

TO: FULL-SERVICE FACULTY, ADMINISTRATORS, AND STUDENT GOVERNMENT
FROM: Cynthia Peterson, Secretary of the Senate
RE: SENATE MEETING
February 3, 1982. Schwebel Auditorium
4:00 p.m.

January 16, 1982

AGENDA

1. Call to Order
2. Approval of Minutes of December 1, 1981
3. Report of University Planning Committee.
4. Report of University Curriculum Committee.
5. Report of Academic Standards Committee.
6. Reports of Other Senate Committees
7. Unfinished Business
8. New Business
9. Adjournment

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

Date Dec. 4, 1981

Report Number (For Senate Use Only) 1

Name of Committee Submitting Report University Curriculum Committee

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

Names of Committee members: A. DASTOLI, W. Eshleman, L. Harris
L. Hopkins, J. Peterson, S. Rodfong, H. Yiannaki
J. Drobney

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report)

The attached course proposals have been passed by the UCC and are being submitted to the Senate for ratification.

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

If so, state the motion: 82-1 82-6 82-26 thru 82-29
That course proposals 82-1 through ~~82-26~~ be passed
by the Senate and included in the University Course
Inventory.

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

Other relevant data: _____

A.M. Hopkins
Chairman (please initial)

- 82-1 Geology (addition)
Geology 699. Individual Study. The introductory study of problems or issues in Geology, or a review of literature relating to a specific geologic topic. A maximum of 4 quarter hours may be taken.
 Prereq.: 12 Q.H. in Geology in appropriate courses, consent of Geology Dept. chairman and instructor. 1 to 4 Q.H.
- 82-2 Music (addition)
Music 887, 888, 889. Piano Duet and Duo Playing, Investigation and performance of works for four hands at one or two pianos, such as Mozart, Sonata, K. 44B; Schubert, Fantasy, Op. 103; DeBussy, En blanc et noir; and Stravinsky, Sonata.
 Prereq.: Music 592. 1+1+1 q.h.
- 82-3 Music (deletion)
Music 790, 791, 792. Piano Duet and Duo Playing, Investigation and performance of works for four hands at one or two pianos, such as Mozart, Sonata, K. 44B; Schubert, Fantasy, Op. 103; DeBussy, En blanc et noir; and Stravinsky, Sonata.
 Prereq.: Music 592. 1+1+1 q.h.
- 82-4 Health and Physical Education (addition)
H.P.E. 548 Aerobic Dance. Rhythmic exercises and conditioning activities performed to music. Designed to improve cardiovascular fitness, flexibility and general muscle tone. 1 q.h.
- 82-5 Health and Physical Education (change)
H.P.E. 529 Recreational Games. Fundamentals, skills, techniques, strategy, and rules for various recreational games such as table tennis and shuffleboard. 1 q.h.
- 82-6 Chemistry (change)
810. Chemical Literature. The development of skills necessary to effectively use the primary sources of chemical information and supporting abstracts, indices, and computer-based search systems. Scientific writing.
 Prereq.: Chemistry 720 or 792. 2 q.h.
- 82-26 Elementary Education (change)
890. Elementary Education Workshop. A workshop which provides intensive study and related activity in one of the following elementary curricular areas: mathematics, science, reading, social studies or language arts. 890 Elementary Education Workshop may be repeated once for different topic. 1-4 q.h.
- 82-27 Secondary Education (addition)
Education 800P. Techniques of Teaching Office Practice and Office Machines. Includes demonstration and practice of up-to-date techniques.
 Prereq.: Junior standing, BET 510, 513, 515, 620, 820. 2 q.h.
- 82-28 Secondary Education (addition)
Education 800D. Techniques of Teaching Accounting and Data Processing. Includes demonstration and practice of up-to-date techniques.
 Prereq.: Junior standing, BET 710, Acct. 606. 2 q.h.
- 82-29 Secondary Education (change)
Education 800B. Techniques of Teaching Basic Business Subjects. Includes demonstration and practice of up-to-date techniques.
 Prereq.: Junior standing, Home Ec. 780, BET 706, Econ. 621. 2 q.h.

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

Date 12/22/81

Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Standards and Events Committee

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

Names of Committee members: Joan DiGiulio, chairperson, Bernice Brownless, Margaret Braden, Dennis Henneman, Raymond Kramer, Dean McGraw, Therese Maskulka, Magdalen Stafford, Anthony Stocks and Peter Von Ostwalden.

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report)

~~See copy of Dec 22/81 minutes~~

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

If so, state the motion: that the requirement of a physical examination for all students at time of admission to the University be eliminated. It is assumed, however, that the current requirement of a physical examination prior to admission to H & PE activity classes continue to be required.

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

Other relevant data: _____

JA

Chairman (please initial)

Please attach to all committee minutes submitted to (1) Chairman
of the Senate (2) Secretary of the Senate (3) Library
Secretary of the Senate - Cynthia Peterson

Name of Committee University Curriculum Committee
Chairman Lois Hopkins

Date of meeting January 13, 1982

Formal motions passed:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Attach other sheets if needed

UNIVERSITY CURRICULUM COMMITTEE

Wednesday, January 13, 1982 11:00-12:00 p.m. Bliss Hall 3016

Present: Lois Hopkins, Chairperson
Harold Yiannaki
Stamen Rodfong
Anthony Dastoli by Proxy

Student Representative: Carol Beil

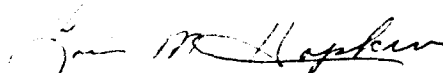
The committee made the following proposal decisions:

| | |
|-------|---|
| 82-32 | Circulate |
| 82-33 | Circulate |
| 82-34 | Circulate |
| 82-35 | Needs to be checked with Mrs. Phillips |
| 82-36 | Needs to be checked for needed facilities |
| 82-37 | Needs to be checked for needed facilities |
| 82-38 | Circulate |
| 82-39 | Check to see if it will be a full time load |
| 82-40 | Circulate |
| 82-41 | Title needs to be shortened |
| 82-42 | Check on prerequisite |

The suggestion was made to change the curriculum proposal form to state the academic date the change is to take effect.

The above proposals will be circulated when the discrepancies are cleared up.

Respectfully submitted,



Lois Hopkins
Chairperson

cb

Please attach to all committee minutes submitted to (1) Chairman of the Senate (2) Secretary of the Senate (3) Library

Name of Committee Academic Programs and Curriculum
Chairman Kathleen Kougl

Date of meeting November 25, 1981

Formal motions passed:

1. To form an Ad Hoc Committee of the five chairmen (two division, two sub-
committees, parent) to formulate procedure and to report back to the
committee.

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

MINUTES OF
ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

November 25, 1981, K220, 1:00 p.m.

Temporary Chairman Louis Hill opened the meeting.

Those present:

| | | |
|-----|------------------|------------------|
| AP: | Hill, Louis | Munro, Philip |
| | Kougl, Kathleen | Shuster, Raymond |
| | Lateef, A. Bari | Dereich, Mark |
| CC: | Hopkins, Lois | Yiannaki, Harold |
| | Dastoli, Anthony | Drobney, Joseph |
| | Harris, Louis | |

HP & ICP: Copeland, Thomas

Con. Ed.: Suchora, Daniel

The committee elected Kathy Kougl as its chairperson for the year. Chairperson Kougl presided over the following matters.

Honors Program: Mr. Copeland inquired as to the status of the honors program which was sent to the UCC last year. Chairperson Hopkins informed the committee it was still in the Committee as unfinished business.

Discussion took place concerning procedure for the committee. It was moved by Munro, seconded by Drobney, to form an Ad Hoc Committee of the five chairmen involved to formulate procedure, decide when to meet, then report back to the Committee of the whole. This was passed with unanimous vote.

The meeting was adjourned.

Respectively submitted,

Lois M. Hopkins, Secretary

csf

MINUTES OF ACADEMIC PLANNING COMMITTEE

October 30, 1981

2:00 - 3:00, Dean's Conference Room, School of Engineering

Members Present: Jack Bakos, Mary Beaubien, Dean Brown, Fred Feitler, Agnes Smith, Lauren Schroeder and Larry Hugenberg (chair)

There was no old business.

The new business began with a discussion of the charge of the Academic Planning Committee as written in the By-Laws of the Academic Senate.

This was followed by a discussion of the merits of learning a systematic method to planning (i.e., The AMA Introduction to Planning). There was sentiment that the Academic Planning Committee would benefit from all members being familiar with a particular method of planning.

This avenue will be investigated through the office of Faculty Development and Duane Sample.

Dean Brown presented his impressions of what he perceived to be potential avenues for the Academic Planning Committee to pursue. He also reported on the findings of the committee investigating the relationship between high schools and state universities; especially in the areas of competencies in mathematics and English.

The meeting ended with the intent the Chair would extend an invitation to Gratia Murphy to come to our next meeting to discuss the intentioned functions of the Academic Planning Committee as the By-Laws were revised last year.

The inclusion of the administrative members and student members of the committee was reiterated. The Chair reported he had sent memos to President Coffelt and Ray Nakley, President of Student Government informing them of meeting times.

The meeting was adjourned.

prepared by:
Lawrence Hugenberg
Chair

MINUTES OF ACADEMIC PLANNING
COMMITTEE

November 6, 1981

Members Present: David Ruggles, Agnes Smith, Jack Bakos, Dean Brown, Lauren Schroeder, Fred Feitler, Mary Beaubien, Ray Nakley and Larry Hugenberg (chair)

Non-Members Present: Gratia Murphy, Bill Jenkins and Jean Kelty

Old Business:

- 1) Minutes of October 30, 1981 Meeting were presented and approved.
- 2) Report by Chair regarding the AMA Introduction to Planning package. Difficulty expressed in reaching Duane Sample, Faculty Development Office; will pursue through Faculty Development and Management Department.

New Business:

- 1) Gratia Murphy, Bill Jenkins and Jean Kelty were introduced and discussed the role to be played by the Academic Planning Committee as interpreted from President Coffelt. All three reiterated the President's emphasis on the importance to be played by the Committee related to budgetary and program planning restraints and relationships.
- 2) Gratia Murphy emphasized the fact there was no such thing as an Academic Planning Committee in the past and that this Committee must become involved in planning the future of Youngstown State University.
- 3) Dave Ruggles presented for our information the fact that Vice President Gillis is in the early stages of designing a "master plan" for the University. He suggested the Committee's need to become involved in the preparation of this document. The Chair would arrange to visit with the Vice President to discuss the availability of any pertinent information -- both historic and current -- which might help the Committee decide its future involvement in the planning process.
- 4) The final conclusions of all interpretations of President Coffelt's discussion of Academic Planning Committee were:
1) to become involved in making recommendations concerning allocations of budget; and, 2) to become involved in devising methods for program evaluation and review.
- 5) Several members of the Committee discussed the importance of knowing the difference between qualitative and quantitative decisions in regards to the role of the Academic Planning Committee. Many members agree with the importance of setting a series of goals (visions) for the University in order to do any effective planning.
- 6) Recommendation to locate any and all pertinent background information related to the goals of the University, any goals established, and any related committee work done in the past regarding planning.

- 7) Fred Feitler reiterated his concern for the Committee to do proper and intelligent planning. He stressed the importance of having planning and goals involved in any decisions made in any organization. He continued to emphasize the relationship between goals and the establishment of specific objectives necessary for intelligent and planned decision making.
- 8) The next meeting of the Academic Planning Committee will be Friday, November 13, 1981 in the Dean's Conference Room, School of Engineering at 2:00 PM.

The meeting adjourned.

prepared by
Lawrence Hugenberg
Chair

Minutes of Academic Planning
Committee Meeting

November 13, 1981

Members Present: Dave Ruggles, Ben Yozwiak, Agnes Smith, Gloria Pasquale,
Lauren Schroeder, Dean Brown, Fred Feitler, Ray Nakley, Mary Beaubien,
Jack Bakos and Larry Hugenberg (chair)

- Old Business:
- 1) Report on the progress of arranging the AMA Introduction to Planning Course. Efforts were made through contacting the Management Department, School of Business and the Office of Faculty Development. Chair reported he has also contacted the Field Office of the AMA to discuss the possibility of their trainers coming to conduct a workshop.
 - 2) The chair reported on his discussion with Vice-President Gillis concerning the Master Plan, which is in draft form, and the relationship the Academic Planning Committee will have in its formulation and/or revision. It was reported the Vice-President was anxious to have the Master Plan completed and circulated to have input from the Academic Planning Committee and other segments of the Youngstown State community.

- New Business:
- 1) Ben Yozwiak proposed the major contribution the Academic Planning Committee could have would be in the area of program evaluation through some kind of established evaluation procedures. It was cited by several members of the committee that the 2 year programs and the graduate programs currently undergo these periodic evaluations. The committee also discussed the relationship of any potential evaluation method with any accreditation requirements imposed by off-campus agencies.

Fred Feitler claimed that program evaluation and any method developed needs to be part of an overall plan with objectives, goals and a future image of what the University will be in the future. It was also articulated that there would be several problems due to the diversity of programs offered and needs evidenced by the University community.

- 2) Several members of the committee felt the urgency in receiving a copy of the Vice-President's Master Plan prior to the committee beginning substantive efforts. The committee then chose to discuss goals and planning procedures in anticipation of the Vice-President's report.

The chair related the Vice-President's willingness to have input from the Academic Planning Committee. Vice-President Gillis stated he would share with the committee the "planning model" used in developing the Master Plan. The Chair was requested to secure a copy of the planning manual.

- 3) Fred Feitler volunteered to work through a planning procedure during the next meeting of the Academic Planning Committee.

The meeting adjourned.

prepared by: Larry Hugenberg
Chair