

Minutes of Meeting of Academic Council and Mrs. Smith, Registrar

November 28, 1967 *WMC*

Conference room - Executive offices

The meeting was called to order at 1:15 by Dean Coffield.

Mrs. Smith was asked to give any suggestions or recommendations on the subject of summer class hours and loads. She stated her experience in school had been to take 3-hour courses for one summer term and 5-hour courses for an entire summer. She also suggested it would be best to guard against confusing schedules because of the problem of classroom space.

Dean Dykema asked if the Council felt we owe it to the few foreign language students to set up language classes to run all summer. After discussing the subject with the problems involved, the following was suggested by both Dean Swartz and Dean Charignon:

Summer session, in general, will be exactly the same time schedule as we now use except that class time will be doubled if the class is offered in a five-week session. This will also enable a class to be given for 10 weeks if we so desire.

The question of whether a student taking nine hours of a single class will be allowed to take 15 hours during the summer will be left to the discretion of the academic dean of that school. Also, special provisions can be made to take care of the foreign language classes.

The total summer load should follow the same pattern as the total regular load. Thus, the student taking nine hours in one subject may take six hours in addition, with the understanding that certain exceptions can be made as need be. It was generally felt that because of the 10-week sessions, we will not have as much trouble with students overloading in the summer.

With the preceding suggestions as a guide, the summer schedule would be as follows: June 17 - July 24 (first session) July 25 - August 30 (second session) with the last class period being examination period except for graduating seniors in the second term.

The second topic for discussion was the present rule which states that a class must have at least 15 students; otherwise, it will be cancelled.

1. Does this mean that 15 students must be registered for the class or that 15 students must be in the class after all changes in scheduling have taken place?

2. If a class is cancelled, does the professor get paid?
3. Can we transfer students from an overloaded class in the same subject to a class which has fewer than 15 students in order to keep it open?
4. Are we fulfilling our obligation as a university if we cancel classes from the students?

These were some of the questions asked and discussed by the Council.

It is important that we keep the cost of summer school as low as possible (1) to provide an increase in salaries, and (2) to maintain recruitment of faculty members. We want as many student-hour equivalents as possible because this is the source of our money. The minimum load for a 9-month teacher in a 5-week summer term will have to be 6-hours and there will be only one salary.

The following announcements were made:

1. Summer schedules for next year must be in to Mrs. Smith by March 1.
2. The budget should be in by January 12.
3. A reminder was made that February is promotion month.

Since the new calendar will be drawn up soon, it was asked if the Council recommended any alterations or changes. Everyone agreed that the calendar as it stands this year has met with everyone's approval.

Dean Miller and Dean Swartz are to prepare a new form for the WP-WF Petitions.

The next meeting was scheduled for December 12 at 1:00 p.m.

Meeting was adjourned at 3:05 p.m.