

ACADEMIC SENATE AGENDA
Wednesday, December 3, 2014, 4:00 P.M.
Room 132, DeBartolo Hall

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes for November 5, 2014 meeting** – The minutes can be downloaded at the following URL: <http://www.ysu.edu/academicsenate/wp-content/uploads/2014/09/Nov-Minutes-1.pdf>
- 3. Senate Executive Committee Report** – Chet Cooper, Senate Chair
- 4. Report of the Charter and Bylaws Committee – No Report**
- 5. Ohio Faculty Council Report** – Ken Learman, Representative
- 6. Report of the Elections and Balloting Committee** – Ken Learman, Committee Chair- **No Report**
- 7. Reports from Other Senate Committees**
 - a. Academic Events Committee– **No Report**
 - b. Academic Programs Committee – [Attachment 1](#)
 - c. Academic Research Committee – **No Report**
 - d. Academic Standards Committee (M. Slavens and J. Schriener-Briggs, Co-Chairs) – [Attachment 2,3, & 4](#)
 - e. General Education Committee (Joe Palardy, Chair) – **No Report**
 - f. Honors Committee – **No Report**
 - g. Library Committee – **No Report**
 - h. Professional Conduct Committee (Ken Learman, Chair) – **No Report**
 - i. Student Academic Affairs Committee – **No Report**
 - j. Student Academic Grievance Committee (Teri Riley, Chair) – **No Report**
 - k. Undergraduate Curriculum Committee (Karen Giorgetti, Chair) – **No Report**
- 8. Unfinished Business**
 - a. **Michael Jerryson**
 - i. +/- Grade System
 - ii. Examination of students chairing Senate committees
- 9. New Business**
 - a. **Helene Sinnreich**
 - b. **James C Zupanic**
 - i. Inclusion of part-time faculty in Academic Senate
- 10. Adjournment**

Attachment 1

Date **November 18, 2014** Report Number (For Senate Use Only) _____

Name of Committee Submitting Report
Academic Programs Committee

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)
Appointed Chartered

Names of Committee Members:

David Asch (CSTEM), Kevin Ball (Admin.), William Buckler (Advising, CLASS), Jayne Caputo (Admin.), Maria Delost (HHS), Adam Earnhardt (CCAC), Karen Giorgetti (UCC Chair, ex officio), Karen Henning (Admin. BCOE), Loren Lease (CLASS, chair), Kyoung Choi (Education), Michael Barkett (Student), Cynthia Vigliotti (CLASS), Tony Kos (WCBA), Jodie Krontiris-Litowitz (CSTEM)

Upcoming Meetings: This concludes the work of the APC for Fall 2014.

Proposal previously approved during 2013-2014 cycle but not reported.

Proposals 2013-14AY	Department	Name/Title
038P-14	Marketing	Leadership Certificate

Proposals Reviewed, Approved and Circulated: Since our last report to the Academic Senate (September 2014) the Academic Programs Committee (APC) approved the following proposals. These proposals are reported for informational purposes only:

Proposals 2014-15AY	Department	Name/Title
001P-15	Theater and Dance	General Studies (pending minor modifications)
002P-15	Theater and Dance	Dance Management (pending minor modifications)
004P-15	Chemistry	Biochemistry (pending minor modifications)
005P-15	Teacher Education	Physical Science (Deletion)
006P-15	Teacher Education	Business Education (Deletion)
007P-15	Teacher Education	Earth Science (Deletion)
008P-15	Theater and Dance	Interdisciplinary Film/Video Studies (pending minor modifications)
009P-15	Human Ecology	Merch: Fashion and Interior (pending minor modifications)
001M-15	Mechanical & Industrial Engineering	Industrial & Systems Engineering

The following proposals received APC approval, but require OBOR notification and/or approval prior to implementation:

Proposals 2014-15 AY	Department	Name/Title
001P-15	Theater and Dance	General Studies
004P-15	Chemistry	Biochemistry
008P-15	Theater and Dance	Interdisciplinary Film/Video Studies

Chair's Note: Thank you to the committee members for their work and dedication over the last year. We rely heavily on the service and support of the APC members and would not be able to do this work without their help.

Do you anticipate making a formal motion relative to the report? **No**

If substantive changes in your committee recommendation are made from the floor, would the committee prefer that the matter be sent back to committee for further consideration? **Yes**

Report respectfully submitted by:

Loren Lease, Chair APC 2014-2015, (Associate Professor, Department of SAG)

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date 11/27/19 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Standards Committee

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)
appointed

Names of Committee Members Beth Greene, S? Suller, Christopher Bellas, David Stout, Denise Walters-Debus, Jacob Scherer-Binger, Joanne Mann, Joseph Mosca, Melinda Wolford, Michael Stoney, Rebecca Curran, Teri Rife, Thomas Higgins, William Vandemere, Nancy Gurgel (ex officio), Loren Lease (ex officio)

Please write a brief summary of the report the Committee is submitting to the Senate:
One change is how each college internally classifies conditionally admitted students. A second revision is to create specific discharge exceptions pursuant to the policy, not notably allowing incoming conditionally admitted students to take summer school classes. The last change is a revision of the guidelines for evaluating conditionally admitted students for continuation or dismissal following their first and second semesters.

Do you anticipate making a formal motion relative to the report? yes

If so, state the motion: The Academic Standards Committee moves that the Senate adopt changes to the Conditional Admission Policy pursuant with the attached "Conditional Admission Policy".

If substantive changes in your committee recommendation are made from the floor, would the committee prefer that the matter be sent back to committee for further consideration? yes

Other relevant data: _____

Michael J. Hill
Chair

Conditional Admission Policy

(Existing Policy approved by Academic Senate 3-5-14)

Conditional Admission

Students with a high school grade point average below 2.00 (out of 4.00) or a composite ACT below 17 (or SAT critical-reading and math composite below 820), or transfer students with a transfer GPA below 2.00 (out of 4.00), are not eligible for regular admission, but may be admitted with conditions.

If a student has not taken the ACT or SAT, or does not have a high school GPA, the student is not eligible for regular admission, but may be admitted with conditions until a placement test is taken. Following the placement test, if a student tests into RSS 1510B or ENGL 1539, the student will remain conditionally admitted. If a student tests out of both RSS 1510B and ENGL 1539, the conditionally admitted status is removed.

Conditionally admitted students must meet the following requirements:

1. Conditionally admitted students shall not be admitted during the summer session. Students who place into conditional admission status based on placement testing in the summer term will have their start date deferred to the fall semester.
2. Conditionally admitted students are required to attend freshman orientation (SOAR); failure to do so will defer admittance to a subsequent semester. Transfer students may meet this requirement by attending a regular or transfer SOAR or by completing the online orientation module for transfer students.
3. Conditionally admitted students shall be classified as having an undetermined major (CLASS, BCOE, BCHHS), a pre-major (STEM, CCAC) or an undeclared Business major (WCBA) designation, a status that shall remain until the student satisfies all requirements to exit the conditional admission classification.
4. During their first semester, conditionally admitted students must fulfill a contract with the Center for Student Progress, which includes meeting weekly with their coordinator and two times during the term with their college academic advisor.
5. Conditionally admitted students cannot register for more than 14 semester hours of courses in a single semester.
6. Students placing into RSS 1510A, RSS 1510B, ENGL 1539, or ENGL 1540 must take these courses in their first semester. Students may not withdraw from these courses unless they make a complete withdrawal from the university.
7. Conditionally admitted students are restricted to an approved list of courses (see course listing below).
8. All conditionally admitted students are to be advised by their college's professional advisors and not by faculty or departmental advisors.
9. Conditionally admitted students must receive approval of their course schedule by a college academic advisor and may not make further changes without approval of the advisor.

10. Conditionally admitted status is not to be applied to students in BCHHS's *Emergency Medical Services Certificate* and *Police Academy* programs. Students accepted in the *Police Academy* are not required to take the placement test.
11. If a Youngstown Early College (YEC) student has earned a GPA of 2.00 or above and has passed all required developmental courses, the student's ACT or SAT test score will not be considered in establishing the student's conditional admission status.
12. Students entering Distance Learning Programs will not be considered for conditional admission status.
13. Failure to fulfill the first semester guidelines and achieve good academic standing (a GPA of 2.00 or above) shall result in the conditionally admitted student being dismissed from the university. The student may not be admitted to any other YSU college until the dismissal period has expired.

The restrictions imposed on coursework and semester hours will be removed when the student has done the following:

1. Successfully completed all developmental courses into which the student has tested (RSS 1510A, RSS 1510B, ENGL 1539 or ENGL 1540).
2. Successfully completed six semester hours of non-developmental courses.
3. Achieved good academic standing (a GPA of 2.00 or above). See the *Undergraduate Bulletin* for more information on academic standing.
4. Fulfilled the conditional admission contract.

A student fulfilling these requirements may file a petition with a college academic advisor to have the restrictions and their conditionally admitted status removed.

Approved courses for conditionally admitted students:

- AFRST 2600^G Introduction to African Studies 1 (3 s.h.)
- AFRST 2601^G Introduction to African Studies 2 (3 s.h.)
- COUN 1587^G Introduction to Health and Wellness in Contemporary Society (3 s.h.)
- COUN 1589 Success in Careers and Life Planning (3 s.h.)
- CSIS 1500 Computer Literacy (3 s.h.)
- ECON 1503^G Rich and Poor - Diversity and Disparity in the U.S. Workplace (3 s.h.)
- ENGL 1539^D Fundamentals of College Writing (4 s.h.)
- ENGL 1540^D Introduction to College Writing (3 s.h.)
- ENGL 1550^{GT} Writing 1 (3 s.h.)
- ENGL 1551^{GT} Writing 2 (3 s.h.)
- ENST 1500^G Introduction to Environmental Science (3 s.h.)
- ENST 1500L^G Introduction to Environmental Science Lab (1 s.h.)
- GEOL 1500/L^G Environmental Geology (4 s.h. + 0 s.h.)
- HAHS 1510 Investigations into Economic Class in America (3 s.h.)
- HIST 1501^G American Dreams - Introduction to U.S. History (3 s.h.)
- HPES 1500^G Physical Activity Core Concepts (1 s.h.)

Two HPES activity courses must be taken in addition to this course to satisfy the requirements for GER credit. Taking HPES 1500 and any two of the following activity

courses counts as 3 s.h. for the SPS Domain of the GER: HPES 1502, 1507, 1510, 1511, 1512, 1513, 1514, 1515, 1519, 1520, 1521, 1522, 1523, 1524, 1526, 1528, 1529, 1530, 1531, 1537, 1544, 1545, 1548, 1554, 1555, 1556, 1557, 1564, 1565, 1566, 1588, and 2697.

MATH 1500^D Number Concepts and Beginning Algebra (5 s.h.)
MATH 1501^D Elementary Algebraic Models (5 s.h.)
MATH 1502^D Beginning Algebra 1 (3 s.h.)
MATH 1503^D Beginning Algebra 2 (3 s.h.)
MATH 1504^D Intermediate Algebra and Trigonometry (5 s.h.)
MATH 1507^D Intermediate Algebra (3 s.h.)
MATH 1513^R Algebraic and Transcendental Functions (5 s.h.)
MATH 2623^T Survey of Mathematics (3 s.h.)
MSCI 1510 Introduction to ROTC (1 s.h.)
MSCI 1520 Introduction to Leadership (1 s.h.)
MSCI 1530L Basic Course Leadership Laboratories (0 s.h.)
MUHL 2621G Music Literature and Appreciation (3 s.h.)
MUHL 2616^G Survey of Jazz (3 s.h.)
PHLT 1531^G Fundamentals of Public Health (3 s.h.)
PHLT 1568^G Healthy Lifestyles (3 s.h.)
POL 1550^G Politics and Globalization (3 s.h.)
RSS 1510A^D Advanced College Success Skills (3 s.h.)
RSS 1510B^D Basic College Success Skills (3 s.h.)
RSS 1510C^D STEM Advanced College Success Skills (4 s.h.)
SOC 1500^G Introduction to Sociology (3 s.h.)
THTR 1560^G Understanding Theater (3 s.h.)
THTR 1590^G History of Motion Pictures (3 s.h.)
TCOM 1595^{GS} Survey of American Mass Communication (3 s.h.)
Any college-based first-year orientation course

A limited number of additional college-based courses are available with consultation with, and the expressed approval of, the student's college advisor.

^D Developmental course	^S Second semester or later only
^G General Education course	^T Only if tested or placed into
^R Transfer students only	

Although not stated in the *Undergraduate Bulletin* description of Conditional Admissions, the following policy procedures are to be followed:

1. Policy implementation will go into practice the day following approval by the Academic Senate.
2. Conditionally admitted students shall be notified by letter by the Office of Admission as to their admission status and the guidelines under which they must follow.
3. A student's conditionally admitted status is noted on the student's Starfish screen.
4. Students admitted conditionally will be designated as such within Banner by the Office of Admissions. When a conditionally admitted student tests out of conditional status, the Center for Student Progress coordinator will send notice to the Office of the Registrar requesting that the 14 s.h. course limit be removed for that student.

5. Conditionally admitted students shall not be advised by faculty or a departmental representative; they are only to be advised by a professional academic advisor from one of the colleges.
6. Conditionally admitted students are restricted from enrolling in courses other than those on the approved list or on the college discretion list. In exceptional cases, a college advisor may approve an alternative course.
7. The list of approved courses shall be periodically reviewed by a committee consisting of college advisors, the coordinator of academic advising and the CSP coordinator of conditional admission. Revisions to the list of approved courses do not need the approval of the Academic Standards Committee or the Academic Senate.
8. If a conditionally admitted student has yet to fulfill all obligations of the conditional admission policy and is continued into a second semester, but does not remain in good academic standing (an accumulated GPA of 2.00 or higher) at the conclusion of the second term, the student will be dismissed.
9. Although recognizing that financial aid may rest on fulltime status, an initial part-time course schedule may better assure conditionally admitted students success, especially if they are working fulltime and/or have families.
10. Each college shall designate a single academic advisor or administrator to which the CSP conditional admission coordinator shall communicate information relative to conditionally admitted students.
11. Student-athletes receive significant academic support (e.g. athletic academic advisors, supervised study table, academic progress reports throughout a term, random class attendance checks, etc.) in addition to that provided by the Center for Student Progress. Furthermore, NCAA rules limit the number of remedial coursework hours that can be earned during the academic year and thus may impact the ability for a student-athlete to maintain academic progress. Therefore, Athletics is given discretion in making exceptions to the conditional admission policy with respect to student athletes. For example, student-athletes are permitted to enroll in the summer term prior to initial full-time enrollment in order to balance the remedial coursework required while receiving enhanced academic monitoring and support. In all cases, however, the Center for Student Progress and the appropriate college advising office must be notified prior to SOAR or subsequent registration periods when such discretionary exceptions are made.
12. The CSP's conditional admission coordinator shall evaluate a conditionally admitted student's adherence to the guidelines at the end of the student's first semester. If during the first semester the conditionally admitted student has met with the coordinator at least 11 times and a college academic advisor at least 2 times, and is in good academic standing (a GPA of 2.00 or above), the student shall be continued as a YSU student. If these standards have not been met, the student shall be dismissed from the university. If the student has not fulfilled the first semester guidelines but is otherwise in good academic standing, the student has the right to file an appeal with the appropriate college dean to remain in the university.

The guidelines below are adopted to aid in the evaluation of conditionally admitted students for continuation of enrollment following his/her first semester at YSU and to foster uniformity in

conditional admission policy implementation among the colleges. While objective and reasoned in overall scope, the procedure allows individual deans flexibility in their decision making while maintaining policy integrity.

1. As of spring 2015 semester, the grade point average for good academic standing moves from a 1.75 to 2.00. If a conditionally admitted student has earned a GPA below 2.00, then the student will be dismissed even if he/she has met the required number of meetings with a CSP coordinator and academic advisor. An exception may apply to a student who received a "D" or an "F" in a MATH course but received a "C" or better in all other classes; at the dean's discretion, that student may be considered for continued enrollment in the next semester. Those conditionally admitted students who are continued into their second semester with a GPA below 2.00 must again follow the guidelines for first semester conditionally admitted students.
2. If a student has earned a GPA of 2.00 or greater, and has satisfied all other obligations of the conditional admission policy, the student will be continued.
3. If a student has a minimum of a 2.00 GPA, but has not fulfilled his/her obligations to meet with a CSP coordinator and/or academic advisor, the student may be permitted to continue into the next semester at the discretion of the dean or his/her designee. The conditional admission advisor(s) will provide the following information to the Dean or his/her designee so a final decision on the issue of dismissal or continuation can be judiciously made:
 - Did the student meet with a CSP coordinator 11 or more times; if not, then how many times did the student meet with a CSP coordinator?
 - Did the student meet with an academic advisor two times; if not, then how many times did the student meet with an academic advisor?
 - What grades did the student receive in each course?
 - Did the student receive a grade of "NC" or "NAF" in any course(s); if so, which course(s)?
 - Did the student share any information regarding extenuating circumstances that were interfering with his/her studies during the semester (i.e. self/family health issues, death in their family, etc.)?
 - Was the student a member of the Metro Learning Community?
 - Were there any flags raised for the student on Starfish?
4. If a student has earned a minimum 2.00 GPA, has or has not fulfilled his/her obligation to meet with a CSP coordinator and/or academic advisor, but received a "NC" in ENGL 1539 or 1540 and/or RSS 1510A or 1510B, the student should be carefully evaluated under guideline #3 above. Continued success requires mastery of ENGL 1539-40 and RSS 1510A-B skills.
5. The Dean or his/her designee reserves the right to request a meeting with any student who falls within the circumstances listed in guideline #3 above to determine if he/she should be

dismissed or given the opportunity to be continued. A dismissed student has the right to appeal the dismissal to the dean or her/his designee.

6. The Student One Stop will send a list of conditionally admitted students to each college at the end of their first semester to review and make decisions regarding the ability of the students to continue or whether they will be dismissed. Those who are dismissed will then be administratively withdrawn from their courses upon receiving the list from each college. The Office of the Registrar will mail a dismissal letter (provided by the College) to each student who is dismissed. The brochure, Making the Transition from YSU to Eastern Gateway Community College, will be included with each dismissal letter.
7. A student who is administratively removed from the university for failing to meet the obligations of the conditional admission policy will be withdrawn under the category conditional admission dismissal and a withdrawal code of CD will be used.
8. Within the calendar year following dismissal, the student will not normally be considered for reinstatement to a degree-granting program by a different YSU college from which he/she was initially dismissed. After a calendar year, a conditionally admitted student dismissed from YSU may petition any college dean or his/her designee for reinstatement into YSU; however, the reinstatement is at the discretion of the Dean or her/his designee. The dean or his/her designee will review the student's academic accomplishments since leaving YSU and the student's plan of action for continuing his/her academic success, before a final decision on reinstatement is rendered. It is recommended that the student has successfully completed 24 s.h. and remained in good academic standing at another institution (such as Eastern Gateway Community College) before consideration for readmission to YSU. A student who is reinstated will again be placed on conditional admission status, and must follow the guidelines as if he/she were a first semester conditionally admitted student.
9. If a conditionally admitted student has yet to fulfill all obligations of the conditional admission policy at the end of her/his first semester and is continued into a second semester, but does not remain in good academic standing (an accumulated GPA of 2.00 or higher) at the conclusion of the second term, the student will be dismissed.
10. When a conditionally admitted student satisfies all obligations of the conditional admission policy, he/she will be released from such status to follow all stipulations of a regularly admitted student. Formal release from the conditional admission policy is done by the student's academic advisor upon completion and processing of the Conditional Admission Release Form.

The following are college-based discretionary courses that, based on the professional judgment of the college advisors, conditionally admitted students are permitted to take with the expressed approval of the advisor. This list is to be periodically reviewed and may be revised without the expressed approval of the Academic Standards Committee or Academic Senate.

At the Discretion of BCHHS Advisors Only

CJFS 3777	POTA – Law Enforcement (6-12 s.h.)
CHFM 1514 ^S	Introduction to Early Childhood Education (3 s.h.)
EMS 1500	Emergency Medical Technician (4 s.h.)
EMS 1500C	Emergency Medical Technician Clinical and Field Internship (1 s.h.)
EMS 1500L	Emergency Medical Technician – Laboratory (2 s.h.)
FNUT 1543 ^{ES}	Personal Nutrition (1 s.h.)

HMGT 1500	Introduction to Hospitality Industry (3 s.h.)
MRCH 1506	Clothing and Image Development (3 s.h.)
MRCH 1508	Apparel Production (3 s.h.)
MRCH 1510 ^S	Apparel Evaluation (3 s.h.)

At the Discretion of BCOE Advisors Only

FOUN 1501 ^S	Introduction to Education (3 s.h.)
RSS 1570	Approaches to Professional Assessment (3 s.h.)

At the Discretion of CCAC Advisors Only

ART 1501 ^S	Fundamentals of 2D Design (3 s.h.)
ART 1521 ^S	Foundation Drawing (3 s.h.)
CMST 2600 ^S	Communication Theory (3 s.h.)
DNCE 1540	Modern Dance (1 s.h.)
DNCE 1541	Modern Dance 2 (2 s.h.)
DNCE 1542	Dance Composition (1 s.h.)
DNCE 1550	Wellness for Actors and Dancers (1 s.h.)
DNCE 1565	Topics in Dance (1-2 s.h.)
DNCE 1570	Tap and Jazz 1 (1 s.h.)
DNCE 1571	Tap and Jazz 2 (2 s.h.)
DNCE 1572	Ballet 1 (1 s.h.)
DNCE 1573	Ballet 2 (2 s.h.)
DNCE 2698 ^{GS}	Survey of Dance (3 s.h.)
MUAC 1581	Keyboard Musicianship 1 (1 s.h.)
MUEN 0002	Dana Chorale (0-1 s.h.)
MUHL 2622	Popular Music in America (3 s.h.)
TCOM 1500	Orientation to Telecommunication Studies (1 s.h.)
THTR 1500 ^S	Auditions and Portfolios (1 s.h.)
THTR 1512	Survey of Musical Theater (3 s.h.)
THTR 1559	Play Production (3 s.h.)
THTR 1561	Stagecraft (3 s.h.)
THTR 1563	Costume Construction and Craft. (3 sh)
THTR 2668	Acting 1: Fundamentals (3 s.h.)

At the Discretion of CLASS Advisors Only

No discretionary courses approved.

At the Discretion of STEM Advisors Only

DDT 1503 ^S	AutoCAD 1 (2 s.h.)
DDT 1504 ^S	Drafting and Plan Reading (2 s.h.)
ENGR 1500	Engineering Orientation (1 s.h.)
ENTC 1500 ^{NRS}	Technical Skills Development (4 s.h.)
ENTC 1505 ^R	Engineering Technology Concepts (4 s.h.)
STEM 1513 ^{PQ}	Studies in STEM Connectivity (3 s.h.)
STEM 1551	STEM Careers (1 s.h.)

At the Discretion of WCBA Advisors Only

No discretionary courses approved.

^DDevelopmental course
 RSS 1510A and 1510B ^EMust be qualified to take ENGL 1550 placement)

^QMust have placed out of (no reading)

^GGeneral Education course

^RTransfer students only

^NNot to be taken concurrently with MATH 1501
^PMust be eligible to take MATH 1501 or 1507/1508

^SSecond semester or later only
^TOnly if tested or placed into

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date 11/24/14 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Standards Committee

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)
appointed

Names of Committee Members Betty Greene, Bill Ruckler, Christopher Bellas, David Stout, Denise Walters-Dubson, John Stover-Riggs, Jeanne Herman, Joseph Masca, Melinda Weiland, Michael Davani, Rebecca Lunnigan, Peri Riley, Thomas Egan, William Vandenberg, Karen Giorgatti (ex officio), Loren Leise (ex officio)

Please write a brief summary of the report the Committee is submitting to the Senate:

This is simply a completion of something that our committee looked at last year we did a survey and provided results to help with the decision. Besides formatting, the changes include adding resources not to schedule classes needed to be taken together at the same time, offering sections of same course at different times, and being available a 7:30-8:15 am time slot.

Do you anticipate making a formal motion relative to the report? yes

If so, state the motion: The Academic Standards Committee moves that the Senate adopt the attached "Semester Scheduling Guidelines".

If substantive changes in your committee recommendation are made from the floor, would the committee prefer that the matter be sent back to committee for further consideration? yes

Other relevant data: _____

Michael J. Allen
Chair

Semester Scheduling Guidelines

(Passed by the Academic Senate February 10, 1999)

The purpose of these guidelines is to facilitate the building of students' schedules. The guidelines are designed to enable a student to schedule the maximum number of hours, as efficiently as possible, with the fewest likely conflicts caused by overlapping scheduling of courses. Courses therefore need to be distributed over the five days and observe common starting times.

While following the guidelines is important, department chairpersons or persons assuming responsibility for scheduling of classes need to consult with others about courses affecting students from several departments. They should also take into consideration sequencing and course requirements for their own majors. Effective scheduling will facilitate students in completing their degrees in a timely manner.

Policies for Scheduling Courses on YSU's Campus

1. Programs should not schedule required major classes that students would take concurrently in the same time slot.
2. When multiple sections of a course are offered, they should be scheduled at different times and / or days to maximize the availability to students.
3. More than 50% (half) of courses in a program should be offered on a Monday, Wednesday, and Friday schedule.
4. All evening course times should observe the common break time (7:50-8:05 p.m.).
5. All classes should conform to the listed start times. 1-hour classes and 2-hour classes that meet two days a week must start at standard starting times listed for other courses.
6. Laboratory courses and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively. Where possible, they should meet at non-peak hours (e.g., 8:00 a.m., 2:00 p.m.), generally Tuesday and/or Thursday.
7. Conference courses, independent studies, field-based courses, clinical courses, and theses are by arrangement.
8. In accordance with the YSU-OEA CBA, classes taught by full-time faculty should not be scheduled between 4 and 5 pm on Mondays and Wednesdays.
9. Department chairs are accountable for violations of these policies. The dean of each college will be responsible for ensuring that the semester scheduling guidelines are followed in each college. Each school/college shall maintain a list of courses that will be exceptions to the above scheduling guidelines.
10. The Academic Standards Committee will evaluate the scheduling policy once every three years.

Day-Class Patterns — Academic Year (see attached chart)

1. Three (3) credit/contact hour courses
 - a. Meet Monday, Wednesday, Friday at the same time on the hour. OR
 - b. Meet Tuesday/Thursday for one hour and 15 minutes each and must begin at prescribed hours (8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00p.m.). OR
 - c. Meet Monday and Wednesday for one hour and 15 minutes at the prescribed hours (7:30 – 8:45 a.m., 2:00-3:15 pm, 3:00-4:15 pm).
2. Four (4) credit/contact hour courses
 - a. Meet MTWF at the same time OR MWThF at the same time. Each pattern should represent one-half of the four-credit courses offered in any department four days a week. OR

- b. Meet MW or WF at the same time for a two-hour period, starting at even hours, or TTh starting at 8:00, 11:00, or 2:00.
- c. Departments offering four-credit courses are encouraged to schedule no more than 20 percent of them on the TTh pattern.

3. Five (5) credit/contact hour courses

- a. Meet MTWThF at the same time on the hour. OR
- b. Meet T and Th for two hours each, beginning at 8:00, 11:00, or 2:00, and Friday for one hour. OR
- c. Meet M and W for two hours each, beginning on the even hours, and Friday for one hour.

Evening-Class Patterns — Academic Year (see attached chart)

1. Two (2) credit/contact hour courses

Meet any one day of the week from 5:10-7:00 p.m., 6-7:50 (18:00-19:50) p.m., or from 8:05-9:55 (20:05-21:55) p.m., including one ten-minute break.

2. Three (3) credit/contact hour courses

- a. Meet one day per week at either 5:10-7:50 (17:10-19:50) p.m., or 8:05-10:45 (20:05-22:45) p.m., including one ten-minute break. OR
- b. Meet MW or TTh at 5:10-6:25 (17:10-18:25) p.m., 6:35-7:50 (18:35-19:50) p.m., or 8:05-9:20 (20:05-21:20) p.m.

3. Four (4) credit/contact hour courses

- a. Meet two days a week at 6:00-7:50 (18:00-19:50) p.m. or 8:05- 9:55 (20:05-21:55) p.m., including one ten-minute break.
- b. Graduate classes may meet any one day per week from 6:00-9:40 (18:00-21:40) p.m., including two ten-minute breaks.

4. Five (5) credit/contact hour courses

Meet MW or TTh at 5:35-7:50 (17:35-19:50) p.m. or 8:05-10:20 (20:05-22:20) p.m., including one ten-minute break.

Regularly Scheduled Day Classes Chart

M-W-F and M-W Classes:

		Day and Time
3. cr. course	MW	7:30-8:45 a.m.
3 cr. course	MWF	8:00-8:50 a.m.
4 cr. course	MTWF	8:00-8:50 a.m.
	or	
	MWTF	8:00-8:50 a.m.
	or	
	MW or WF	8:00-9:50 a.m.
5 cr. course	MTWThF	8:00-8:50 a.m.
	or	
	{ MW	8:00-9:50 a.m.
	F	8:00-8:50 a.m.
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3 cr. course	MWF	9:00-9:50 a.m.
4 cr. course	MTWF	9:00-9:50 a.m.
	or	
	MWThF	9:00-9:50 a.m.
5 cr. course	MTWThF	9:00-9:50 a.m.
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3 cr. course	MWF	10:00-10:50 a.m.
4 cr. course	MTWF	10:00-10:50 a.m.
	or	
	MWThF	10:00-10:50 a.m.
	or	
	MW or WF	10:00-11:50 a.m.
5 cr. course	MTWThF	10:00-10:50 a.m.
	or	
	{ MW	10:00-11:50 a.m.
	F	10:00-10:50 a.m.

3 cr. course	MWF	11:00-11:50 a.m.
4 cr. course	MTWF	11:00-11:50 a.m.
	or	
	MWThF	11:00-11:50 a.m.
5 cr. course	MTWThF	11:00-11:50 a.m.

3 cr. course	MWF	12:00-12:50 p.m.
4 cr. course	MTWF	12:00-12:50 p.m.
	or	
	MWThF	12:00-12:50 p.m.
	or	
	MW or WF	12:00-1:50 p.m.

M-W-F Classes, Cont'd:

5 cr. course	MTWThF	12:00-12:50 p.m.
	or	
	{ MW	12:00-1:50 p.m.
	F	12:00-12:50 p.m.
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3 cr. course	MWF	1:00-1:50 p.m.
4 cr. course	MTWF	1:00-1:50 p.m.
	or	
	MWThF	1:00-1:50 p.m.
5 cr. course	MTWThF	1:00-1:50 p.m.
<hr/>		
3 cr. course	MWF	2:00-2:50 p.m.
	[or (added after Senate policy was passed)	
	MW	2:00-3:15 p.m.
4 cr. course	MTWF	2:00-2:50 p.m.
	or	
	MWThF	2:00-2:50 p.m.
	or	
	MW or WF	2:00-3:50 p.m.
5 cr. course	MTWThF	2:00-2:50 p.m.
	or	
	{ MW	2:00-3:50 p.m.
	F	2:00-2:50 p.m.
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3 cr. course	MWF	3:00-3:50 p.m.
	[or (added after Senate policy was passed)	
	MW	3:00-4:15 p.m.
4 cr. course	MTWF	3:00-3:50 p.m.
	or	
	MWThF	3:00-3:50 p.m.
5 cr. course	MTWThF	3:00-3:50 p.m.

T-Th Classes:

		Day and Time
3 cr. course	TTh	8:00-9:15 a.m.
4 cr. course	TTh	8:00-9:50 a.m.
5 cr. course	{ TTh	8:00-9:50 a.m.
	F	8:00-8:50 a.m.
3 cr. course	TTh	9:30-10:45 a.m.

T-Th Classes, Cont'd:

3 cr. course	TTh	11:00-12:15 p.m.
4 cr. course	TTh	11:00-12:50 p.m.
5 cr. course	{ TTh	11:00-12:50 p.m.
	F	11:00-11:50 a.m.

3 cr. course	TTh	12:30-1:45 p.m.
3 cr. course	TTh	2:00-3:15 p.m.
4 cr. course	TTh	2:00-3:50 p.m.
5 cr. course	TTh	2:00-3:50 p.m.
	F	2:00-2:50 p.m.

Regularly Scheduled Evening Classes Chart

Undergraduate and Graduate:

(Classes that meet longer than 75 min. include one 10 min. break)

Credits	2 (1 day/wk)	3 (1 day/wk)	3 (2 days/wk)	4 (2 days/wk)	5 (2 days/wk)
	5:10-7:00 p.m. 6:00-7:50 p.m.	5:10-7:50 p.m. 6:30-9:10 pm	5:10-6:25 p.m. 6:35-7:50 p.m.	6:00-7:50 p.m.	5:35-7:50 p.m.

(Common Break Time for Evening Classes: 7:50-8:05 p.m.)

Credits	2 (1 day/wk)	3 (1 day/wk)	3 (2 days/wk)	4 (2 days/wk)	5 (2 days/wk)
	8:05-9:55 p.m.	8:05-10:45 p.m.	8:05-9:20 p.m.	8:05-9:55 p.m.	8:05-10:20 p.m.

Graduate Only (includes two 10-minute breaks):

Credits	4 (1 day/wk)
	6:00-9:40 p.m.

Attachment 4

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date 12/2/2014 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Standards

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.) **Appointed**

Names of Committee Members **Michael Slavens, Jacob Schriner-Briggs, Rebecca Curnalia, Tom Diggins, Chris Bellas, Melinda Wolford, Betty Greene, David Stout, Bill Buckler, Bill Vendemia, Joe Mosca, Teri Riley, Denise Walters Dobson, Jeanne Herman, Karen Giorgetti (ex officio), Loren Lease (ex officio)**

Please write a brief summary of the report the Committee is submitting to the Senate:
The committee voted to change the minimum number of hours required to be classified as a sophomore/junior/senior to 30/60/90 semester hours respectively. It, also, decided to strike the sentence following these designations in the Undergraduate bulletin, which was unclear in meaning but seemed to allow departments to redefine what senior status is.

Do you anticipate making a formal motion relative to the report? Yes

If so, state the motion:

The ASC moves that the changes to the Undergraduate Bulletin be made, in regards to Academic Classification, as shown in the attached document.

If substantive changes in your committee recommendation are made from the floor, would the committee prefer that the matter be sent back to committee for further consideration? **Yes**

Other relevant data:



Chair

Academic Classification

All students working for any undergraduate degree conferred by this University are ranked in classes, by semester hours completed, as follows:

- Freshman.....0-29 semester hours of credit
- Sophomore.....30-59 semester hours of credit
- Junior.....60-89 semester hours of credit
- Senior.....90 or more semester hours of credit

A student who has completed a four-year degree and who continues undergraduate enrollment is classified as post-baccalaureate.