of illness.
4. Dr. Edgar advised the deans of the forthcoming meeting on the 15th of October on the subject of student evaluation of teaching so interested people could plan to attend.
5. Nominations are due by the 2nd of November to the Danforth Foundation on qualified faculty to be recognized for good teaching.
6. Those faculty members wishing the Vice-President for Academic Affairs to send letters to selective service boards in reference to deferments should submit their request in writing to the Vice-President complete with the selective service board number and address.
7. Memorandum from Dean Robinson brought to light the question of the policy that was adopted by the Dean's Council concerning advising on Friday evening. Dean Scriven indicated that this exception to the policy was resorted to in order to accommodate those students who have only Friday evening classes and to facilitate changes in the hope that some classes would fill above the minimum required to keep the class going.
8. The deans are expected to make the analysis of undersized classes without the benefit of Dr. Randolph Foster's assistance. Justification for the continuance of small classes is to be submitted to Dr. Edgar by Monday, October 4. In connection with this, Dr. Edgar pointed out that some chairmen are not following the usual channels of going to their respective deans for this decision.
9. The memorandum dated September 20 pertaining to planning for the summer of 1972 offerings omitted a last paragraph which dealt with the basis of the projection. The summer of 1971 enrollment indicated approximately

a 5% decrease from 1970 and the projection made by Institutional Research considered a similar pattern for the summer of 1972. These plans, for the summer of 1972, should be approved by the respective deans prior to submission to Dr. Edgar. The overall summer session problems will be discussed at a subsequent meeting.

10. Item 5 of the minutes of the meeting of April 20, 1971, lists an ad hoc committee to study the problem of faculty loads attributable to the supervision of student independent study. This ad hoc committee is hereby reconstituted to consist of Deans Yozwiak as chairman, Krill (replacing D'Isa), Smith (former chairman), and Charignon. This committee will study the problem promptly and make a report. Dean Yozwiak invited the views of the other deans.
11. Question has arisen concerning the distribution of faculty loads attributable to teaching in interdisciplinary courses such as those in the Black Studies program. Dr. Edgar has responded to the individuals who raised the question by indicating that the credit hour load of a course should be distributed equally between the faculty members participating or on a proportional basis if the effort of the participating faculty members is not equal.
12. Dr. Edgar advised the group that letters are being sent to those people on 9 month contract who are receiving their raises as indicated in the new budget because of promotions or earned degrees.
13. The restatement of the university travel regulations that appears on page 68 in section 4 under the title of "Travel Regulations" does not change the policy in use heretofore. Those faculty members who perform travel as designated representatives of the University, will be charged to the travel funds in the dean's budget. Those faculty members performing other travel that falls under category 1, will continue to be charged to the department budget.
14. The question of administrative grade changes has again arisen. Item 5 of the July 22 meeting first brought this problem to light. Dr. Edgar is announcing an interim policy to be followed on administrative grade changes. He has appointed an ad hoc committee to study this problem and report thereon. The committee consists of Deans Paraska (chairman), Miller, and Yozwiak.
15. A question was raised about the status of the forms for the Statute of Limitations. Dean Scriven advised that the form is now being printed and will be available in the very near future. At Dean Miller's request,

Dean Scriven has agreed that the Records office will develop an analysis of the academic record as it may be affected by the changes from semester to quarter and from the old three point grading scale to the present four point grade scale and any other university policy changes. This analysis will be submitted to the deans along with the student's transcript.

16. Accelerated course work and university credit by examination, mentioned in Item 8 of the minutes of July 22, is to be studied by a subcommittee consisting of Deans Aurand as chairman, Scriven, and Yozwiak. This study should also encompass CLEP, discussed in Item 7 in the minutes of June 8 meeting.
17. The free university which has been covered in the recent issues of the Jambar was discussed. The assignment of rooms for this use comes within the general university regulations pertaining to use of facilities. Item 6 from the July 22 meeting made mention of the need to develop a policy. Dean Scriven moved the appointment of a committee of deans to study the problems relating to free university classes and to make a recommendation. Dean Miller seconded. Motion carried.
18. Dr. Edgar advised the group that the university is now awaiting the hearing officer's recommendations in the Poddar case. As side issues, the matter of access to files was discussed. This matter warrants a university-wide review. The deans also discussed the matter of notes or memoranda for the record that an individual may wish to make for future reference.
19. Dr. Edgar expressed his concern about the need for continual review of faculty performance during the probationary period and consultation by the chairman and the faculty members to apprise faculty members of those areas in which improvement is needed. A systematic procedure is needed for guidance of all. The deans will be receiving an indication of the faculty members who are nearing the end of their probationary period.
20. The next meeting of the group will be Tuesday, October 5, at the same time and place.