

Minutes of meeting of Academic Council - Present were Deans Edgar, Dykema, Foster, Swartz, Charignon, Miller, Paraska, and Dr. Coffield

April 15, 1969 - 1:00 p.m.

Executive Conference Room

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

Dean Edgar distributed a blue form to be used for graduate school registration and advisement. Eventually we hope to have all schools color-coded. At the present time, the blue advisement and registration form is used for graduate students only. Dean Edgar will see that sufficient copies are forwarded to each dean. No registration and advisement forms but these blue ones may be coded "19".

It was suggested that there should be a written policy established on who fills out the various parts of these registration and advisement forms.

After considerable discussion the following motion was made:

Dean Dykema moved that all details of procedure and forms that have to do with admission, registration, and records, be referred to Dr. Foster for recommendations and revisions.

Dean Edgar seconded. Motion carried.

Dr. Foster announced that the summer bulletin is out and the letter to all currently enrolled students is ready to go out with the date of April 28 for the beginning of advisement. It was suggested that the letter should specify where each school office is located. It was also announced that beginning summer quarter registration periods will be determined by the number of credit hours completed. For example:

175 C.H. or more	9:00 a.m.
150-174	11:00 a.m.
125-149	1:00 p.m.
100-124	3:00 p.m. etc.

Dr. Coffield requested reports from each dean by April 16 as to whether the schedule presented on the budget for the summer coincides with the bulletin you now have and if not, how it is different.

If we get the entire schedule to the computer by Friday, April 18, we can have some schedules by Tuesday or Wednesday of next week.

A discussion about the final examination week brought the following motion:

Dr. Foster moved that the final examinations begin on Monday, June 2, and continue through Saturday, June 7.

Dean Charignon seconded. Motion carried.

The Thursday commencement exercise will remain unchanged. The final examination schedule along with a memo from Dr. Coffield explaining the reasons for the change will be distributed within a few days.

Dr. Coffield will re-examine the entire five-year calendar.

A discussion followed on the matter of dress and attendance and its effect on grades. General consensus seemed to be that it depended on just what class one was referring to. It was stated that we can hardly place a deadline on entering classes and then turn around and say that attendance in class does not count. Dr. Coffield will draft a statement on attendance to comply with 'producing results from the deans'. He will talk with Dr. Behen and Miss Boyer about the subject.

Dean Dykema, Dr. Foster, and Dean Paraska were asked to meet and report on the subject of orientation and how to ensure better attendance at such.

Meeting adjourned at 2:55 p.m.