

ACADEMIC DEANS' COUNCIL
Minutes
Arts & Sciences Conference Room

September 21, 1976, 1:00 p.m.

Present: Alderman, Drew, Edgar, McBriarty, McGraw, Miller, Paraska, Rand, Scriven, Sutton, Yozwiak

1. The minutes of the September 7, 1976, meeting were approved as distributed.
2. Vice President Edgar reminded the Deans that the Faculty Service Load Report is due in his office by 9:00 A.M., September 24. He also announced that the goldenrod copies of the Limited Service Contracts should be in the Payroll Office by 5:00 p.m., Wednesday, September 22.
3. Dr. Alderman distributed to each Dean his respective list of full-time faculty as copied from the 1976-77 budget. He requested that this list be checked for (a) total head-count, and (b) those tenured, then returned to him.
4. Vice President Edgar brought before the group Dr. Looby's suggestion that the Deans consider the issuance of the undergraduate catalog once every two years. He is prompted to make this suggestion because of the rapidly increasing publication costs.

This was discussed at some length with additional options emerging:

- 1) Reduce the length of course descriptions to 25 words or less.
- 2) Issue 2 catalogs: (a) course listing, (b) course descriptions.
- 3) Use a cheaper grade of paper.
- 4) Compose a style book which would tend to restrict the size of the catalog by mandating a consistent and equitable format.

The consensus was not in favor of the 2-year catalog, since the savings would not seem to justify the change. It was suggested that from this point on, however, new course listings be restricted to a specific length. It was also suggested that perhaps the University Relations budget could be increased to cover the required costs.

5. A form for reporting cheating or plagiarism was discussed by Dean McBriarty who sought reactions from the group. This form is intended to become a part of the student's folder in the Student Affairs Office. The group agreed that it was an appropriate procedure and recommended that Dean McBriarty send copies of the forms directly to the department chairmen.
6. Dean Rand raised the question as to whether or not it would be appropriate to require his signature on Conference Course Request forms initiated by graduate students. A recommendation on this was delayed until the Graduate Council could discuss the whole question of the efficacy of graduate students electing conference courses.

approved 10/5/76

7. Vice President Edgar initiated a discussion on faculty workload. This issue is particularly critical since it is probably going to become a subject at the bargaining table. After considerable discussion and expression of varying points of view, Dr. Edgar offered these principles which he had discussed with President Coffelt:

A reasonable faculty workload policy should take into account (1) the differences in instructional methods among the various disciplines; (2) the need to provide flexibility at the college and departmental level; (3) the need to be certain that overall instructional costs are borne by income; (4) the need to take into account accreditation standards if applicable; (5) the importance of recognizing that the various workload models cannot be based upon the lowest defensible workload within the University.

Vice President Edgar distributed copies of the policy worked out last year by the Faculty Workload Committee. This document had been developed prior to the last series of negotiations but had not been approved for incorporation in the Agreement. Subject--to be continued.

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

Respectfully submitted,

William R. McGraw
Secretary pro tem

distributed to deans 9/24/76

approved 10/5/76