

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

September 18, 1969 - 1:00 p.m.

Executive Conference Room

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

Dr. Coffield introduced Dr. Scriven to the group. Dr. Scriven is our new Dean of Admissions and Records. He opened by stated that his philosophy about his office is that it is a service office--concerned about service to students, prospective students, former students, faculty and administration. Dr. Scriven stated that he must have some lead time before he can provide better service. The first proposal from Dr. Scriven was that it seems a waste of professors' time to go to the registrar's office to fill in grade report sheets. He would like to distribute grade report sheets and let them fill them in at school or at home and return them. Dr. Scriven said that he had such fine cooperation from faculty this summer in getting the grade reports in. He also suggested we figure honor student graduates the quarter before they actually graduate leaving out their last quarter completely. The only real concern would be borderline cases. Dean Swartz suggested we could put a statement on the commencement program stating that honors had been calculated on the basis of work completed at the end of the preceding quarter and that any changes will be noted on the transcript and the diploma. Dr. Coffield suggested Dr. Scriven review our total proposed calendar for the next few years and let us know if we need to alter it anywhere.

Dean Dykema also had two suggestions:

1. All material sent to students should also be sent to advisors.
2. When rosters come from the registrar's office there should be adequate explanation as to what it is and what the individual is expected to do with it.

Dr. Scriven concurred with both suggestions and asked that deans inform him as to how many advisors they have. He will forward material to advisors through the deans' offices.

Dr. Scriven is attempting to coordinate efforts working with the computer center. He would like to have notes or phone calls on anything that is not quite right so that he is aware of it. The Office of the Dean of Admissions has regularly-scheduled weekly meetings with the computer center.

Dr. Scriven concurred with Dr. Coffield that it would be desirable in all matters relating to records, etc. that communication be with the Office of the Dean of Admissions rather than the computer center.

It was suggested by the group that a flow chart prepared by Dr. Scriven with the cooperation of the deans would be helpful.

An Office Manual for the Office of Admissions and Records is being developed. The first copy should be finished by the first of March and will include all the procedures of these offices.

Dean Miller mentioned that there is no notification to the school that a grade change has actually taken place in the computer center and there is no copy of a change of registration for the school after the change has actually taken place.

Dr. Coffield is aware that advisors are telling students to register for anything then change registration after the quarter begins. THIS MUST BE STOPPED. Please bring this up with your advisors. Advisors are also to help students change their registration. Dean Miller suggested an orientation for advisors might be helpful. Some do not know how to make out a schedule.

Dr. Coffield stated that the President will ask that each department have departmental meetings once a month and a college-wide meeting will be held once each quarter.

The Change of Grade Form must be equipped with a Reason for the Change of Grade.

Dr. Scriven would like to set up registration so that the location is conducive to communication and everyone will know immediately when a class is cancelled. Suggestions were that there could be a tally board in each school or we could look into getting a television monitor system with a closed circuit camera. We shall explore these possibilities.

In the future we plan to distribute a 60-day roster to be checked by the individual instructor in preparation for final grade rosters.

Dr. Scriven told the group not to think all of their problems have been centered in the computer center. He is dependent on each dean to let him know what is or is not happening.

Dr. Scriven was asked to consider the possibility of having two or three sections at the same hour thereby enabling the school to combine or split the classes as is necessary. Perhaps the same IBM number could be used for the classes scheduled for the same hour with an identifying a, b, c, or d to designate which section.

There is one error in the computer that should be corrected. A student on probation who drops all courses within the allowed time period is suspended by the computer rather than continued on probation. Dr Coffield will see that Dr. Jonas is authorized to correct this error.

The deans asked that they be sent copies of materials which are mailed to students so that they are aware of what they are expected to do. Dean Miller asked that schools be notified as to who is not coming in and Dr. Scriven stated that this must be a two-way communication since sometimes the schools are notified and he does not get the information.

Dean Miller suggested that instead of taking only the transcript from the last school attended for a transfer student, be sure to get copies of all transcripts from all previous schools attended.

Dr. Scriven proposes to list evaluation on transfer credits hopefully in two to three weeks. There was some discussion about how many hours should be given a transfer student coming from a semester and trimester system into the quarter system. It is dean's prerogative to see that the student takes courses to meet all of his school's requirements but he cannot refuse to allow the student credit (elective or otherwise) for courses he has taken and passed at another school.

The Orientation program will be turned over to the Dean of Student Affairs coordinated with Dr. Scriven and the Academic Council.

Late registration will be held September 29.

Bills will hopefully all go out by tomorrow. They are due in by the 23rd. Computer Center will be notified of those who have not paid. They will notify Dean of Admissions and Records by Friday, the 24th of September, of number of vacant spaces available. We will open up these spaces and open up all reserve patterns.

Dr. Coffield would like to have a statement on policy on class limitations from each school. Dr. Scriven asked the deans for copies of the class schedule with maximum number you want scheduled so that he may adjust the schedule when payment is made. All agreed to do so.

Dr. Scriven stated that Dean Dykema's memo to his department heads on room utilization is excellent. He asked that copies be sent to all deans.

Dean Swartz will delay his report but asked the deans to think about the following: He has set up time schedules that are the same every day of the week and are set up in slots of 1/2 hour, 1 hour and 1-1/2 hours to be split or combined as needed.

Dr. Coffield asked the group to think about the following for the next meeting: For example, how does a change in psychology from three to five hours affect the music program, etc.?

The meeting was adjourned at 3:50 p.m.