

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

October 14, 1969 - 1:00 p.m.

Executive Conference Room

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

Dr. Scriven reminded the group that schedules were due from the deans on October 13. Regarding registration procedure, a problem is that students and advisors do not at the time of advisement know which classes are open and closed. Dr. Scriven offered the following suggestions and/or proposals:

1. He would like to improve communications. Dr. Scriven proposes that each morning of registration we will have persons located in any one of a half dozen places who will be in constant contact with the tally board. These people will know how many seats are still available in each section of each class. Anyone can go to this person (probably one in each building) at any time and be able to know exactly how many spots are listed. Each evening the computer will do its work and the following morning we will have an updated list hoping also to have a copy for the advisor. In order to do this it will be imperative that all patterns become non-existent.

2. Dr. Scriven also suggests that pre-registration for fall should be later.

3. He proposes all students have an equal opportunity according to number of hours completed. All students, before getting into the registration line, should have an opportunity to be informed as to what is and what is not open.

Dean Dykema suggests that any patterns developed should be done so by Dr. Scriven so that the deans are not responsible and he may set them up as needed. We must be concerned about all the students--not just those in our own school.

Dr. Coffield feels that our major problem relates to fall quarter registration. This is the quarter that reserves most patterns for freshmen. Dr. Jonas explained that we should have a sheet marked with an "X" for those classes which are patterned. This would be used for the tally board (actual open space). It is still his feeling that April is not the time to register for classes to begin in October.

Dr. Scriven then stated that there will be no patterns and we will be able to create a tally board. No patterns at all in November--there may be some in December for incoming freshmen.

Dr. Jonas stated that October 27 is the deadline for the printer. Mrs. Smith will fill in rooms. All schedules are in except Dean Byo and Dean Dykema. As soon as he gets them all he will send them back for final corrections.

Dean Miller suggested that we put a room schedule up later and go to print without it. The only problem with this suggestion is the availability of the rooms. There seemed to be a general concensus among the deans that they would like

to be assigned so many rooms to schedule as they see fit. It is too late to do this for the winter quarter but it may be feasible for spring quarter. Regarding the schedules, the four Dr. Jonas has will get back to their schools this week for final corrections--the other two will be returned Monday, a.m. Leave room numbers off and a supplementary room schedule will be run. After the winter quarter schedule is completed, anytime the deans care to send their spring quarter schedules back to Dr. Jonas, they may.

Final grade scan sheets should be sent to instructors through the deans' offices. Dr. Scriven will write out a message to be put at the bottom of each grade sheet so that they know what to do with them if it is agreed that this is how they will be handled. No decision was made on this matter--it was delayed until the next meeting.

Dr. Coffield announced not to do anything on faculty load report until they receive another notice. This will come after the official 14th-day enrollment.

Meeting adjourned at 3:00 p.m.

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