

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

December 9, 1969

Executive Conference Room

The meeting was convened at 1:00 p.m.

1. Dean Scriven distributed the calendar for spring, summer and fall quarters for 1970.
2. A report on changes of registration for fall, 1969 was presented as follows:

8,014 students made course changes of some type
7,686 dropped one or more courses
5,103 added one or more courses

15,609 individual drops were processed
8,747 additions were processed

2,077 different class sections experienced one or more student drops
1,788 different class sections experienced one or more student adds

Discussion on these statistics followed with attention directed toward causes and methods of improvement. The following were identified:

- a) large number of working students and changing work schedule
- b) time lag between registration and beginning of classes
- c) weakness in advisement system
- d) low penalty for change of registration (\$2.00)
- e) same instructional fee charge for range of 12-17 hours encourages students to register for overload.

MOTION: Dean Byo moved that a study of the total fee structure be conducted. Motion passed.

3. Discussion continued on problems of registration and scheduling.
4. Attention was called to practice of leaves of absences and holidays for classified personnel. Holidays and length of work week have been established by State Civil Service regulations. These regulations must be followed. Any absence from duty, except on approved holidays, requires the completion of appropriate forms in the University personnel office.
5. The question of procedure on December and March graduation was raised. After discussion the matter was summarized by Dean Dykema: "No change in catalog requirements should be made." The diplomas have been issued in December and March in the past. They should bear a completion date, date of conferment and date of requirements, if the diploma should not be issued at a regular commencement time. A specific form has been used by senior students during their last quarter, prior to official reports which are submitted by Dean or Dept. Heads. The dean receives them indirectly since various qualified personnel prepare the senior sheets. A memo is to be sent from Dr. Coffield's office after he has checked with Miss Brownlee on this procedure.

6. Attention was given to the problems associated with differences in course listings in the University catalog, schedule of class bulletins, and the inventory of courses. Catalog deadlines and work of Curriculum Committee and Senate action make uniformity difficult. A subcommittee was appointed to study and report on these questions. Members are Deans Miller, Dykema and Edgar (chairman).
7. Request for clarification of policy of Sick Leave for full-service faculty was made. A memorandum on this question will be prepared and distributed. Emphasis was given to the University policy that extra compensation for "extra duties or overloads" was definitely prohibited.
8. Dr. Coffield emphasized the need for careful review of travel requests from faculty and staff. A significant increase in travel reimbursements was noted for the first two months as compared with the same period of 1968-69.
9. A request was made to increase the salary rate for limited service faculty. This will be discussed with the President and Budget Committee.

The meeting was adjourned at 3:45 p.m.

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AD HOC COMMITTEE TO STUDY UNIVERSITY-WIDE CLASS SCHEDULING

December 2, 1969 3:30 p.m. Engineering Science Conference Room

Dean Paraska called the meeting to order.

The results of the public hearing were discussed and it was decided we should prepare the recommendations for the Senate. Dean Paraska reported that he had requested a place on the agenda for the December 5 meeting but was told the agenda for this meeting had been completed.

Dean Dykema suggested our recommendations include guidelines or time limits so that all courses will be re-evaluated or reviewed within a specified time.

It was agreed that our recommendations should include a time schedule for evening classes and that the Monday-Wednesday and Tuesday-Thursday pattern should be maintained. One time schedule suggested for four hour courses was: 5:10-6:50, 7-8:40, and 8:50-10:30. A student attempting to take three four hour courses in two evenings would have classes for 5½ hours with only two ten-minute breaks.

Dr. Yozwiak suggested a pattern using 7:30 as a central point with schedules up to that point and away from it. Under this plan, a four hour class meeting two evenings would be scheduled 5:40-7:30 or 7:40 to 9:30; five hour classes would be scheduled 5:15-7:30 and 7:40-9:55; three hour classes would be scheduled 6:15-7:30 and 7:40-8:55. It was agreed that in our recommendation we should include the description of the time pattern for four hour classes only.

Dean Dykema mentioned the desirability of not scheduling classes between 4-5 daily to provide a time for holding meetings.

Further discussion resulted in the adopted the following (see attached sheet) recommendations to be presented to the Senate at the January meeting or at a special meeting if one is called for December 19:

The meeting adjourned at 5:50 p.m.

Present: Mr. Mettee, Mrs. Miner, Dean Paraska, Mr. Williamson,
Mr. Yozwiak, Dean Dykema, Mr. Grim

John L. Grim, Secretary

Next and Final Meeting:

Tuesday, December 9, at 3:30 p.m., Engineering Sci. Conference Room