

## DEANS' COUNCIL MINUTES

Meeting of November 4, 1986

College of Applied Science and Technology

Present: Scriven, Hotchkiss, Lyons, Yozwiak, Richley, Ruggles, Conser, Mapley, McEwing, Sutton, McBriarty, Nordtvedt.

(Associate Provost conducted the meeting for Provost Gillis.)

I. Minutes of October 14, 1986, meeting approved as distributed.

### II. OLD BUSINESS

- A. Faculty Development Activities. Discussion took place on President Humphrey's memo of October 3, 1986, which made it clear that Deans may conclude that Category I reimbursement for Faculty Development Travel is appropriate.
- B. Proposed Agreement on Graduate Programming. Substantive agreement between Akron, Cleveland State and YSU has been reached regarding cooperative graduate programming. Kent, however, has raised old issues which were once thought to have been settled. Provost Gillis is meeting today with Provosts from Akron, Cleveland and Kent to further the cooperative concept.
- C. Standardized Form for Dean's Scholarship Application. A draft version of a common application form prepared by W. Livosky was discussed at some length. Scriven moved and Yozwiak seconded the following motion.

Each Dean is to provide revisions in an attempt to modify the common form.

Discussion was heard about the practicality of and the preference of high school counselors for a common form for a single YSU scholarship program. Also heard was discussion on the need to retain individual forms to preserve identity and project image. After it was apparent that a 3 to 3 tie vote would result, Yozwiak withdrew his second of the motion and discussion ended.

- D. Late Registration Dates. Scriven reported that the recently circulated 87-88 Academic Operating Calendar included the several changes requested at the last Deans' meeting. Further comments on the calendar must be forwarded to the Provost by November 14.

- E. Credit By Exam During Last 45 QH. Scriven raised a question referred by G. Letchworth which asks whether a student may use "credit by exam" to earn degree credits which fall within the student's last 45 qh. The clear consensus supported current policy which does not permit the use of "credit by exam" during the last 45 qh for Bachelors students or the last 30 qh for Associate students.

### III. **New Business**

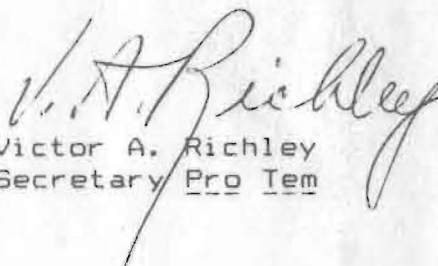
- A. Training On Model 204. Provost Gillis recommends that future users of the model 204 terminal to access student on-line records begin training now in order that they become proficient and be able to take on system analysis tasks in the future. The Provost requests each Dean to provide him with a list of trainees from their schools. The Deans were unsure of the purpose of the training and asked that the Provost provide further clarification.
- B. Card Access to Buildings. A meeting is to take place regarding card access to buildings. For lack of information, little discussion followed.
- C. 1987-88 Undergraduate Catalog. Scriven distributed a calendar of dates for the development of the catalog.
- D. Fall 86 Faculty Workload Reports. Changes and corrections in these reports are to be directed to the Provost promptly in order that he can make his report to OBOR.
- E. Intra-University Transfers. Scriven reported that the problem with transfers being entered in the on-line system at the expense of other information has been solved.
- F. Immigration & Naturalization Rules for Foreign Students. Sutton explained that the U.S. Immigration Service requires that the title of the major include a specific field of study such as "Engineering". Both "Undetermined Engineering" and "Pre Engineering" are acceptable majors.
- G. Rescheduling of Classes. Scriven reports that in response to recent complaints, classes will not be rescheduled by the Registrar's office without consulting the appropriate Chairman or Dean.
- H. Future Grade Reports. Scriven reported that the current supply of 5 copy grade report forms is running low and reorder is necessary. He proposed that single copy reports be purchased and mailed to students. Other users of grade reports information would have to use the on-line student record system. No date for completion of the on-line system and transcript printing capability could be given. Most Deans agreed that when the on-line system has been established and found to be reliable, printed transcripts would be preferred to grade reports.

Until then, the problems a single grade report system would create would far outweigh any cost savings it might provide. Some problems which would be introduced by a single report system if introduced now are:

1. Academic advising using a terminal would take a great deal more time and would be impersonal.
2. Terminals are not available in all departments, and in many departments, terminals for several faculty advisors would be needed.
3. Only three quarters of information are now available on the system whereas most student files include all report cards issued, updated curriculum sheets, partial transcripts and transfer credit evaluations.

Scriven expressed his appreciation for the Deans' input.

- I. Scheduling of 3qh Course on Two Days. Sutton questioned the scheduling of H&PE 590 (3qh) for 1 hour on Tues. and 2 hours on Thurs. It was pointed out that current policy allows about 20% of such courses to be so scheduled.

  
Victor A. Richley  
Secretary Pro Tem

Approved December 9, 1986

CALENDAR FOR DEVELOPMENT OF  
1987-1988 UNDERGRADUATE CATALOG

January 12, 1987 - Provost sends a printed copy with all corrections to date to appropriate personnel for proofing.

February 2, 1987 - Proof copies returned to Provost with corrections in red.

February 17, 1987 - All corrections approved by Provost to Student Data Services.

May 6, 1987 - Last Senate meeting for curriculum changes.

May 25, 1987 - Camera ready copy to appropriate personnel for final proofing.

June 1, 1987 - Final proof returned to Provost with corrections in red.

June 8, 1987 - Camera ready copy to Publications Office.

June 12, 1987 - Final camera ready copy to Printer.

July 15, 1987 - Catalogs ready for distribution.