

Minutes of meeting of Deans and Department Heads

September 22, 1967 2:00 to 2:40 p.m.

The meeting was called to order by Mary Smith, Registrar.

Mrs. Smith discussed the following items:

1. She remarked that registration is going better than changes of registration. While changes of schedule may be made throughout the first week of classes, she asked that as advisers you stand by next Monday and Tuesday to avoid as much confusion as possible. Regarding registration, Mrs. Smith stated that there were many probable changes still to be made but that things are beginning to take shape. She asked that the faculty check their classes very carefully next Monday to make certain students are not repeating courses for which they already have credit. Some confusion may still exist over courses converted to the quarter system.
2. No class cards will be distributed to faculty. You will receive instead a roster for your classes. These rosters will be available Friday. If a student is attending your class whose name does not appear on the roster, he must produce a class-admit card by Wednesday morning. Enrollment must be correctly completed by the end of the second week of the quarter as the State of Ohio sets appropriations according to the number of students enrolled. If you have a combined class, you will simply receive both rosters and treat the two classes as one class.
3. Announcement was made that room schedules are in preparation and that requests for rooms were honored wherever possible. These schedules will be distributed next week.
4. Schedules for the winter quarter must be turned in by October 2 and schedules for the spring quarter must be turned in by November 1. Mrs. Smith complimented the faculty on the fine job done with scheduling this last spring and summer. She stated that she expected the summer to be much more "rugged" than it actually had been.
5. Since we are required to provide the State Board of Regents with a complete course inventory, a temporary listing of courses which might be offered during the coming year has been prepared from various sources. The list will be distributed to departmental chairmen with a request that the listing be checked, corrected if incorrect, and returned to the Registrar.

The meeting was then turned over to Dean Coffield.

1. Dean Coffield stated that the policy for cancelling classes of enrollment below 15 was set up primarily for the summer session but that it might be a good general policy. Therefore, if you have any classes with an enrollment of under 15, please talk with Dean Coffield about cancelling such classes.
2. Dean Coffield asked the department heads to please see that no suspended student is allowed to remain in class.
3. A deadline date for schedules for the summer quarter will be announced at a later date. Dr. Coffield announced that sometime in the spring, you will be asked to make a schedule for the entire year (school year 1968-1969).
4. It was emphasized that if a course is not on the inventory referred to by Mrs. Smith, it cannot be offered because we do not get paid for any class which does not appear on the conversion table.
5. Our classroom utilization must be increased, therefore, increasing our total availability in the teaching week.
6. Dean Coffield announced that forms have been ordered for limited-service faculty and that they should be in within 10 days to 2 weeks. A form must be filled out for EVERY limited-service faculty member. In the meantime, you may go ahead and make commitments to those limited-service faculty members in your section. The pay period for limited-service faculty is still one per month, and the pay rate is on the basis of student-credit hours--not clock hours.

The meeting was adjourned at 2:40 p.m.