

ACADEMIC DEANS COUNCIL

October 17, 1972

Present: Edgar, Aurand, Charignon, Krill, Miller, Paraska, Vanaman, Yozwiak

1. Aurand moved approval of the minutes of the meeting of October 12. Miller seconded. Motion passed.
2. Edgar brought up the question of travel requests. Problems have arisen when several people from a given department attend the same meeting. There seems to be little correlation on the mode of travel. Edgar requested that:
 - a. All requests to attend a given meeting be submitted at one time to see that they are in accord with our travel regulations.
 - b. If a brochure giving financial data of a meeting is available, it would be helpful to attach it to the request.
 - c. Some correlation in requests for reimbursement seems advisable, but it is not clear how this could be done. At present, each faculty member is required to submit his own request to the Accounts Payable office.
3. RE: CONFERENCE COURSE REQUEST FORM
 - a. Yozwiak moved that in the Distribution, an additional copy be provided for the Department involved--for the benefit of the instructor or chairman or both. Charignon seconded the motion. Motion passed.
 - b. Krill pointed out that, in the 1972-73 catalog, the first sentence in the section on Conference Courses (p. 48) states: "Except in very unusual cases, personal or conference work is not offered". He expressed the view that we were in violation of this statement because any independent study course is "personal work". The Council concurred and it was suggested that the words "personal or" should be deleted from the sentence.
 - c. Paraska moved approval of the form with a change expected to be made in the GENERAL paragraph regarding "Exceptions." (If the Academic Affairs Committee approves our request that the exceptions be approved by the dean of the school in which the student is enrolled rather than the ACC, this fact should be stated on the form). Krill seconded the motion. The motion passed. It was felt that the preparation of the new form should await action by the Academic Affairs Committee.
4. RE: EXTRA HOURS CREDIT APPLICATION

Aurand moved approval of the form with deletion of the sentence in the GENERAL paragraph "Exception to the catalog must be approved by the Academic Standards Committee". Miller seconded the motion. Motion passed.

NOTE: Miller suggested that no "NCR form" be provided for this "APPLICATION" since it is rarely used. The suggestion might also be appropriate for the CONFERENCE COURSE REQUEST.

5. The discussion of "exceptions" to various policies continued to the matter of "repetition of courses". The catalog states (p. 48) simply, "A student may repeat a course once". No exception to this implied, yet there have been instances of this policy being violated. Aurand moved the addition of the sentence "Any further repetitions must be approved by the dean of the school in which the student is enrolled." Charignon seconded the motion and the motion passed.
6. It was decided to take no action on Yozwiak's proposals (dated August 2, 1972) regarding Graduation Honors. Mary Smith's study reveals that if the proposed policies were in effect, many who had qualified for honors would, under the present policy, not have been eligible. The matter should be studied further.
7. A discussion ensued concerning implementing the recent policy modification on repetition of courses. Reference was made to questions raised by B. Brownlee in her memo to Dean Scriven (dated 10/1/72). Some of the agreements included the following:

The policy applies

- a. only to courses taken and repeated at YSU.
- b. If there is a difference in hours between the two courses involved, the hours of the course to be counted will be used (whether this is less than or greater than the number of hours of the other course).
- c. Eligibility for honors will not be affected by the fact that this policy was or was not used.
- d. The policy may not be used for students who have already received a degree (either a Bachelor or an Associate degree). The policy does not apply to Graduate School students unless the graduate faculty rules otherwise.
- e. If a copy of a student's record is desired, the dean's office must request it. After adjustment, a corrected copy of the student's record should be made available to the dean and to the student. (There was considerable discussion as to the cost involved and who should assume this expense--the student, the school, or the Records Office? No conclusion was arrived at).