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ACADEMIC DEANS' COUNCIL  
Minutes of Meeting  
Wednesday, May 17, 1978, @1400

Present: Edgar, Drew (for Moore), Loch, McBriarty, Yozwiak, Sutton, Paraska, Scriven, McGraw, and Miller.

Guest: Yiannaki

1. Scriven moved approval of the minutes of the May 2, 1978, meeting. McGraw seconded. Motion passed.
2. Orientation/Registration schedule dated 5/4/78: The following comments highlighted an open discussion:
  - a. Paraska recommended divorcing orientation and registration for the next year.
  - b. McBriarty is going to work up some format for orientation, as a separate function, over the summer or early fall.
  - c. Paraska commended the Registrar's Office for giving him a list of students last summer so that he could cluster them by program during registration.
  - d. Sutton said we have a computer that should be doing our registration by mail.
  - e. Scriven countered by saying it would work well if we did not have a commuter campus.

Scriven moved, with Yozwiak seconding, that the Orientation/Registration schedule dated 5/4/78 be approved with the following adjustments:

August 7 — Delete "Arts and Sciences. Insert "Education."

August 14 — Insert "Education."

Add Footnote: Schools may cancel if number of students do not warrant a session.

Motion passed.

3. Honors Convocation.

Paraska suggested that all award winners that Edgar presents awards to line up according to the program to receive their awards to save time. Any duplicate award winners can get back in line in their appropriate position.

4. Edgar distributed a news release on projected enrollment declines.

approved May 30, 1978

5. Second Major Proposal by Yozwiak dated March 8, 1978.

Sutton moved to approve it. Yozwiak seconded. Discussion followed. Miller moved that the motion be tabled until he could get clarification from AACSB. Paraska seconded it. Motion to table approved with Miller to consult with AACSB representative and bring back information to the next meeting.

6. Summer Commencement.

Scriven submitted a list of 1977 Summer commencement problems. Discussion followed. Summer 1978 will not have early reporting of graduating seniors' grades. Diplomas will be mailed out by the Registrar's Office at a prescribed date which will be made known to students. Hopefully, the Admissions and Registrar's Offices will not be moving back into Jones Hall during this period.

7. Scriven wants faculty to turn grades into the Registrar's Office instead of turning them into the Dean's Office. If this is done, the faculty could immediately check for any discrepancies, and corrections could be made at that time. Deans would get a copy the following morning of all grades turned in by their faculty the previous day. Faculty would be given 48 hours after each exam to turn in their grades. (Note: This does not mean 48 hours after the last exam.) Deans are to think about it as a potential move for the current Spring Quarter.

8. In order to assist the Records Office to get diplomas out as early as possible (see prescribed date listed in 6 above), the following timetable has been suggested:

- a. Grades will be due Monday, August 28.
- b. Grade reports should be ready Wednesday, August 30.
- c. Senior sheets should be in Records Office no later than three (3) full working days after grade reports are received.

9. Meeting adjourned at 3:55 p.m.

Minutes by Miller