

8-5-1968

# Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (1968). *Council of Academic Deans*. Paper 62.  
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## THE COUNCIL OF ACADEMIC DEANS

August 5, 1968

The Council of Academic Deans met in Dr. Cravens' office at 1:30 p. m., Monday, August 5, 1968. All deans were present.

### Order of Business:

Mr. Lazarus met with the deans to discuss some matters concerning registration. He indicated that packets would soon be mailed to students planning to enroll for the fall term. He then called attention to the mounting problem of changes in programs after registration. He said the problem was becoming so pronounced that one person could not handle all the cases. He proposed including a drop-add card in each student's packet to be used if the student needed to make a change. After some discussion it was decided to try this approach next semester. Mr. Lazarus also informed the deans that this fall a number of class cards equal to the capacity of the classroom where a class was scheduled would be punched. When the cards are exhausted this means the classroom is full. Dr. Cravens said he would ask Mr. Cook and Mrs. Carter to check the list giving classroom capacities.

Dr. Minton raised a question concerning University practice on the mailing of schedules. He said he felt we were a bit stingy with our schedules. The present policy was to request a person to fill out a data sheet before he would receive a schedule. Dr. Page noted this was a sore spot for many. Mr. Lazarus said he would work out something on this matter.

Dr. Hourigan asked the deans to contact their faculty members concerning final grades for ROTC Students to be commissioned on Friday.

Dr. Cravens asked Dr. O. J. Wilson to enter the meeting and the University Lecture Series was discussed. Dr. Russell indicated that the Ogden College of Science and Technology would like to sponsor Edward Teller. He said he felt Teller might like to visit here because of Western's physics program. Dr. Jenkins indicated that the College of Commerce would be happy to sponsor either Carl Stokes or Whitney Young. Dr. Cravens noted the William "Whitey" Sanders, editorial cartoonist for the Milwaukee Journal was already scheduled to be here. Dr. Cravens indicated he would like to confer with Dr. O. J. Wilson on further details for the lectures.

Dr. Russell raised a question concerning the possibility of approval of an academic improvement assignment in the fall semester. Dr. Cravens said approval might be possible in the second semester. Dr. Jenkins said he felt academic improvement assignments should include post-doctoral work.

Dr. Cravens indicated that contracted services would be considered at the next meeting.

The Dean then called attention to the chart on procedures for changing academic programs. He said we had reached the point where we needed some guidelines.

The meeting adjourned at 3:00.