

Minutes of meeting of Academic Council. Attending were Deans Paraska, Miller, Dykema, Swartz, Byo, Charignon, and Edgar. Also attending were Dr. Coffield, Dr. Coffelt, and Mrs. Smith Registrar.

December 5 - 10:00 a.m.

Executive Conference Room

The meeting was called to order at 10:05 a.m.

The first item of business was the distribution of the new class rosters. It was noted that no WP's were on the rosters. The rosters are to be distributed, checked carefully, returned to the dean of the school, and finally to the office of the Vice President for Academic Affairs no later than December 12, at 4:00 p.m. Graduate courses should also go to the school deans. The rosters are to be signed by the appropriate instructor as proof that they were checked. The accuracy of the class roster will reflect the accuracy of the grade report sheet.

Grade reporting must be completed by 9:00 a.m. Monday, December 23. The Registrar's Office will be open from 9:00 a.m. until 5:00 p.m. on Saturday, December 21, and from 1:00 p.m. until 3:00 p.m. on Sunday, December 22. Each set of grades should be reported within 48 hours after the final examination except Saturday exams will have only 24 hours in which to report.

It was suggested that it may not be necessary for each dean to sign for late registrations. Dean Dykema moved we change this procedure. After some discussion it was decided to leave procedure as it is for another quarter. Dean Dykema withdrew his motion.

The form for application for graduation must be restudied and redesigned. It does not now have a copy for the student.

Two questions were raised as to the procedure in marking students' transcripts with actual date of graduation:

1. Should the diploma use the actual date of completion of requirements or the date of the nearest graduation ceremony?
2. Should all records be marked with the actual date of completion of requirements or just those that have been requested by the student to be so marked?

No definite policy has been set regarding the above questions as yet.

Dr. Jonas was asked to come to the meeting at this time for any questions concerning the procedures for class schedules. The following instructions were given:

1. The course code is the IBM number. There is also a shaded area headed Department Code--this should not be filled in.
2. Form 2 is not to be turned in with the schedule. When form 2 is to be submitted you will have been supplied with the course codes.

3. Each dean will be provided with a copy of the course catalog to be kept in his office.
4. Each department must have a separate page. If a course takes more than one line please indicate with brackets.
5. Prerequisites will be indicated only to the extent that there is such. The schedule will not note what the prerequisites are.
6. A lab connected with a specific course should be listed on a separate line directly below the course to which it is connected.
7. The form 2 should be turned in with the checked and corrected schedules.

Concerning the travel policy, it was stated that more responsibility for checking travel requests should be placed on the department chairmen. Those persons traveling to high schools, etc. may be reimbursed on a monthly basis but must submit a travel request estimating the expenses for that period of time. Only a reimbursement form is needed for moving expenses and a candidate's expenses; however, the former should include the statement from the movers and a candidate should include his hotel and travel receipts. A travel reimbursement which has had no previous request must be approved by the Vice President for Academic Affairs. The suggestion was made that we might make a chart listing points often traveled to with limitations on the amount of reimbursement allowed to and from those points. Most of the council thought this would be a good idea.

The following questions were brought before Dr. Coffield from the Student Council. He, in turn, asked for recommendations and discussion from the Academic Council:

1. Does a faculty member have the right to lower a grade due to attendance in class?

Dean Dykema's interpretation of the catalog was that the faculty member can not justify lowering grades due to irregular attendance. The catalog does read that poor attendance may lead to a reduction of credit hours. There seems to be no policy stating the instructor may lower a grade--only tradition.

2. Does an instructor have the authority or right to reduce grades because of dress or appearance?

General consensus was that the instructor should not reduce a grade because his dress or appearance does not meet the instructor's standards; but that if an instructor desires to grade on such a basis (particularly in the case of professional courses (example: nursing) such should be made clear to the students at the beginning of the quarter.

3. Is there any written policy concerning grades on make-up tests?

The answer to grading on make-up tests should come from the department. The absence must be justifiable to warrant a make-up test. A popular practice concerning quizzes is to throw away the lowest grade (which would be the quiz not taken in such a case) and average the other quiz scores. None of the deans was aware of any lowering of grades because a make-up test was taken.

4. May students be denied the right to attend class because they are tardy or because of appearance? Does the instructor have a right to lower a grade because the student did not have a book?

There was difference of opinion on the first question but no written policy exists on such. General consensus was that the instructor did not have a right to lower a grade because the student did not have a book.

Several announcements were made before the meeting was adjourned:

1. Dean Dykema announced that summer and fall schedules must be in in time to register the students in May.
2. The deans were reminded to get the reports in on requests for new faculty positions. We hope to be able to allocate the positions before Christmas.
3. A memo has been sent to the faculty concerning requests for leave for the 1969-70 academic year.
4. There is no need to hold evening hours the week between Christmas and New Year's.

Meeting adjourned at 12:40 p.m.