

Minutes of Meeting of Academic Council. Present were: Deans Edgar, Charignon, Paraska, Miller, Swartz, Dykema and Coffield. Also attending were Mrs. Elenz, Mr. Livosky, Miss Brownlee, Mrs. Smith, Mr. Martindale and Mr. Aubrey.

March 26, 1968 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:10 p.m.

Corrections on Minutes of Meeting of March 5, 1968.

Page 1. Change summer commencement to "spring" commencement.

Page 2. Change the word martialing to read "marshaling".

Page 3. Change intrecollege to read "intercollege".

It was brought to the attention of the Council that nine people (5 full-time and 4 part-time faculty members) did not turn in their grades on time. Dean Coffield requested that each dean please have someone from his school or office present at the point where grades are to be turned in on the deadline date so that if a faculty member has not turned in his grades, he may be contacted immediately.

The first item for discussion was a review of the resolution by President Pugsley concerning the late payment fees. After considerable discussion about the matter, the general concensus was that we should continue to use a flat late payment fee. When a definite procedure has been decided upon and passed by the Board, a letter will be sent to each student enrolled at Youngstown State University giving them notice of the new procedure.

If the Trustees approve the Resolution, the Business Office is requested to send a letter to all students now on installment payments informing them that deferred payments will be discontinued.

The procedure for graduation this spring and the procedure for the future graduation ceremonies was discussed. Dean Swartz suggested introducing a resolution to the Board technically granting degrees at the end of each quarter. Grade transcripts do give the specific dates of graduation. Miss Brownlee distributed the Recommendations of the Sub-Committee on Graduation for the 1968 graduation. These recommendations met with approval except that notifying deans of changes in name, major, month of graduation or degree (No. 4 in the recommendations) should be done in writing.

On recommendations for future graduations, Dean Swartz had developed two forms: the first being a Notice of Intention to Apply for Graduation and the Application for Graduation. The fee for the rental of the cap and gown will remain as part of the graduation fee. It was suggested that a line be provided for a social security number on the Application for Graduation. In general, the group liked the Notice of Intention to Apply for Graduation and the Application for Graduation forms. Another change on the Notice of Intention to Apply for Graduation is in the line giving number of quarter hours of work completed. This line should read, "I have completed _____ quarter hours of work with passing grades." The committee will make the necessary changes in the forms and have some sample copies printed up for the next meeting.

Registration and Advisement--The deans must tell Mrs. Smith just when they intend to register for summer. The Registrar's scheduled registration begins May 21 and ends May 29. If we follow these dates, the Business Office will have no time to get the lists out.

We must have some kind of pre-registration to take care of the transient students. As a State University, we do have an obligation to Ohio State students even if they are transient. We must try to provide them with the classes they need and if they register at the beginning of the quarter, many of these classes are already closed.

The cut-off date for acceptance of applications for summer quarter is May 24. Mr. Martindale, Mrs. Elenz and Mrs. Smith were asked to prepare workable dates for registration and billing processes to be discussed at the next meeting.

Dean Coffield stated that he must have an accurate count of classes on the first day of summer school. He also pointed out that within the State System of Ohio we must have a late registration period for the summer school.

The matter of coding students is rather difficult at this time because of impending changes. There will be a change in present registration form. We must show a place to check if they are working for a teaching certificate. A system should be used which corresponds somewhat with the degrees named on the graduation form.

It was brought to the attention of the group that there might be some cases where a year's suspension seems too harsh. On this point, it was made clear that any dean has the discretion to reinstate a student before one year, but the formal penalty for suspension is one full year.

Dean Dykema moved that the decision as to whether students may register this week should be left to the dean of the individual school and the deans should be rigorous in making their decisions. Dean Swartz seconded. Motion carried.

The next meeting will be held on Tuesday, April 2, 1968, at 1:00 p.m. in the Executive Conference Room.

Meeting was adjourned at 3:00 p.m.