

ACADEMIC DEANS COUNCIL

Minutes, Wednesday, December 1, 1976

Arts & Sciences Conference Room

**Present:** Edgar, Alderman, Drew (Moore), Foster (Rand), McGraw, Miller, Paraska, Sutton and Yozwiak

**Absent:** McBriarty and Scriven

**Guest:** Jonas and Sullivan

- 1) The minutes of Tuesday, November 23, 1976 were not available and will be presented at the next meeting for approval.
- 2) Dr. Edgar announced that Honors Day will be held on Tuesday, May 17, 1977 at 2000 in the Kilcawley Center Multi-Purpose Room.
- 3) Dr. Edgar reminded the Deans to provide him with comments on the Academic Advisement Proposal dated May 1976, presented by Dr. George E. Letchworth, Chairperson of an Ad-Hoc Committee by Friday, December 3, 1976.
- 4) Dr. Edgar extended the time for submitting proposal for terminal appointments of faculty and chairpersons from Wednesday, December 1, 1976 as recommended in Dr. Coffelt's letter, to Friday, December 3, 1976.
- 5) Dr. Edgar submitted the 1977 Summer Budget to the Deans and requested them to return the completed budget for their individual schools by Tuesday, January 4, 1977.
  - a) Guidelines were reviewed by Dr. Edgar, with, however, no specific increases in enrollments or expenditures indicated; the deans agreed that the budget requests would be reasonable.
  - b) Dr. Jonas reviewed the new forms to be used in 1977 and provided the Deans with examples for their chairpersons and a cost analysis for the Summer Budget 1976 broken down by Departments, Schools and the University.

Approved December 8, 1976

**Discussion of 1977 Summer Budget continued:**

- (1) 12-month personnel who have teaching assignments will be included on the Departmental Form and footnoted.
- (2) Split classes and other deviations from normal assignments should be footnoted.
- (3) The space at the right of the Departmental Summer Budget Recommendations 1977 (corrected from 1976) was suggested by Dr. Alderman to include the course code, departmental catalog number, days, times and credit hours.  
Leave these spaces blank at the present time.
- (4) Departmental Administrative Component will be an add-on later when the Ad-Hoc Committee reports to Dr. Edgar. Dean Yozwiak gave a few remarks as to the process that the committee had made to date.
- (5) A question and answer period followed.
- 6) Dr. Jonas passed on to the Deans that Dean Scriven predicted a 0% growth for the academic year 1977-78, however, that there could be some shifts within the student body by schools.
- 7) Dr. Alderman suggested a new method be developed for handling Summer Contracts so that they didn't have to be written repeatedly. He suggested they could be given after summer school started if Dr. Edgar could give each Dean and chairperson a validation of the courses to be offered by the departments by certifying that the proposed Summer Budget has been approved subject to the guidelines for small classes.
- 8) A discussion followed concerning the Student Academic Grievance Procedure that will be taken up by the Senate on Friday, December 3, 1976. Dean Yozwiak wanted to know the Deans' reaction to his draft recommendation on "Procedure." It was recommended that he play it by ear and propose it to the Senate when he deemed it necessary.
- 9) The subject of the "Dean's Role in Faculty Evaluation" was discussed, especially where the

Dean may not be in agreement with the results of the departmental committee and/or the departmental chairperson. It was suggested that the Dean put a cover letter on the departmental evaluations, by noting that in his estimation there is doubt as to the reliability of the evaluations if criteria has not been properly established and/or followed or if faculty ratings are not truly representative of the faculty within the department and that the issue of non compliance with the agreement may be in jeopardy.

10) Meeting adjourned at 1515.

Minutes by Dean Miller