

February 27, 1969

TO: SENATE MEMBERS

FROM: VERA JENKINS
Secretary of the Senate

SENATE MEETING: Friday, March 7, 1969 - 4:00 p.m. IN THE
ENGINEERING SCIENCE AUDITORIUM (ROOM 273) .

AGENDA FOR MEETING:

- 1) Approval of minutes of previous meeting (Friday, February 7,
1969)
- 2) Report of Constitution and Bylaws Committee (David Behen)
- 3) Report of Senate Council and Other Committees:
 - a) Report of Senate Council (Philip J. Hahn)
 - b) Report of Curriculum Committee (Thelma Miner)
- 4) Report of Library Committee (Thomas N. Dobbelstein)
- 5) Old Business
- 6) New Business
- 7) Remarks by President Albert L. Pugsley

TO: Members, University Senate

FROM: University Senate Committee on Constitution and Bylaws

DATE: February 25, 1969

RE: Proposals to be offered at the regular March meeting of the Senate

1. Amendments to the Constitution require approval by a majority of the members attending a Senate meeting, and subsequent approval, in a mail ballot, by two-thirds of the Senate membership voting. Revision of the Bylaws requires approval by majority vote at a Senate meeting (ref. = Const. Art. V.).
2. Customary procedure, when a proposed change requires both amendment of the Constitution and revision of the Bylaws, has been for the Senate to approve the Bylaws provision(s) at the same meeting that the preliminary approval of the amendment is effected, with a proviso that the Bylaws provision(s) become effective only if the mail ballot affirms the Constitutional amendment.

It should be noted that such action on Bylaws revision does not pre-judge the outcome of the mail ballot. The action merely avoids a discrepancy between Constitution and relevant part(s) of the Bylaws in the event of either amendment approval or rejection,

3. The Constitution and Bylaws Committee will move that:
THE CONSTITUTION BE AMENDED BY THE SUBSTITUTION OF THE TERM "EXECUTIVE COMMITTEE OF THE FACULTY SENATE" AT ALL POINTS WHERE THE TERM "SENATE COUNCIL" OR "COUNCIL" APPEARS IN THE CONSTITUTION.
4. The Constitution and Bylaws Committee will move that:
THE BYLAWS OF THE CONSTITUTION BE AMENDED BY SUBSTITUTION OF THE TERM "EXECUTIVE COMMITTEE OF THE FACULTY SENATE" AT ALL POINTS WHERE THE TERM "SENATE COUNCIL" OR "COUNCIL" APPEARS IN THE BYLAWS. THIS AMENDMENT TO THE BYLAWS TO BECOME EFFECTIVE ONLY UPON APPROVAL OF EQUIVALENT SUBSTITUTION FOR THOSE TERMS IN THE CONSTITUTION.
5. The Constitution and Bylaws Committee will move amendment of the Constitution and Bylaws to provide representation of the Technical and Community College in the Senate and the Senate Council. Wording of the formal proposals is given on the attached sheet,

Respectfully submitted,

DAVID M. BEHEN
CHAIRMAN

UNIVERSITY SENATE COMMITTEE ON CONSTITUTION & BYLAWS: SUPPLEMENT TO
MEMORANDUM OF 24 FEBRUARY 1969.

1. The Committee will move:

THAT THE SENATE AMEND THE CONSTITUTION OF THE FACULTY SO THAT ARTICLE III, SECTION 4, PARAGRAPH "a" SHALL READ: "THE SENATE COUNCIL SHALL CONSIST OF NINE MEMBERS. THE SENATORS OF EACH OF THE COLLEGES AND SCHOOLS OF THE UNIVERSITY SHALL ELECT ONE OF THEMSELVES AS A COUNCIL MEMBER, AND THE SENATE SHALL ELECT ANY ADDITIONAL MEMBERS, AS COUNCIL MEMBERS-AT-LARGE. THE COUNCIL MEMBERS NORMALLY SHALL HAVE TERMS OF THREE YEARS WITH THREE MEMBERS TO BE SELECTED ANNUALLY AT STAGGERED INTERVALS, IN ACCORDANCE WITH BY-LAW III, 3, e.

2. The Committee will move amendment of the Bylaws as follows:

1. that By-Law III, Section 3, paragraph e, clause 4, subsections a and b, be deleted and replaced by By-Law III, Section 3, paragraph e, clause 4, to read as follows:

A school-designated member from the Technical and Community College will be selected in 1969 for a 2-year term and for a 3-year term in 1971 and every third year thereafter.

with the proviso that this amendment to the By-Laws shall become effective upon approval of the proposed amendment to Article III, Section 4, Senate Council, paragraph a, of the Constitution.

2. that By-Law III, Section 3, paragraph e, clause 5 be re-numbered & By-Law III, Section 3, paragraph e, clause 6.

with the proviso that this Amendment to the By-Laws shall become effective upon approval of the proposed Amendment to Article III, Section 4, Senate Council, paragraph a, of the Constitution.

3. that a new clause 5 be added to By-Law 131, Section 3, paragraph e, to read as follows:

At-large members will be selected as follows:

one in 1970 for a 3-year term;
one in 1971 for a 1-year term;
one in 1971 for a 3-year term;
one in 1972 for a 3-year term.

MINUTES
YOUNGSTOWN / UNI E
SENATE MEET

Friday, March 7, 1969

PRESENT: Mr. Fortunato, Mr. Boland, Mr. Gay, Mrs. Miner, Mrs. Dykema, Mr. Ward, Mr. Hare, Mr. Miner, Mr. Baker, Mr. Hankey, Miss Pfau, Mr. Letchworth, Miss Boyer, Mrs. Botty, Mr. Esterly, Miss Sterenberg, Mr. Dillon, Mr. Deiderick, Mr. Petrych, Mr. Reilly, Mrs. Painter, Mr. D'Isa, Mr. Edgar, Mr. Paraska, Mrs. Turner, Mr. Yozwiak, Mr. Crites, Mr. Webster, Mr. Foster, Mr. Vanaman, Mr. Chrisp, Mr. Swan, Mr. Ahmed, Mr. Hopkins, Mr. Cohen, Mr. Luginbill, Mr. Mahadeviah, Mr. Hotchkiss, Mr. Beckman, Mrs. Mackall, Mrs. Smith, Mr. Naberezny, Mr. Mavrigian, Mrs. Cunningham, Mr. Hurd, Mr. Young, Mrs. Dehnbostel, Mr. Jonas, Mr. Stone, Jr., Mr. Gillespie, Mr. Ives, Mr. Elser, Mr. Sorokach, Mr. Siman, Mr. Tarantine, Mr. Pejack, Mr. Richley, Mr. Greenman, Mr. von Ostwalden, Mr. Foldvary, Mr. Hahn, Mr. Dykema, Mr. Riley, Mr. Blue, Mr. Behen, Mr. Slavin, Mr. Azneer, Miss Jenkins, Vice President Coffelt and President Pugsley.

PRESIDING: PRESIDENT ALBERT L. PUGSLEY **TIME:**4:00 p.m.(ES AUDIT.)

The President called for approval of the minutes of the previous Senate meeting (Friday, February 7, 1969); also for approval of the minutes of the two Special Senate Meeting called (Tuesday, February 18, 1969 and Friday, February 21, 1969). Attention was called to an error on page #2 of Minutes of Friday, 21, 1969. (Secretary mentioned it was typographical - word 'unparliamentarian' should have been 'unparliamentary'). It has been corrected. There being no further additions or corrections the President declared the three sets of Minutes approved as distributed.

REPORT OF CONSTITUTION AND BYLAWS COMMITTEE:

This report was made by the Chairman, Dr. David M. Behen.

Dr. Behen had distributed in advance of today's meeting copies of proposals to be offered at the regular March meeting of the Senate.

"Amendments to the Constitution require approval by a majority of the members attending a Senate meeting, and subsequent approval, in a mail ballot, by two-thirds of the Senate membership voting. Revision of the Bylaws requires approval by majority vote at a Senate meeting (ref.: Constitution, Article V).

Customary procedure, when a proposed change requires both amendment of the Constitution and revision of the Bylaws, has been for the Senate to approve the Bylaws provision(s) at the same meeting that the preliminary approval of the amendment is effected, with a proviso that the Bylaws provision(s) became effective only if the mail ballot affirms the Constitutional amendment.

It should be noted that such action on Bylaws revision does not pre-judge the outcome of the mail ballot. The action merely avoids a discrepancy between Constitution and relevant part(s) of the Bylaws in the event of either amendment approval or rejection."

(CONT'D. NEXT PAGE)

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF CONSTITUTION AND BYLAWS COMMITTEE CONT'D. :

Dr. Behen stated the purpose of the two amendments is to change the name of the "Senate Council" and not to change the name of the "Senate".

MOTION: Dr. David Behen moved that the Constitution be amended by the substitution of the term "Executive Committee of the Senate" at all points where the term "Senate Council" or "Council" appears in the Constitution.
Seconded.
AYES HAVE IT.

COMMENTS: 1) Feels the title "Executive Committee of the Senate" more appropriate.
2) Many places where word "Council" or wordings "Senate Council" appear. Would the Senate be willing to leave it to the Constitution and Bylaws committee to make the editorial changes instead of having a motion from the floor for this.

Dr. Behen stated this was the intent of the committee to take care of the necessary changes.

3) Could we have an explanation why the term "Executive Committee of the Senate" instead of "Senate council"?

Dr. Hahn answered: "Executive Committee" would be better, It is more descriptive of what we do. We administer. We perform a function that committees by the same token may do elsewhere, but people would recognize what we do by the very name. We do not recommend legislation directly to the Senate. We do recommend to Committees, who recommend to the Senate.

4) Is there something in the term "Executive Committee" that is more descriptive than "Executive Council"?

Dr. Hahn answered: "Council" has connotations and that is that we would be getting together and smoking a peace pipe. The word "Committee" is better.

5) When we talk about "Council" we all know what it is since we have so many Committees,

6) No one has called it a Steering Committee.

NOTE: Vote for this change will be by mail ballot.

MOTION: Dr. David Behen moved that the Bylaws of the Constitution be amended by substitution of the term "Executive Committee of the Senate" at all points where the term "Senate Council" or "Council" appears in the Bylaws. This amendment to the Bylaws to become effective only upon approval of equivalent substitution for those terms in the Constitution.
Seconded.
MOTION PASSED UNANIMOUSLY.

Dr. Behen mentioned the purpose of the next proposed amendment to the Constitution and Bylaws is simply to provide means for proper representation of the new Technical and Community College for membership in the Senate and the Senate Council.

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF CONSTITUTION AND BYLAWS COMMITTEE CONT'D.:-

MOTION: Dr. David Behen moved that the Senate amend the Constitution of the Faculty so that Article III, Section 4, Paragraph "a" shall read: "The Senate Council shall consist of nine members. The Senators of each of the Colleges and Schools of the University shall elect one of themselves as a Council member, and the Senate shall elect any additional members, as Council members-at-large. The Council members normally shall have terms of three years with three members to be selected annually at staggered intervals, in accordance with Bylaw III, 3, e. Seconded.

COMMENTS: 1) The only change is simply deletion of the word 'five' and changing it to 'six' (referring to Colleges or Schools of the University). Also, in line (5) - the Senate shall elect 'four' is replaced by "any".

2) Who are the Senate members from Technical and Community College?

3) What about membership on this from the Graduate School?
Graduate School definitely not included.

Dr. Pugsley stated there will be an increasing number of faculty, and there will continue to be split appointments as in the College of Arts and Sciences, etc., with the other Schools of the University.

The basic representation is where the major portion of service is rendered.

Dr. Behen stated all of this was considered at great length and in consultation with President Pugsley and many other people, and an Ad Hoc Committee drawing up provisions for the Graduate School. It was always the thought of the Graduate School Committee that they should not be included. As to a provision that they should be, this was never discussed at great length. Best way is to leave the present Senate Constitution and Bylaws as they are and not make any inclusion of Graduate School in it. The Graduate School is not included as such.

We would be running into needless entanglements.

All this amendment is to do is to provide precisely the same kind of representation for the Technical and Community College (now our 6th School).

Dr. Behen asked: would the members present (at today's meeting) of the Constitution and Bylaws Committee have any objection to placing in "6th"?

One Senate member stated this would not do it.

Dr. Behen stated that if preferred he would withdraw this amendment. This representation of the Graduate School never came into our thoughts. If there is a desire to specifically exclude or include the Graduate School that should be a separate study. The Committee never discussed this.

He also mentioned again the reason this was brought up today:

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF CONSTITUTION AND BYLAWS COMMITTEE CONT'D. :

it is to provide for **Dean Paraska's** School (Technical and Community College) due to the election of Senate members in April, 1969.

- 4) One member present of the Constitution and Bylaws Committee stated he did not think this would be the last amendment to be made to the Constitution, Suggested **it** be acted upon today and, if necessary, take into consideration another amendment.
- 5) Not changing structure **but** putting in Technical and Community College (6th School).
- 6) Stick to the Technical and Community College provision being considered today,
- 7) Is the make-up of the Senate spelled out elsewhere in the Constitution so that **it** could be taken care of?

AMENDMENT: It was moved that the word "undergraduate" be inserted **before "Colleges and Schools"**.
Seconded.
PASSED UNANIMOUSLY.

AMENDMENT: Dr. Irwin Cohen moved that at the end of the Original Motion "Bylaw **III, 3, e.**" be replaced by: "in accordance with Bylaws."
Seconded.
~~It~~ UNANIMOUSLY

ORIGINAL MOTION: Dr. David **Behen** moved that the Senate amend
(AS AMENDED) the Constitution of the Faculty so that
(RECOPIED AT Article **III**, Section 4, Paragraph "a" shall
THIS POINT) read: "The Senate Council shall consist of
nine members. The Senators of each of the
Undergraduate Colleges and Schools of the
University shall elect one of themselves as
a Council member, and the Senate shall elect
any additional members, as Council members-
at-large. The Council members normally shall
have terms of three years with three members
to be selected annually at staggered in-
tervals, in accordance with Bylaws."
Seconded.
MOTION PASSED UNANIMOUSLY.

COMMENTS 1) How many faculty members will the T & C College
have next Fall?
Dr. Paraska stated 30 or more.

NOTE: Vote for this change will be by mail ballot.

What amendment will do if passed: These Bylaws amend the present Bylaws and provide for representation of the additional College if approved by Senate members, in mail ballot.

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF CONSTITUTION AND BYLAWS COMMITTEE CONT' D. :

MOTION: Dr. David **Behen** moved amendment of the Bylaws as follows:

- 1) That Bylaw **III**, Section 3, paragraph e, clause 4 subsections a and b, be deleted and replaced by Bylaw **III**, Section 3, paragraph e, clause 4, to read as follows:

A school-designated member from the Technical and Community College will be selected in 1969 for a 2-year term and for a 3-year term in 1971 and every third year thereafter.

with the proviso that this amendment to the Bylaws shall become effective upon approval of the proposed amendment to Article **III**, Section 4, Senate Council, paragraph a, of the Constitution.

- 2) that Bylaw **III**, Section 3, paragraph e, clause 5 be renumbered Bylaw **III**, Section 3, paragraph e, clause 6.

with the proviso that this Amendment to the Bylaws shall become effective upon approval of the proposed Amendment to Article **III**, Section 4, Senate Council, paragraph a, of the Constitution.

- 3) that a new clause 5 be added to Bylaw **111**, Section 3, paragraph e, to read as **follows:**

At-large members will be selected **as** follows:

one in 1970 for a 3-year term;
one in 1971 for a 1-year term;
one in 1971 for a 3-year term;
one in 1972 for a 3-year term.

Thereafter each retiring member will be replaced by a **member** for a 3-year term.

with the proviso that this **amendment** to the Bylaws shall become effective upon approval of the proposed amendment to Article **III**, Section 4, Senate Council, paragraph a, of the Constitution.

Seconded.

MOTI PASSEI NIMOUSLY

(ONLY AS AMENDED GOES INTO EFFECT).

SENATE MINUTES CONT'D.: (Friday, March 7, 1969)
REPORT OF SENATE COUNCIL:

This report was made by the Chairman, Dr. Philip J. Hahn.
Dr. Hahn reported as follows:

"Since the last meeting of the Senate, Senate Council has taken the following actions:

1) Upon request from the Student Affairs Committee, Senate Council advised that:

- a) Appeals from rulings of the Calendar Committee shall be referred to the Administrative Vice President (John J. Coffelt) and to Senate Council.
- b) The Academic Affairs Committee has authority over the matter of grades based on such factors as attendance.
- c) Faculty approval is not required in requesting publication of existing policies regarding the relationship between grades and costume/attendance. Requests shall be made directly to administrative officers concerned.
- d) Recommendations for formulation of policy regarding the relationship between grades and costume/attendance shall be made to the Academic Affairs Committee.

2) Dr. Clyde Vanaman (School of Education) has been appointed to represent Youngstown State University at a meeting on March 8, 1969, as a member of a Steering Committee for a proposed Inter-University Senate. A sub-committee of the Steering Committee will draft a Constitution to be submitted to the Senate of each state school prior to any commitment for membership in an Inter-University Senate.

3) Mr. Isgro, Vice President of Student Government, has requested permission for officers of Student Government to attend Senate meetings. Senate Council has advised Mr. Isgro that his request should be made in the form of an official request from Student Council to the Student Affairs Committee, which would then bring its recommendation to the Senate for consideration,

4) Concerning an evaluation of faculty by students, Senate Council has taken note that suggestions made by individual faculty members in the preparation of an evaluation do not constitute official faculty participation in the project or official approval by the faculty.

It was felt that the faculty would probably not wish to officially approve a project which affects them without participation in the design of the experiment. Also, since the sponsors have not officially requested participation by the faculty, it does not appear to be incumbent upon the faculty to request participation, particularly if it is felt that recommendations which would alter objectives would not be accepted,

The sponsors intend to publish results of evaluations, to be distributed at registration time, Senate Council thought this objective may have merit under certain conditions but also felt that publicity could lead to untoward consequences for individuals and the institution.

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF SENATE COUNCIL CONT'D. :

In view of these considerations, Senate Council did not feel that an official attitude of the faculty toward the project should be solicited at this time.

Senate Council has noted that a bill has been introduced in the legislature to require a 40-hour week and 15-hour teaching load for State University teachers. Senate Council decided not to seek a formal resolution concerning the bill, considering the mood of the legislature and anticipating that the proposal will enjoy an early and deserved demise."

Dr. Philip J. Hahn made the following announcement:

The Secretary of the Senate (Vera Jenkins) requests that Deans send complete lists of Full-time Faculty members in ALL Departments to her, immediately following the beginning of the Spring Quarter. This is necessary so that Ballots for the Senate election, to be conducted early in April, can be made.

Dr. Pugsley stated that he will be attending meetings in Columbus on Tuesday evening of this week and all day Wednesday. He stated a Bill has been introduced in the Legislature (referred to above) for a 40-hour week and 15-hour load. Hearings are scheduled on this Bill next Tuesday evening. The Chancellor is expected to appear before this Committee to testify. Later hearings will be scheduled if it appears the Bill makes any progress. House Bill 351 (Original Appropriations Act) - this may last almost all day Wednesday. Dr. Pugsley stated: a statement that the Chancellor has prepared was made available to us at the end of last week; he will get copies to members of the Senate.

REPORT OF CURRICULUM COMMITTEE:

This report was made by the Chairman, Dr. Thelma Miner.

MOTION: Dr. Thelma Miner moved that the Senate approve course changes in Spanish, Physics and Astronomy. These had already been approved by the Curriculum Committee.
Seconded.
MOTION PASSED UNANIMOUSLY.

MOTION: Dr. Miner moved the Senate approve the recommendation of The Graduate Council of February 10, 1969, which was as follows:

Undergraduate credit in a graduate course (900-level) taken by an undergraduate may be granted only to undergraduate students with proven exceptional academic ability under these conditions:

(CONT'D. NEXT PAGE)

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)
REPORT OF CURRICULUM COMMITTEE CONT'D.:

- MOTION CONT'D.:
- 1) A petition by the student's major department containing a statement of criteria used to determine "exceptional academic **ability**".
 - 2) Approval by the department offering the course.
 - 3) Approval by the Dean of the Graduate School.
- Discussion made clear the intent of the Council that the use of these provisions **should** be extremely limited.
- The recommendation as stated was approved by the Graduate **Faculty** at its meeting February 20, 1969. Approval was asked by Dean Earl E. Edgar, since this concerns undergraduate credit. This approval by the Curriculum Committee was given March 5, 1969. Seconded.
- MOTION PASSED UNANIMOUSLY.

REPORT OF LIBRARY COMMITTEE:

This report was given by the Chairman, Dr. **Thomas** N. Dobbelstein. The Library Committee met and has made the following recommendations:

"STUDENT FINES: Discussed the problem of students receiving bills for excessive fines due to the fact that they have not paid these for books overdue in the Library. Students will receive with their bill for the coming Quarter the amount of Library fines owed. It is now on the computer. Student will not be able to attend school next Quarter unless his fines are paid.

EXTRA LIBRARY HOURS: Have tried extra hours in the Library for one Quarter. Open on Saturday until 10:00 p.m.; Sunday afternoon from 1:00 to 5:00 p.m. Have had approximately 100 people each time, Considered successful and will continue the extra hours.

FACULTY TAKE OUT OF JOURNALS: Faculty members will be allowed to take out Journals. Special arrangement has been made through Mrs. Ward, the Periodical Librarian for faculty members to do this. There will not be a check-out procedure **but** the faculty member must receive permission from Mrs. Ward between the hours 9:00 a.m. to 5:00 p.m. when she is there. This will be for three days use. This applies only to Faculty members and not Secretarial help or Staff members.

LIBRARY PRIVILEGES: Dr. Dobbelstein mentioned the Library Committee recommends that non-academic employees, clerical and secretarial assistants, etc., not be permitted to share the **same** privileges of academic and administrative personnel in respect to the use of the Library. Secretaries and Staff do have the same ID card system,

(CONT'D. NEXT PAGE)

SENATE MINUTES CONT'D.: (Friday, March 7, 1969)
REPORT OF LIBRARY COMMITTEE CONT'D.:

XEROX FOR FACULTY USE: It is hoped by the middle of next Quarter there will be a Xerox machine for Faculty use in the basement of the Library (Periodical Room). An attendant will be in charge, and use of the Xerox will be charged to the user's Department.

FACULTY BOOK RENEWAL POLICY: The article in the Jambar recently regarding this was in error. Librarian, Dr. George Jones, and Dr. Dobbelstein do not know the source. Library Committee recommended faculty should be allowed to renew books from the list sent out each Quarter. Once a year (end of Spring Quarter) all books must be returned for inventory purposes.

INTER-LIBRARY LOANS: Charged to the user's Department. Necessary to fill out a separate form for this. A Journal is Xeroxed. Important to request the proper page numbers.

BOOK DAMAGE: Extensive. Recommended proper measures be taken against ALL users of books and Journals who mutilate and destroy these materials. All users should use more caution.

STAFF MEMBERS LEAVING THE UNIVERSITY WITH LIBRARY BOOKS:

Presents a problem. Recommended that the Vice President for Academic Affairs (William H. Coffield) notify Librarian, Dr. Jones in advance, of those terminating their contracts. If the individual fails to respond to notices from the Librarian, turn the matter over to the Vice President for Academic Affairs for appropriate action.

This happens with three or four persons a Quarter. Dr. Jones carries on correspondence with these people. The above is the Library Committee's recommendation but not sure how it will work out.

COMMENTS:

1) Mr. Dykema mentioned: most of the material in the basement of the Library (Periodicals) will be covered by Copyright. Xeroxing of any Copyright material opens an individual to legal action.

2) Isn't there a qualification to this? What is "for use"?

3) There are three machines on different floors of the Library for copying material (and most of the time they do not work).

4) Why is it recommended that Staff members and Secretaries, etc., not be permitted to share the same privileges of academic and administrative personnel in respect to Library use?

There has been misuse of this. Some Staff members and Secretaries were taking out books, etc., and giving them to students - tying up books used in some courses - possibly for an entire Quarter,

5) Do Graduate students have additional privileges as in some of the other campuses?

SENATE MINUTES CONT'D.: (Friday, March 7, 1969)

Dr. Morris Slavin: Stated the Faculty Affairs Committee has been in consultation with Dr. William H. Coffield with respect to Summer School teaching. The Committee suddenly finds there is a proposal to make the teaching load instead of 12 Quarter hours, 15 Quarter hours. No one on the Faculty Affairs **Committee** received any communication regarding this,

Dr. Pugsley stated this referred to the March 4, 1969 **Memo** regarding "Budget and Schedule - 1969 Summer Quarter" sent by Dr. Coffield to Deans and Department Heads. In that **memo** Dr. Coffield stated the following guidelines be followed:

- 1) Full teaching load for Summer Quarter to be based on 15 Quarter hours.
- 2) Each class must have a minimum of 15 students or class will be cancelled.
- 3) Twelve-month personnel must be assigned teaching duties before others assigned.
- 4) Over-scheduling of classes in Summer of 1968.

It is necessary we review our Summer enrollment very carefully. There were more items in this **memo** but only a few are stated here.

Dr. Pugsley read to the group from a **memo** to Dr. Slavin on February 6, 1969. This is attached,

Dr. Pugsley stated the Summer Quarter should pay its way as the Fall, Winter and Spring Quarters do unless there is subsidy from other Quarters. Prefers to retain the present salary arrangement for the Summer Quarter, if possible. The **problem** is upon us and we must make some adjustments. Dr. Pugsley and Dr. Coffield would welcome suggestions.

Dr. Pugsley stated he accepted the full responsibility for the suggested 15 hour teaching load in Summer to compensate for smaller classes.

COMMENTS:

- 1) Would teachers with 5½ week schedule, teach 7 or 8 hours in 5-weeks? How is this done when courses are each 3 hours each?

Will they be paid 1/6 of their salary for the above?

Dr. Pugsley stated such problems would have to be worked out. The President also stated: should the pay be on student credit hour basis, or class hour basis? The revenue must come in or we cannot pay it out.

- 2) Would 6 Quarter hours of graduate classes take care of the load?

Dr. Pugsley said it would depend on class size, but that no such standard load had been adopted.

Dr. Pugsley also mentioned as a matter of general principle: the 15-hours seemed to be about the only way without reducing salaries. Dean of Departments and Department Chairmen should have the flexibility and responsibility for giving a Department **member** the number of hours

SENATE MINUTES CONT'D. : (Friday, March 7, 1969)

REMARKS BY DR. PUGSLEY CONT'D.:

within limits of expected student credit hour production. This is part of Departmental administration.

Dr. Pugsley mentioned the Student Credit hour load guide is as follows.

180 hours for Graduate courses;
360 hours for Lower Division courses;
240 hours for Upper Division courses.

Also, Department Chairmen were too liberal in scheduling last Summer with consequent high costs.

The President continued: Advantages and disadvantages to Quarter System, We had very little choice.

The Summer Quarter has seen difficulties. There should be no exception that every faculty member should teach every Summer. Needs some time off. With 5,000 students in Summer School and 14,000 in the academic year teaching is not available in Summer to all.

Another Comment:

3) Why did this not come out sooner?

Dr. Pugsley stated that with Budget Hearings, etc., the hours of the day had not been long enough to do this earlier.

Respectfully submitted,

Vera Jenkins
SECRETARY OF THE SENATE



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44603

COPY OF MEMO FROM DR. PUGSLEY TO DR. MORRIS SLAVIN FEBRUARY 6, 1969

Memo to: Dr. Morris Slavin
Chairman of Faculty Affairs Committee

Dear Dr. Slavin:

You have asked me to comment upon the minutes of the Faculty Affairs Committee meeting of January 30 relative to the 90 student credit hours suggested as a minimum for each department except for professional courses. This would be almost impossible for the University to achieve without drastic and undesirable adjustments.

You will recall in my recent letter to the faculty concerning class size I noted that the model budgets of the state Board of Regents show that each full-time equivalent faculty member is expected to produce on the average 360 student credit hours per quarter for lower division work, 240 student credit hours per quarter for upper division work, and 180 student credit hours per quarter for masters level work. We receive our University subsidy from the state on the student credit hour basis by taking the actual production of student credit hours for the institution at each of these levels and dividing by 15 to determine the number of full-time equivalent students. A FTE student is defined as a 15 student credit hour unit. No consideration is given to whether these hours are lecture, laboratory, recitation, or individual work. The subsidy remains the same. We are paid on this basis for three quarters using fall quarter statistics. For this reason we are able to support our sabbatical program from the shrinkage from the fall quarter since the same figure is used for all three quarters. It is not totally a plus, however, because many classes must be carried with lower class size in those quarters.

When it comes to summer the total student credit hour production is taken and divided by 45 rather than 15 since the payment is based upon the same dollar figures and has the expectation of the same production of student credit hours per quarter. Enrollment is always sufficiently lower in the summer to require a separate calculation. I would point out, therefore, that your proposal for the summer quarter would not be possible from the revenues received for student credit hours produced in the summer. The several unattractive alternatives as I see them are as follows if we were to adopt your suggestion:

1. We could reduce faculty salaries for summer school rather

(CONT'D. NEXT PAGE)

COPY OF MEMO FROM DR. PUGSLEY TO DR. M. SLAVIN FEBRUARY 6, 1969 CONT'D.:

than using the same salary as we do for a regular quarter. We are one of the few institutions paying the same amount for teaching services in the ~~summer~~ quarter as during a regular quarter and this is in the expectation of a full load. Many institutions set a certain dollar limit, say 2/3 of the regular quarter salary or a dollar maximum. I should not like to see us do that.

2. We could increase the class credit hours per teacher for the summer session loads to produce the expected standard of student credit hours. I am inclined to believe that the standard teaching load for the summer quarter should be 15 quarter credit hours for all persons engaged in full-time teaching in the summer quarter simply because some classes are likely to be somewhat smaller than the academic year average. This is possible because committee and other faculty responsibilities are lighter in summer,

3. We could **subsidize** the summer program from the resources obtained in the regular year by requiring a higher student credit hour production for all teachers during the regular year. But this would give a definite advantage to the teacher in the ~~summer~~. I cannot see that this would be fair.

4. We should adhere rigorously to the expected minimum class size of 15 with a few exceptions and schedule accordingly. Excepted would be student credit hours for private lessons,

5. I **realize** that the School of Music which was used as an example is perhaps in some ways a specialized situation, but I would point out that the School of Music compares favorably with other Ohio institutions during the regular year. I question whether we **should** give special consideration to any school or department beyond the standards or treatment given generally in the regular year,

6. We could do a better job of scheduling and should. If we do there probably will be less opportunity for small size classes to appear. Many institutions list in their catalogues that certain courses are available only in the fall quarter, the winter quarter, the spring quarter **or the** summer quarter especially for those courses where enrollment is likely to be light. Students then know ahead of time the quarters in which they are available and can plan accordingly. Advisors can be more helpful. The institution then does not waste its resources by teaching in successive quarters smaller size classes.

7. The University should be more careful in scheduling work for the summer. Last summer there was a substantial overoptimism deriving largely from desire of faculty to teach rather than being based upon a sufficiently careful analysis of projected enrollments in the ~~summer~~ classes. Even with the best analysis the University cannot guarantee ~~summer~~ employment of teachers if enrollments do not materialize, nor can the University **simply** assign other duties to the faculty member if classes do not materialize because the sources of revenue for the teachers' salaries are derived from the subsidy and the subsidy requires the presence of **the** students.

COPY OF MEMO FROM DR. PUGSLEY TO DR. M. SLAVIN FEBRUARY 6, 1969 CONT'D.

8. We must adopt a system which prevents wholesale drops after students have enrolled. We are working on this now.

I quite agree with you that departments heads need to employ a fair and equitable standard in making **summer** teaching available to the extent that **it** is needed, for all teachers who desire **it** on a rotating basis. The University should present the same general distribution **of** persons in faculty ranks in the **summer** quarter as any other, not just for the more highly paid teachers. On the other side of the coin, however, there are some specialties for which there is only one teacher and no rotation is possible. The University should not sacrifice teaching competence in order to accommodate the rotation.

I am enclosing the June 27 memorandum that explains "**the** vague language." Presumably this has not been available to you although **it** has been provided to all department heads and deans.

Cordially,

A. L. Pugsley

ALP/slh

Enclosure

YOUNGSTOWN STATE UNIVERSITYSENATE MEETINGFriday, March 7, 1969IN ATTENDANCE:

Frank [unclear]	E. T. Reilly
John R. Borach	Ed [unclear]
Thomas Guy	Frank [unclear]
Helma S. Miner	Rae & Edgar
Christine R. Nykema	V. Paraska
Robert Ward	Ma Turner
Albert R. Hare	Byzovick
Ward D. Miner	Frank R. Crites
William C. Baker	W. L. Webster
Clyde [unclear]	J. W. Foster
Margaret D. [unclear]	Clyde Vanaman
George [unclear]	Marnie Chrisp
John J. Coffelt	Wm Swan
Jerry [unclear]	Shaw
P. E. [unclear]	Robert E. Kephin
J. E. Esterly	H. [unclear]
E. Sterenberg	F. E. [unclear]
Had [unclear]	J. Mahadeviah
E. T. [unclear]	Samuel N. Hatchkwa
Wm [unclear]	Paul Beckman
	E. P. Mackall
	Wm [unclear]

YOUNGSTOWN STATE UNIVERSITY

SENATE MEETING

Friday, March 7, 1969

IN ATTENDANCE CONT'D.:

Joni Mabejony

GUS MAVRIGIAN

Jane Cunningham

Raymond W. Kurd

Nellie O. Dehnboedel

Walter Young

Ronald Jones

Jim M. Stone

John S. Gillespie

David S. Ives

Donald Elser

Brookhart

M. Siman

Frank Tarantini

Edwin R. Pejack

Victor A. Richley

M. L. Greenman

P. W. von Ostwalden

Elmer Foldvary

~~Becker~~

K. W. Dykema

Bruce S. Piley

Fred Blue

Beher

M. Slavin

J. Leonard Gynce

Gene Jenkins

MOTE: Approved and passed at Senate Meeting March 7, 1969.

March 7, 1969

V. Jenkins
Sec.

The University Curriculum Committee has approved the following course changes:

Change Spanish 721, 722 Advanced Spanish Composition and Grammar 3+3 q.h.
Request that the course be divided as follows:

Spanish 721 Advanced Spanish Grammar 5 q.h.

Prereq. Spanish 602. A review in depth of Spanish grammar, with special attention to sentence structure, study of idiom and building of vocabulary. Credit hours, prerequisite, and description have been changed. A study of the needs and difficulties encountered in grammar study (especially pertinent for those students preparing to teach) has been made over the years. The conclusion is that the present contact hours are insufficient, due largely to the adoption of audio-lingual instruction in lieu of the traditional approach in the past.

Spanish 722 Spanish Composition 3 q.h.

Prereq. Spanish 602. Skill in writing, developed through analysis of literary works, Spanish syntax, stylistic devices and directed composition. Prerequisite and description have been changed.

Drop Physics & Astronomy 507, 508, 509 General Astronomy 3+3+3 q.h.

Physics & Astronomy 608 The Moon and Planets 3 q.h.

Prereq. Astronomy 503 or permission of the instructor. A detailed discussion of the moon and planets, with particular emphasis on the geology of the moon. We are eliminating Astronomy 507-508-509 because the enrollment was very small. The material covered in 608 will include the material from 507-508-509 which is not covered in 503. The reason for the permission of the instructor under prereq. is to allow geology majors to take the course without having had 503. since the subject is geology of the moon and planets, it is an important course for them.

The Graduate Council recommended on February 10, 1969:

Undergraduate credit in a graduate course (900-level) taken by an undergraduate may be granted only to undergraduate students with proven exceptional academic ability under these conditions:

1. A petition by the student's major department containing a statement of criteria used to determine "exceptional academic ability."
2. Approval by the department offering the course.
3. Approval by the dean of the graduate school.

Discussion made clear the intent of the Council that the use of these provisions should be extremely limited.

This recommendation was approved by the Graduate Faculty at its meeting February 20, 1969. Because this concerns undergraduate credit, Dean Edgar asked the University Curriculum Committee for its approval which was voted March 5, 1969.