

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

Engineering Conference Room - 1:00 p.m.

October 28, 1969

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

The document concerning registration for winter quarter was distributed for study and comment (copy attached).

Dean Edgar stated that procedures, page 3, shows graduate school materials to be distributed from the graduate office. The graduate school office does not distribute any enrollment materials.

Page 1, item 4: Dean Charignon states that it is not possible for engineering students to have that many alternates to classes. It was stated that this is just "strongly urged"--that the students should have as many alternates lined up as possible.

Dr. Scriven stated that we hope to supply each dean's office with a folder of all the materials and instructions. The directions for registration will be a part of this folder. These are the materials that will also be supplied to the students. These packages will be picked up in the deans' offices. In this way, the student does not get the materials unless you want them to have it. We will have signs posted stating that if they have not gotten a permit they should go to the registrar's office to get one. He may pick up registration materials only at his school.

If the computer has incorrect information regarding the school a student is enrolled in, it should be corrected at this time so that the student picks up his materials from the proper dean's office.

A question was raised regarding how the post-graduate student was designated on print-outs. They may not be graduate students. The group felt that Mrs. Smith had always listed them as 190+ hours, and that they register with graduate students and seniors.

Page 1, item 4: Dean Paraska stated that what was meant was that this is the week that is open for advisement but does not limit advisement to this week. We should keep in mind that someone must be here to help the night students during this time.

We will have a communications expert from Cleveland visiting the campus this week. We hope he will help us with our communications problems during the registration and advisement periods. We hope to have a closed-circuit TV to let students know when classes are closed. If not, each dean's office will receive a copy of the tally board and the academic dean will be responsible for updating it. Someone will have to be available at all times to keep the tally board up to date.

Dr. Scriven reminded the deans that he had requested each dean to supply him with the number of copies of all materials he provides that they require. Please see that Dr. Scriven gets this information.

Corrections in school, major and degrees are to be made in the deans' offices. Any correction in number of hours completed must be done in the registrar's office.

Dean Charignon moved that January 5 stay as is as first day of classes and that January 2 remain the date for late registration thus adopting the written document. Dean Dykema seconded. Motion carried.

If a student is withdrawn from registration because he did not pay his bill, he must go back to his advisor and start all over again.

Dr. Coffield announced that we have a 7 per cent increase in limited-service faculty this fall quarter. Our FTE faculty to FTE student ratio is now 20.6. He explained that this is gross data and he will try to have it down to net data as rapidly as possible.

We need to study our curriculum and decide how many times a year we need to offer certain courses and stick to it.

Dr. Scriven hopes to set up a program whereby the student registers only once a year for the full year and run only a change of registration each quarter. Dr. Coffield agrees with Dr. Scriven and stated that we should work toward this goal.

Dr. Jonas announced that by 8:00 a.m. Thursday, we should have the bulletin into the hands of the printer.

Dr. Scriven also announced that any change of room will come from the faculty member to the department head to the dean to Dr. Scriven. Dr. Jonas, Dr. Scriven and Mrs. Smith will work together on the room schedule.

Dean Dykema stated that he would like to be able to hold off-campus classes without an approved travel request form. Dr. Coffield said he would like some kind of notification but would rather not develop another form for just this type of request. If a class is organized we have a responsibility for their safety. It was suggested that one request be submitted per quarter. Dean Swartz moved we table this issue at this time. Dean Charignon seconded. Motion carried.

The meeting was adjourned at 3:00 p.m.

INTER-OFFICE CORRESPONDENCE

TO Vice-Presidents Coffelt and Coffield

DATE 10/24/69

FROM J. A. Scriven

SUBJECT Registration for Winter Quarter, 1969.

As you know, we have been thinking about methods of improvement for the registration procedure at Youngstown State University. Please accept the following as the procedure which will be followed for the registration for Winter Quarter, 1969.

1. On November 1, the Computer Center will provide the Registrar with a permit to enroll and a copy of the permit to enroll for all currently enrolled students plus students who did enroll for the Fall Quarter and subsequently withdrew. The permit to enroll will include the student's name, mailing address, place for local address if different than mailing address, Social Security number, hours completed, school, major, degree, residency, and "working for a teaching certificate -- yes no".
2. Through all means of communication possible, Jambar, Deans, Department Heads, Instructors, students will be notified that permits to register have been mailed and that students who did not receive such a permit are to check with the Registrar's Office.
3. No later than November 5, the Registrar will mail the cards and distribute to each Dean's Office registration materials. These materials will include:
 - A. Class Bulletin
 - B. Directions for Registration
 - C. Any special directions from the Dean of the School concerned.
 - D. Scan Sheet
 - E. Class schedule form for student to block in to prevent conflicts.
 - F. Veterans Form
 - G. Advisement Sheet
 - H. Folder for material, with directions imprinted.
4. Advisement period begins November 8, and ends November 15. It is strongly urged that all students receive at least as many alternate courses from their advisors as the number in which they will enroll.

5. Enrollment will take place as follows:

Employees and Special Students	Monday, November 17	0900 - 1200
Graduate Students and Seniors	Monday, November 17	1200 - 1600
	Tuesday, November 18	0900 - 1600
Graduate and Senior Night Students Only	Monday, November 17	1700 - 1900
	Tuesday, November 18	1700 - 1900
Juniors	Wednesday, November 19	0900 - 1600
	Thursday, November 20	0900 - 1600
Junior Night Students	Wednesday, November 19	1700 - 1900
	Thursday, November 20	1700 - 1900
Sophomores	Friday, November 21	0900 - 1600
	Monday, November 24	0900 - 1600
	Tuesday, November 25	0900 - 1600
Sophomore Night Students	Monday, November 24	1700 - 1900
	Tuesday, November 25	1700 - 1900
FREE DAY (For all Graduate, Seniors, Junior, Sophomore students who have not yet registered)	Wednesday, November 26	0900 - 1600
Freshmen	Monday, December 1	0900 - 1600
	Tuesday, December 2	0900 - 1600
	Wednesday, December 3	0900 - 1600
	Thursday, December 4	0900 - 1600
	Friday, December 5	0900 - 1200
Night Students	Wednesday, December 3	1700 - 1900
	Thursday, December 4	1700 - 1900
FREE AFTERNOON (For anyone who has not yet registered.)	Friday, December 5	1300 - 1800

5. Continued

- a. In using the above schedule, Graduate, Senior, Junior and Sophomore students may register at their appointed time or any time thereafter through November 26, at 1600 hours.
- b. Graduate, Senior, Junior, and Sophomore students who fail to register by the 23th have a second opportunity to register the afternoon of December 5.
- c. Freshmen may register at their appointed time or any time thereafter through Friday, December 5, at 1800 hours.
- d. Students enrolled in evening classes only may register during any evening enrollment.
- e. Only new and transfer students will register December 6. Only on this day will reserved patterns be existent.
- f. Friday, January 2, will be late registration and will be the last day that any student may register (this does not include adding a class).

6. Procedures

- a. A student may secure his enrollment materials from his Dean's Office by presenting his permit to enroll.
- b. During registration, a student may determine whether or not a class is open in one of nine locations as follows:
 1. Registrar's Office
 - ~~2. Kilcawley Student Lounge~~
 3. Arts & Science (Dean's Office)
 4. Business Administration (Dean's Office)
 5. Education (Dean's Office)
 6. Engineering (Dean's Office)
 7. Graduate School (Dean's Office)
 8. Music (Dean's Office)
 9. Technical and Community College (Dean's Office)
- c. This will be achieved in the following manner:
 1. At the beginning of registration, each Dean's Office will receive a copy of the tally board for use in that office. The Academic Dean will be responsible for the continuous updating of this document. The Registrar's Office will be

responsible for the updating of this document in the Registrar's Office and Kilcawley Student Lounge.

2. Each morning the keeper of the official tally will inform the person keeping the remote tallies of the number of spaces remaining in each class section.
3. Periodically throughout the day, and as classes reach a crucial (only five spaces) point, the keeper of the official tally board will inform the keeper of the remote tallies.

By using the above communication procedure, a student may know at any time during the registration process the approximate number of spaces remaining in each class section from one of the nine locations on campus.

7. It will be the student's responsibility to complete all registration materials prior to entering Kilcawley Basement.
8. During this registration process, a 24-hour clock and time designation will be used. Other processes which will occur are as follows:
 - a. Bursar will include a note printed in bold face with the bill indicating that registrations will be cancelled if payment is not received by the deadline date.
 - b. Students will be informed of important dates by notifying the jambar, and by placing signs in critical places throughout the campus.
 - c. All registration workers will wear name tags.

In order that this procedure may take place, it will be necessary to start immediately with implementation. Should you determine that some of the procedures seem unworkable, I would appreciate knowing this at your earliest convenience.

CCS: Miss Brownlee
Mrs. DeLucco
Dr. Jonas
Mr. Livosky
Mr. Martindale
Mrs. Moore
Mr. Painter
Mrs. Prince
Mrs. Smith
Mrs. Truhan