

Minutes of Meeting of Academic Council

November 12, 1968 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:00 p.m.

Dr. Coffelt announced that deadline dates for the spring quarter have been revised and a copy of such is attached. Please remember that all class schedules are to be cleared through the appropriate dean's office.

Dr. Coffelt distributed copies of the new faculty handbook with instructions to each dean to review it and call Dr. Coffelt when ready to discuss the handbook with him. Dr. Coffelt requested that the deans particularly look for:

1. Major omissions
2. Correctness of existing statements
3. Appropriateness

The Table of Contents is divided into the following five sections in the handbook:

1. Administration
2. Organization for instruction
3. Faculty personnel policies
4. Campus services and programs
5. Student regulations and requirements

It was explained that this handbook, as now composed, includes only already existing policies.

Each dean is asked to make a list of all faculty in his school with a foreign educational background. This list is to be provided Mrs. McDonald. These people may be called upon to help in evaluating international student transcripts.

The meeting was adjourned at 2:00 p.m.

Spring Quarter, 68/69

Schedules due from Deans	<u>December 13</u> .
Book orders due from Depts .	<u>December 27</u> .
Schedules ready for printer	<u>December 27</u> .
Schedules ready for distribution	<u>January 27</u> .
Advisement period	<u>Jan 27 - Feb 14</u> .
Registration begins	<u>February 5</u> .
Last day for admission	<u>February 14- 21</u> .
Registration ends	<u>February 14- 21</u> .
Registration of new and transfer students	<u>February 26 March 8</u> .
Payment due date	<u>March 12- 14</u> .
Payment cut-off date	<u>March 17- 20</u> .
Change of registration	<u>March 24 and 25</u> .
Spring Quarter begins	<u>March 26</u> .
Last day for adds	<u>April 2</u> .
Last day for WP	<u>April 23</u> .
Spring Quarter ends	<u>June 10</u> .

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Registration ends	<u>February <del>14</del> 21</u> .
Registration of new and transfer students	<u>February <del>26</del> March 8</u> .
Payment due date	<u>March <del>12</del> 14</u> .
Payment cut-off date	<u>March <del>17</del> 20</u> .
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