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The University of Akron Faculty Senate Chronicle

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## Faculty Senate Chronicle December 1, 1971

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# AU Chronicle

a report to the faculty of  
the university of akron



1971-72, No. 3 (11 pages)

December 1, 1971

## SPECIAL DATES

Founders Day will be observed on Wednesday, January 12, 1972. The first three classes will meet that morning (8, 9 and 10 a.m.). There will be no classes after the 10 a.m. class until 4 p.m. when all classes will meet as scheduled the balance of the day and evening.

The Founders Day-Presidential Inauguration Convocation will be held at 11 a.m. in Memorial Hall and conclude by noon.

The annual Faculty Educational Conference for all faculty is arranged for 2:15 p.m. that afternoon.

Details for the entire Founders Day will be distributed later. This advance information may help in planning individual schedules for the winter quarter.

University Council will meet on Thursday, December 9, 1971, at 3:30 p.m. in Room 307, Business Administration-Law Building.

\* \* \*

## MINUTES OF UNIVERSITY COUNCIL MEETING OF NOVEMBER 18, 1971

The regular meeting of the University Council was called to order by the Chairman, President D. J. Guzzetta, at 3:30 p.m. on Thursday, November 18, 1971 in Room 307 of the Business Administration-Law Building, a new location.

Fifty-five members of the Council were present. Those absentees who were excused were Dr. W. B. Crabtree, Dr. J. W. Dunlap and Mr. H. Paul Schrank, Jr. Other absentees were Miss I. Goshorn, Mr. V. Mathia and Dr. M. Morton. There were several faculty and student visitors.

President Guzzetta welcomed Mr. Douglas Nodine, the newest member of Council in his capacity as elected president of the Graduate Student Council, and assigned by the Procedural Committee to membership on the Academic Policies and Curriculum Committee of University Council.

As the first item on the agenda, President Guzzetta asked for consideration of the minutes of the meeting of Council on October 21, 1971, as printed in the November 1, 1971 issue of the AU Chronicle.

Dr. Fatemi requested an addition to the third paragraph on page 14 concerning the report of the Committee on Faculty Well-Being, Rights and Responsibilities, indicating that it should have been noted that his committee will consider the statement concerning the nonreappointment of untenured faculty and will make a report of their deliberations at a later time.

Dr. Gerlach noted that on page 9, sixth paragraph, it was Professor Bee, not Professor Grant who had asked to amend the June 8, 1971 minutes. The Secretary of Council apologized for not having included Dr. Louis Roemer (second paragraph, page 9) among those excused from attendance at the October meeting.



## UNIVERSITY COUNCIL MEETING, continued

With these changes the minutes were approved as printed and corrected.

The Secretary, Dr. Riedinger, informed the Council that she had carried out their assignments and had transmitted Council's resolution to Miss Dorothy Hamlen and received her written thanks in return; and had conveyed Council's sympathy to Mrs. Julia Hull and her daughter who had responded with a note of appreciation to Council.

As the opening item under "Remarks of the President", Dr. Guzzetta told the Council that the information on salaries is now in the mail to all full-time teaching faculty, but he read the summary as is customary at the November meeting of Council as follows:

<u>1971-72</u>	<u>Professors</u>	<u>Assoc. Profs.</u>	<u>Asst. Profs.</u>	<u>Instructors</u>
Minimum	\$14,166	\$12,200	\$ 9,600	\$ 8,000
Median	19,200	15,700	12,300	9,700
Average	19,402	15,525	12,488	9,628
Maximum	24,000	19,800	16,250	12,600

Appropriate salary adjustments for 1972-73 will be considered by the Board of Trustees within available resources for that academic year.

Dr. Guzzetta said that the average for all ranks is \$13,626 as contrasted with \$12,766 last year. When additional benefits are included the average compensation for the full-time teaching faculty this year is \$15,762, and was \$14,687 in 1970-71.

The President announced that plans are being completed for the December 12, 1971 Commencement and that the speaker will be Dr. Glenn A. Olds, new president of Kent State University. He will receive the only honorary degree (Doctor of Laws) to be conferred on that occasion.

When the Ohio Board of Regents meets tomorrow in Columbus, it is expected to approve the University's new program in Community Services Technology in the Community and Technical College. The Regents will also probably extend approval for certain fee increases previously requested for the remainder of the academic year. The University of Akron's fees which have been in effect since Summer Session I, are still among the lowest of the state universities.

Dr. Guzzetta discussed the financial ramifications of the delay in Columbus in adopting a state budget. Because currently the outlook is for reduced state support, our budget is being revised to conform with an anticipated \$14,400,000 state income instead of the \$15,400,000 originally expected when the Board approved our 1971-72 budget last April. If our allocation is increased, readjustments will then be considered.

The Board of Trustees, to accommodate the convenience of more of its members, the President continued, has moved its regular meeting date to the fourth Wednesday rather than the third. Consequently, he cannot report to Council actions already taken that month, but can mention items to be considered. One such recommendation he has included in his November Report to the Board is an amendment to the Board's Bylaws and Regulations. This would provide for the Vice President of Academic Affairs to be the presiding officer of the Council. He had discussed this this noon with



## UNIVERSITY COUNCIL MEETING, continued

the Committee on Faculty Well-Being, Rights and Responsibilities. Other things which will be discussed at the Trustees' meeting next Wednesday will be preparation for the North Central visitation, appointment of advisory committees for the Wayne General and Technical College, and the Statement on Faculty Rights and Responsibilities which the Council had adopted last June and which will probably be referred to the Board's Educational Policy Committee for study and recommendation to the Board.

Another important item to report to the Board will be the availability of the St. James Church earlier than anticipated. Some of the facility can be used by the University on January 3, 1972, and more of it for classrooms, nursery school and satellite food service, by the end of January. Temporarily it will be known as East Hall. Progress is continuing on the interior plans for Buchtel Hall. If money is appropriated by the Legislature, it is still hoped that bids may be sought soon after the first of the year. The Vice Presidential Search Committee is nearing its identification of possible candidates to recommend for formal consideration.

As to the wage-price freeze, Dr. Guzzetta said that he had instructed the Financial Office to pay the full authorized salaries beginning with November 14, and this increase will appear in the next checks. At this time the legal obstacles to paying retroactive amounts have not been cleared. However, the University will petition for this consideration. Although some universities are already paying retroactive contracts, none of the Ohio state universities is doing so. Many national educational associations are adding their weight to requests of the government for salaries to be paid retroactively. He hopes that we can do this soon. In response to the details on the salary rates, Mr. Duff advised the Council that an explanation of the computation would accompany each pay check this month.

Proceeding to the reports of the standing committees, Dr. Gerlach summarized the actions of the Procedural Committee which had met on November 2. The members had denied a request for an appointment to a subcommittee of the Academic Policies Committee; had considered publishing shorter minutes of University Council; had discussed appointment of a committee to recommend revisions in the Faculty Manual.

Mr. Motz requested a special meeting of the Procedural Committee to review the method of appointing students to Council committees.

Speaking for the Academic Policies and Curriculum Committee Dr. Poston said that the summary sheet before Council represented the approved course changes to be effective next September 1972. Since there had been no objections and since there were no special actions required, these will stand approved as a matter of record. [The changes appear elsewhere in this issue.]

Dr. Poston added that one very real concern of the Executive Committee had to do with space allocation for classes. For 1972 at least 10-12 new classrooms will be needed. This is the basis for the urgent plea for scheduling of more classes at less popular hours. Also as part of his report for the Executive Committee Dr. Poston referred to the request of Dr. Gerlach in the previous Council meeting to respond to questions raised at the March 16, 1971 meeting of the Graduate Council. Among these items, a change in remission of Graduate Assistant fees had been approved; hospitalization insurance for graduate assistants had been referred to the Financial Office since to add this coverage to the University contract would jeopardize the plan-coverage. It will probably be made available without University underwriting. Limits had been set on summer teaching loads, and as reaffirmed at Atwood, 12 hours was summer maximum. Also reference was made toward the future elimination of the small class formula; and the Committee stated that the present budgetary situation would not permit moving to full summer compensation now.



## UNIVERSITY COUNCIL MEETING, continued

Dr. Jackson inquired whether the policy of approving reports of Executive Committee by Council would indicate endorsement.

Following discussion of the small class formula there were statements indicating a desire by some of Council for further study of the summer 75 percent salary policy with view to making it 100 percent. Dean Rogers pointed out that Kent and Cleveland State follow the 75 percent pattern, and cited reasons for this. Ramifications of 12- versus 9-month contracts and unemployment compensation, as well as recruiting aspects were discussed. The various adjustments to the proposed 1972-73 University calendar were mentioned and their relationship to a 12-month academic year. Dean Rogers, chairman of the calendar subcommittee, expects to present the new calendar, on the quarter basis, at the next meeting of Council.

Mr. Ronald Taylor reported that the Campus Facilities Planning Committee has been meeting to establish priorities for not only this biennium but the next. One of their main concerns is the traffic and transportation problem. They have appointed a subcommittee to explore feasibility of cooperating with Metro. They also are investigating in depth the multimedia classroom possibilities. He suggested to the President that these might be of interest to those working on the Educational Research and Development project.

On behalf of the Committee on Faculty Well-Being, Rights and Responsibilities Dr. Fatemi summarized their several regular and special meetings where they had considered summer pay, fringe benefits, ethics, legal angles of nonreappointment of faculty, significance of the court decision in Cleveland on the Youngstown faculty case, the request to the Deans to make available in writing their policies on tenure and promotion criteria. Today, he continued, President Guzzetta had met with the committee and had discussed his proposal already outlined by the President to Council this afternoon to amend the Board Bylaws regarding the presiding officer of University Council. Dr. Fatemi then read a proposal to amend the Council Bylaws to conform to what Dr. Guzzetta was to propose to the Board of Trustees for the Board Bylaws.

1. Bylaws of the University Council:

Article V. Officers of the Council.

The first two sections currently read as follows:

- "a. The President of the University shall be the presiding officer of the Council.
- "b. In his absence, the Academic Vice President or the President's designate shall preside at a meeting of the Council."

To be amended to read:

- "a. The Academic Vice President (Vice President for Academic Affairs) shall preside at the meetings. However, it shall be the right and duty of the President to preside at the meetings of University Council should he choose to do so.



## UNIVERSITY COUNCIL MEETING, continued

"b. In the absence of the Vice President for Academic Affairs the Secretary of the Council shall preside, and in the absence of the Secretary a member of the Council designated by the Vice President for Academic Affairs shall preside."

Dr. Fatemi moved that this be adopted by Council.

Dr. Gerlach rose to a point of order, citing the provisions in the Council Bylaws requiring presentation of any proposed amendment to the Procedural Committee in writing two weeks in advance, etc.

Dr. Fatemi assured the Council that it was his intention to abide by the Council rules, but he wished it brought to their attention today, and it would properly be presented to the Procedural Committee for first action at the Council's December 9 meeting, and then legally voted on in January.

In Mr. Schrank's absence, Dr. Roemer reported for the Library Committee.

To report for the Research (Faculty Projects) Committee, Dr. Popplestone deferred to Dean Rzasa who was then asked by the President to proceed. In summary he said that of the 66 proposals received by the November 15 deadline, 24 had today been considered. Next Tuesday the committee will continue its review of the proposals before making their grants.

For the Student Affairs Committee Dean Hansford reported that the Extracurricular Activities Committee had recommended that University recognition be given to the Pentecostal Student Fellowship and the Judo Club. The Council accepted this report.

As the Akron representative on the Faculty Advisory Committee to the Chancellor of the Ohio Board of Regents, Dr. Knepper commented on the November meeting in Columbus. Dr. Guzzetta had already covered many things which had also been discussed at their meeting. The members had congratulated Dr. Millett on his appointment to serve on the 17-man advisory Committee on State and Local Government for Phase II of the President's Economic Stabilization Program in Washington. Among the items touched on were the hope by Dr. Millett that 12-month and 9-month contracts could be equitably equated and that exceptions could be rectified. They had mentioned unemployment compensation possibilities and raises for classified personnel, and also the publicity on policies of some state Boards of Trustees to negotiate retirement contracts with top administrators.

Dr. Sumner stated that the ad hoc General Studies Review Committee has begun writing its report which it hopes to have ready for distribution after the first of the year.

Regarding the parking situation Mr. Duff said that the committee, which has been reappointed, has met with Mr. Frank Motz and other student representatives and they have also communicated with Metro to see how Student Council might assist in developing some workable programs. One way has been to pass a resolution as to the importance of resolving the transportation problem. Mr. Duff then moved that Council adopt the following resolution:

Be it resolved that we, as members of University Council, recognize that one of the solutions to our parking and traffic congestion problem is good public transportation; and



## UNIVERSITY COUNCIL MEETING, continued

That the University Council notes that Akron Metropolitan Regional Transit Authority, the Akron area bus company, desires to serve the University community, and, in order to serve this community, it has applied for a grant from the federal government; and be it

RESOLVED, further, That the University Council support Akron Metropolitan Regional Transit Authority in processing its application by notifying the proper federal officials of the University's positive interest in Akron Metropolitan Regional Transit Authority's developing effective public transportation.

The motion was seconded and carried.

Dean Hansford then moved that Council adopt the Statement on Student Rights and Responsibilities. The motion was seconded.

Mr. Motz then moved to refer the Statement back to the Student Affairs Committee. The motion was seconded by Mr. Cain.

Mr. Greenwald pointed out that the Student Senate was not necessarily in disagreement with the Statement, but had questioned the procedure of adoption as some students felt they had not had sufficient opportunity to discuss the Statement. Mr. Motz agreed and added that it had been felt University Council did not wish to hear the student viewpoint.

Dean Hansford, chairman of the Student Affairs Committee, outlined succinctly the step-by-step progress in the development of this Statement over the last three years and the lengthy and regular and frequent meetings of joint faculty-student committees; the open hearings which were not well attended, and how the committees were carrying out the charge of the Commission on Centennial Goals and Projections. He cautioned that every new group in each year would see some possible area of change and that the only section which might conceivably be strengthened pertained to the academic.

In answer to Dr. Fleming's question as to whether there were any substantive objections, Mr. Beane suggested student publications and records, but added they wished more information. The motion to refer back to the Student Affairs Committee was put to a vote and carried. Dean Hansford asked for guidance as to this implication since three years had already been spent on this compromise draft. Mr. Beane thought that all students, not just those on Student Council or committees should have their chance to consider and make suggestions. He thought this 6th document should be the basis for discussion, and that the Student Affairs Committee should have open meetings on the subject.

In the other item under "Old Business", pertaining to the suggested change of name of a new group to "Undergraduate Auxiliary to the Alumni Association", Dr. Riedinger read a letter reaffirming the desire of the group to keep the originally proposed name, "Undergraduate Alumni Association", and citing national surveys in support of this position. Despite some opposition, Dr. Fleming moved to accept the original name. The motion was seconded. Following a voice vote, the vote was taken again by a show of hands, resulting in the motion carrying by 23 to 20. Dr. Gerlach requested that his vote "No" be inscribed on the minutes of the meeting.



## UNIVERSITY COUNCIL MEETING, continued

Under "New Business" Dr. Gerlach moved that the action of University Council on February 19, 1970 delegating the approval of the curriculum of the School of Law to that College be rescinded. Dr. Fatemi seconded the motion.

It was pointed out by Dr. Bee and verified by the Parliamentarian, Dr. Sandefur, that a motion to rescind would have to await action at the next meeting, unless receiving 2/3rds vote today. It was understood, therefore, that this will be an item of business on the December 9 agenda of University Council, with only a bare majority needed for passage.

Dr. Fleming asked about the advisability of taping the minutes of University Council and then having minutes reflecting only the sense of the meeting.

Dr. Guzzetta said that the Chair endorsed shorter minutes, but that this had been considered at the last Procedural Committee meeting. Dr. Fatemi suggested that it be the province of the Procedural Committee to reconsider the matter.

Dr. Poston moved that all candidates for degrees at the December 12, 1971 Commencement (on a list now before the Council) be approved pending completion of all requirements and approval of their respective faculties and the Board of Trustees. The motion was seconded and carried.

It was understood that the agenda of the next meeting of Council would include items b., c., and d. which were not taken up today under "New Business".

Dr. Lestingi reported that the United Fund-Red Cross campaign had gone over the \$34,000 quota with \$34,147.51 subscribed, which represents 16 percent increase over last year's attainment. On behalf of the Council and the University the President congratulated Dr. Lestingi, Dr. Greene, and Miss Kelly who had directed the campus drive.

On motion the meeting adjourned at 5:20 p.m.

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## CONCERNING FULL-TIME FACULTY

## Additions:

Miss Judith Ann Gire, Law Cataloger, effective February 1, 1972.

Mr. Marvin E. Phillips, Acting Director of the Wayne General and Technical College and Assistant Professor of Speech in the Department of Speech and Theatre Arts, effective July 1, 1972.

## Retirement:

Mrs. Eveline Brotzman, Associate Professor of Nursing, effective June 30, 1972.

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## CURRICULUM CHANGES

The following course changes were approved at the meeting of University Council on November 18, 1971:

BUCHTEL COLLEGE OF ARTS AND SCIENCESDepartment of Geology

Change:	337:323	<u>Sedimentation and Stratigraphy</u> . 4 credits. Prerequisite, 337:102.
		to
	337:324	<u>Sedimentation</u> . 4 credits. Prerequisite, 337:102. An introduction to the processes and environments of sedimentation and the principles employed in the examination of sediments and sedimentary rocks. Hand specimens and sequences of sedimentary rocks will be studied noting their characteristics and interpreting their origin.
		and
	337:325	<u>Stratigraphy</u> . 4 credits. Prerequisite, 337:102. An introduction to the principles of stratigraphy and stratigraphic techniques in the study of sequences of stratified rocks. Patterns and sequences of sedimentary deposits will be studied to determine environments of deposition and history of environments.
	337:412	<u>Field Studies in Geology</u> . 2 credits. Prerequisite, permission.
		to
	337:412	<u>Field Studies in Geology</u> . 2 credits. Prerequisite, permission (may be repeated for a total of 6 credits).

Department of Modern Languages

Change:	Change the prerequisite for each of the following courses from 203 or equivalent to 303, 307 or permission. The proper departmental codes of 352, 353 or 358 to accompany the new prerequisite.	
	352:309-310-311	<u>French Culture and Civilization</u> . 3 credits each.
	353:419/519	<u>The Age of Goethe I</u> . 3 credits.
	353:420/520	<u>The Age of Goethe II</u> . 3 credits.
	353:421/521	<u>The Age of Goethe III</u> . 3 credits.
	353:431/531	<u>Classical German Drama</u> . 3 credits.
	353:432/532	<u>Drama of Social Criticism</u> . 3 credits.
	353:433/533	<u>Trends in Modern Drama</u> . 3 credits.
	353:435/535	<u>The Romantic Short Story</u> . 3 credits.
	353:436/536	<u>The Short Story of Poetic Realism</u> . 3 credits.
	353:437/537	<u>The Modern Short Story</u> . 3 credits.
	353:439/539	<u>Twentieth Century German Literature I</u> . 3 credits.
	353:440/540	<u>Twentieth Century German Literature II</u> . 3 credits.
	353: 441/541	<u>Twentieth Century German Literature III</u> . 3 credits.
	358:411-412-413/511-512-513	<u>Spanish Literature of the Golden Age</u> . 3 credits each.
	358:415-416-417/515-516-517	<u>Spanish Literature From 1800-1936</u> . 3 credits each.
	358:419-420-421/519-520-521	<u>Spanish Literature Since 1940</u> . 3 credits each.
	358:423-424-425/523-524-525	<u>Spanish-American Literature</u> . 3 credits each.
	358:427-428-429/527-528-529	<u>Spanish and Spanish-American Culture and Civilization</u> . 3 credits each.



## CURRICULUM CHANGES, continued

COLLEGE OF ENGINEERINGDepartment of Chemical Engineering

- ✓ Add: 420:409/509 Ceramic Materials. 3 credits (3-0). Prerequisite, 420:305, Materials Science or equivalent. An advanced study of ceramics and glasses including the macrostructure, microstructure and other properties.

COLLEGE OF BUSINESS ADMINISTRATION

Change only the prerequisites for the following courses:

- |             |   |
|-------------|---|
| 620:480/580 | <u>Accounting Problems.</u> 4 credits.<br>From: 620:318 and permission<br>To: 620:318                           |
| 620:488/588 | <u>CPA Problems - Auditing.</u> 3 credits.<br>From: Permission<br>To: 620:440/540                               |
| 620:489/589 | <u>CPA Problems - Theory.</u> 3 credits.<br>From: 620:430, 620:440, permission<br>To: 620:430/530, 620:440/540  |
| 620:610     | <u>Accounting Management and Control.</u> 5 credits.<br>From: No prerequisite<br>To: 620:401 or equivalent      |
| 620:637     | <u>Advanced Accounting Theory.</u> 5 credits.<br>From: No prerequisite<br>To: 620:318                           |
| 620:680     | <u>International Accounting.</u> 5 credits.<br>From: 620:420<br>To: 620:610                                     |
| 640:650     | <u>Administering Costs and Prices.</u> 5 credits.<br>From: No prerequisite<br>To: 640:371 or 325:602 or 325:611 |
| 640:655     | <u>Government and Business.</u> 5 credits.<br>From: No prerequisite<br>To: 640:371                              |
| 640:665     | <u>Comparative Industrial Rationale.</u> 5 credits<br>From: No prerequisite<br>To: 640:674                      |
| 640:674     | <u>Financial Management and Policy.</u> 5 credits.<br>From: No prerequisite<br>To: 640:371                      |



## CURRICULUM CHANGES, continued

640:681	<u>International Business Finance.</u> 5 credits. From: 660:629 To: 640:371
650:456/556	<u>Management Problems.</u> 4 credits. From: Senior Standing To: Senior Standing (or graduate standing and 650:371)
650:469/569	<u>Personnel Relations.</u> 3 credits. From: 650:350, 325:247 To: 650:350, 325:247 or 325:243 or equivalent
650:473/573	<u>Business Policy.</u> 5 credits. From: 160 credits and permission To: 160 credits (or graduate standing and 650:371 or equivalent)
650:640	<u>Quantitative Methods in Operations Management.</u> 4 credits. From: No prerequisite To: 650:347
650:651	<u>Management of International Operations I.</u> 3 credits. From: 660:629 and permission To: 650:668
650:663	<u>Industrial Relations.</u> 3 credits. From: No prerequisite To: 650:371 or equivalent
650:668	<u>Administrative Behavior and Method.</u> 3 credits. From: 18 graduate credits To: 650:371 or equivalent; 18 graduate credits.
650:675	<u>Applied Industrial Statistics I.</u> 3 credits. From: 650:447 To: 650:447/547
650:698	<u>Graduate Seminar in Management.</u> 2-5 credits. From: 30 graduate credits To: 27 graduate credits in Business
660:629	<u>The International Business Enterprise.</u> 4 credits. From: No prerequisite To: 325:243 or equivalent
660:630	<u>International Marketing Policies.</u> 4 credits. From: 660:629 and permission To: 660:300
660:660	<u>Marketing Management and Policy.</u> 4 credits. From: No prerequisite To: 660:300



## CURRICULUM CHANGES, continued

660:670	<u>Marketing Planning.</u> 4 credits. From: No prerequisite To: 660:660
660:680	<u>Marketing Theory.</u> 4 credits. From: No prerequisite To: 660:660
660:689	<u>Seminar in International Business.</u> 4 credits. From: 660:629 and permission To: 660:629, 27 graduate credits in Business
660:699	<u>Seminar in Marketing.</u> 4 credits. From: No prerequisite To: 27 graduate credits in Business

COMMUNITY AND TECHNICAL COLLEGE

✓ Change:	202:131	<u>Mathematical Analysis I.</u> 4 credits. to <u>Mathematical Analysis I.</u> 3 credits. Prerequisite, two units of school mathematics. Theory of sets, real numbers, absolute value, polynomials, algebraic fractions, exponents, roots and radicals, first degree equations and selected topics of geometry.
	202:133	<u>Mathematical Analysis III.</u> 3 credits. to <u>Mathematical Analysis III.</u> 4 credits. Prerequisite, 202:132. Trigonometric functions, triangulation, radian measure, vectors, complex numbers in polar form, inverse functions, trigonometric identities, laws of sines and cosines, graphs of trig functions, exponential and logarithmic functions.
	202:234	<u>Mathematical Analysis IV.</u> 3 credits. to <u>Mathematical Analysis IV.</u> 4 credits. Prerequisite, 202:133. Theory of equations, second degree analytic geometry, systems of quadratic equations, graphical methods of calculus, differentiation and applications, basic integration and applications, methods of integration.

Change prerequisite and course description only for the following course:

202:132	<u>Mathematical Analysis II.</u> 4 credits. Prerequisite, 202:131 or equivalent. Advanced factoring, exponents and radicals, variation, trigonometry of the right triangle, complex numbers, first and second degree equations, functions and graphs, first degree analytic geometry, determinants, sequences and series, binomial theorem.
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Mrs Esther Ward.  
office of Vice President  
for Academic Affairs