

ACADEMIC DEANS COUNCIL

Minutes of Meeting of September 25, 1973

Present: Vice President Edgar; Deans Byo, Charignon, Miller, Moore, Paraska, Scriven, and Yozwiak.

Guest: Dr. Swan

1. Scriven moved and Charignon seconded that the minutes of the meeting of August 23, 1973, be approved subject to the correction(s) to the calendar by Mr. Livosky. Motion passed.
2. Charignon moved and Byo seconded that the statement as prepared by Dean Yozwiak entitled "Recognition of the Associate Degree" be approved as submitted.
 - a. After much discussion and many suggestions, the statement was amended to read as follows:

RECOGNITION OF THE ASSOCIATE DEGREE

The University recognizes the Associate degree as preliminary to the Baccalaureate and will admit students possessing the Associate degree from an accredited institution to advanced standing. Transfer credit will be granted for all work successfully completed for the Associate degree. If a student elects to pursue a Baccalaureate program different from his Associate degree program, it is normally expected that additional courses may be required before he achieves junior standing.

- b. Motion to shut off debate was approved 4 to 2.
 - c. Motion to table was defeated 3 to 4.
 - d. Motion to accept the amended statement as stated in "a" passed 4 to 3. The statement will be forwarded to the Academic Affairs Committee for study and recommendation to the Senate.
3. Vice President Edgar asked that all deans familiarize themselves with the personnel management section of the Management Improvement Program Manual (part 4 Personnel Functions section "D" Development and Evaluation of Faculty and Administrators, etc.). Since the deans do not have a copy, he will have copies of the manual distributed to the deans and would like their reaction to the above section by October 15, 1973.
4. The deans asked Vice President Edgar to confer with Mr. Aubrey on the physically handicapped letter that Mr. Aubrey sent out for clarification as to how the information requested could best be accumulated with discretion.
5. Dr. Swan reported on the faculty members' official promotion file to be retained in his office and requested that deans, through their chairmen, urge each faculty member to review his file personally.
 - a. Moore questioned the legal right of what should or should not go into the file.

5. (Continued)

- b. Paraska questioned the types of information to go into the file.
 - c. Charignon raised the question who is permitted to put things into the file.
6. Dr. Swan reviewed the Annual Faculty Data Sheet (as compiled by the English Department). Suggestions were made by the deans to enhance the information necessary to cover all schools. Dr. Swan will revise the Annual Faculty Data Sheet and see to the proper distribution of forms. The deadline for completion was left open.
7. The Application for Promotion form was reviewed by Dr. Swan. Adjustments to the forms were discussed, and a modified form will be presented by Dr. Swan.
8. Dr. Swan distributed four folders containing the following:
- a. Grievance Meeting form
 - b. Faculty Grievance form
 - c. Grievance Disposition form
 - d. Grievance Disposition Reaction form
 - e. A cover letter outlining the grievance procedure
- He requested that the deans familiarize themselves, as well as their department chairmen, with the forms and emphasized that when a grievance is received, to contact his office immediately.
9. Dr. Swan distributed a Travel Authorization Form for emergency travel not submitted on a regular travel request.
10. Dr. Swan distributed a Faculty Leave Report for the deans to review and make any suggestions for changes.

Meeting adjourned at 1535 with the next meeting scheduled at 1300 Tuesday, October 2, 1973, in the Arts and Sciences Conference Room.