



*Academic Senate*  
*Youngstown State University*  
*Youngstown, Ohio 44555*



## ACADEMIC SENATE MINUTES

May 4 , 2005

**Note:** The next regular meeting of the Academic Senate is scheduled for Wednesday, September 14, at 4:00 p.m. Please submit agenda items and cover sheets for the September Senate meeting to Bob Hogue by noon on Tuesday, September 6, at the latest. Provide both a hard copy and a disk or electronic copy of your report and cover sheet in *Word* or rich text format. A downloadable cover sheet is available at the Academic Senate web site [hit "cancel" if asked for a password]:

<http://cc.yzu.edu/acad-senate/index.html>

**Note 2:** If you want to read or print the pdf version of these minutes and don't have *Adobe Acrobat Reader*, you may download the program at the following link: <http://www.adobe.com/products/acrobat/readstep2.html>.

*To save paper, use the Acrobat Reader menus or toolbar to print the file, not the menus or toolbar in your web browser.*

Click on the links in the table to go directly to a specific section of the minutes.

<a href="#">Senate Executive Committee/OFC</a>	<a href="#">Elections &amp; Balloting Committee</a>	<a href="#">Academic Programs Committee</a>
<a href="#">Undergraduate Curriculum Committee</a>	<a href="#">Ad Hoc Committee on Student Academic Grievance Procedures</a>	<a href="#">New Business</a>

[Sign-in Sheet](#)

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[Call to Order:](#)

**Tom Shipka, chair of the Academic Senate, called the Senate to order at 4:05 p.m.**

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[Minutes of the Previous Meeting:](#)

Minutes of the April 6, 2005, meeting were approved as posted. To view the minutes, go to <http://www.cc.ysu.edu/acad-senate/minapr05.htm>.

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[Senate Executive Committee \(SEC\) / Report from the Chair / Ohio Faculty Council Report:](#) **Tom Shipka, Chair of the Senate, reported:**

Welcome to the last Senate meeting of the 2004-2005 academic year. As is my practice, I will consolidate my several reports into one.

1. The Provost Search Committee has screened approximately 90 applicants, conducted video or telephone interviews of 8 candidates, and invited three applicants for campus interviews. Robert Herbert, Dean of Liberal Arts at Stephen F. Austin University, will be here tomorrow and Friday. Robert Rossman, Dean of the College of Applied Science and Technology at Illinois State University, will be here next Monday and Tuesday. Julia To Dutka, Associate Provost, Capital University, will be here next Wednesday and Thursday. The itinerary for the first two candidates is set and the one for Dr. To Dutka is being finalized as we meet.

**The Faculty Forum for Dr. Herbert is at 2:30 p.m. to 3:30 p.m. tomorrow in Kilcawley 2068, and Dr. Herbert's meeting with Department Chairpersons is Friday at 9:30 a.m. to 10:30 a.m. in the Schwebel Reception Room in Kilcawley Center.**

**The Faculty Forum for Dr. Rossman is next Monday at 2:30 p.m. to 3:30 p.m. in the Schwebel Reception Room in Kilcawley Center, and Dr. Rossman's meeting with Department Chairpersons is next Tuesday from 9:30 a.m. to 10:30 a.m. in Kilcawley 2068.**

**When you attend one of the scheduled sessions with our visitors, you will be given an evaluation form. Please fill it out and place it in a box before you leave the room so that the Search Committee will have your input immediately. These candidates are involved in other searches, and it is essential that the Search Committee and President Sweet move quickly in the next week to identify and recruit the candidate that we want.**

**The resumes of these finalists and other information about their campus visits are being sent via YSU Cue-Mail.**

**I want to thank Gwen Latessa from Dr. Cyndy Anderson's office and the staff in Media Services for their terrific work on behalf of the committee.**

- 2. The Senate Executive Committee has met to discuss the issue of faculty evaluation of administrators. The Executive Committee asks Senators to contact us with your comments about this possibility. Unless there is significant support within the Senate to undertake an initiative in this area, we plan no further steps. The members of the Senate Executive Committee are Ken Miller from Education, Jane Reid from the William College of Business Administration, David Kurtanich from Engineering and Technology, Dennis Morawski from Health and Human Services, Sunil Ahuja from Arts and Sciences, Dennis Henneman from Fine and Performing Arts, Robert Bolla, Dean of Arts and Sciences, representing the Administration, Justin Truitt, a student, and myself.**
- 3. A number of Senators are retiring this year, and today's Senate meeting is their last. I thank them on behalf of the Senate and the faculty for their dedicated service. Special recognition goes out to Jim Morrison and Charles Singler, two long-time faculty members, Senate leaders, and department chairs, who have played pivotal roles in the Senate over the years. Since I became Senate chair, Jim and Charles have kindly agreed to represent me in several campus committees which I could not cover due to schedule conflicts and time constraints. I am grateful to Jim and Charles and I wish them well in what I know will be active retirements.**
- 4. Finally, I want to thank our Senate Secretary, Bob Hogue, and our Parliamentarian, Bill Jenkins, for their outstanding service this past year. I also want to thank committee chairs who provided the leadership necessary to implement the Senate Charter and Bylaws.**

**This concludes my report.**

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**Charter & Bylaws Committee: No report.**

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**Elections & Balloting Committee: The results of elections so far have been appended to the agenda for this meeting in [Attachment 1](#). At-large elections are still in progress.**

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**Academic Standards Committee: No report.**

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**Academic Programs Committee: Committee Chairperson **Sunil Ahuja** reported. Items approved by the committee are shown in [Attachment 2](#).**

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**Undergraduate Curriculum Committee: A list of approved courses is contained in [Attachment 3](#).**

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**Ad Hoc Committee on Student Academic Grievance Procedures:**

**Gabriel Palmer-Fernandez** presented a report on the Committee's consideration of student grievance procedures. A summary of the changes that the committee recommends is contained in [Attachment 4](#). **Dr. Palmer-Fernandez moved that the Academic Senate Adopt the following language as a complete replacement for Section B of Article IX of *The Code*:**

## **ACADEMIC PROCEDURES**

### **Section B. Undergraduate Student Academic Grievance Procedure**

#### **1. Introduction**

- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.**
- b. Grievances filed concerning academic matters must conform to the process described in this section.**
- c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.**
- d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.**

#### **2. Academic Matters That May Be Grieved**

- a. Academic matters that may be grieved are the following:**
  - (1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.**
  - (2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.**
- b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.**

### **3. Parties Directly Involved In The Grievance Procedure**

**a. The parties directly involved in the grievance procedure are as follows:**

**(1) Student.** The student who files the grievance.

**(2) Faculty member.** The faculty member against whom the grievance is filed.

**(3) Associate Provost for Academic Administration, or designee.**

**(4) Department chair.** The Chairperson of the department in which the faculty member resides.

**(5) Dean.** The Dean of the college in which the faculty member's department is housed.

**(6) Student Academic Grievance Subcommittee.** An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.

**(7) Grievance Hearing Panel.** Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.

**(8) Student Academic Affairs Committee.** An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.

**(9) Appeal Panel.** Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.

**b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.**

**c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.**

#### **4. Overview of the Grievance Process**

**a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.**

**b. The three phases are:**

**(1) Pre-Grievance hearing activities**

**(2) Grievance hearing**

**(3) Appeal**

**c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.**

#### **5. Phase One: Pre-Grievance hearing activities**

**a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.**

**b. If the matter is not resolved from any such student / faculty member discussion, the student must then initiate discussion with the department chair.**

**c. If the matter is not resolved from the student / chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.**

**d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent**

**Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.**

**e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.**

**(1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.**

**(2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process.**

## **6. Phase Two: Grievance Hearing**

**a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.**

**b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.**

**c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.**

**d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.**

**e. A hearing date, time, and place will be established by the Chair of the Student**



**Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.**

**f. Grievance hearing principles and procedures**

- (1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.**
- (2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.**
- (3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.**
- (4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.**
- (5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.**
- (6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.**

**g. Documentation of Grievance Hearing Panel's decision**

- (1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.**
- (2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.**
- (3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.**

**(4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.**

## **7. Phase Three: Appeal**

**a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:**

**(1) New information. Information not available at the time of the original hearing is found by the student or faculty member.**

**(2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.**

**(3) Procedural violations. The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.**

**b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.**

**c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.**

**d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.**

**e. If the basis of the appeal is alleged procedural violations as noted in item a. above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.**

(1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.

(2) If the Appeal Panel rules that procedural violations occurred, the case will be remanded to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.

f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the Provost.

Motion was seconded, and discussion was invited on the motion.

**Michael Finney**, President of YSU-OEA and Professor of English, explained YSU-OEA's role and stake in this matter: Article 25.8 of the Collective Bargaining Agreement refers to a Senate policy of May 31, 1989. A couple of years ago there was a procedural objection, and we tried to find that policy. When we found it, we discovered that it was outdated. The Code had been updated without coming back to Senate and YSU-OEA for approval. This was one of the items that led to this Ad Hoc Committee. This is a matter for negotiations. Ron Chordas and I will recommend to the joint negotiating teams that these changes be approved and incorporated into the Agreement. But any changes after that would then require negotiations. I know there are some amendments to be made, and I can't guarantee that I would support the changes if those amendments are approved.

**Cynthia Hirtzel**: A question: The Agreement says that faculty must provide a graded piece of work prior to the drop date. Why is that not included? That can really harm a whole class. Can this be added as a friendly amendment? **J.T. Holt**: Student Government looked this over and wants to propose two motions. The first of which may cover this. **J. T. Holt introduction Motion #1**, to append the following item to Section B, Article 2A: "(3) Failure by the faculty member to uphold any obligations, as stated in the contracts agreed to by the faculty member, to the detriment of the individual student or the entire class." Motion was seconded. **J.T. Holt**: All we're trying to do is ensure that contractual obligations are adhered to and not broken in such a way as to be of detriment to the student. Students should have due process. **Vern Haynes**: Agreement already requires this. If it is not done, that's an Administration action that needs to be taken. Senate does not have the right to intervene in the collective bargaining process. If this passes, there would not be any legal way for enforcement. This introduces the Senate as an arbitrator, and it will introduce huge problems. **David Porter**: Students have some very good points, but I'm concerned about the phrase "uphold any obligations" -- it is possibly too vague. **David Porter Moved to amend the language of the Holt amendment to read, "Material breach of faculty contractual obligations, to the detriment of the individual student or the entire class."** Motion was

seconded. **Gabriel Palmer-Fernandez:** This is too broad. Shouldn't it be narrowed to include teaching-related contractual matters? **David Porter:** I am amenable to changing it. **Vern Haynes:** Grievances can take over a year. How will the timelines be affected. **Gabriel Palmer-Fernandez** moved to amend David Porter's amendment to read, "Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class." Motion passed. A vote was then taken on the amended original motion. **Holt Motion #1** passed as amended.

**J.T. Holt** then introduced **Motion #2**, to append the following item to Section B, Article 2A: "Circumstances other than those mentioned in items (1), (2), and (3) above that are deemed grievable in a formal statement written by the Dean of the college housing the faculty member's department". Motion was seconded. **Vern Haynes:** I've specialized in grievances, and I see a world of problems with this. This motion will doom it in terms of the collective bargaining process. This would give unilateral control to the administration. It is too broad. I've seen too many cases in which administrators all took one side and an arbitrator ruled against it. **J.T. Holt:** We understand this concern, but we would like to think that the person in that position would have enough sense to determine if the grievance is worthy. **David Porter:** Vote against this. The amendment we just approved covers what is needed, and this one is dilatory. A vote was then taken on **Holt Motion #2:** **Motion failed.**

A vote was then taken on the main motion as amended. **Motion Passed.**

*[Secretary's note: The complete amended and approved language is included below:]*

## ACADEMIC PROCEDURES

### Section B. Undergraduate Student Academic Grievance Procedure

#### 1. Introduction

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**an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.**

**d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.**

## **2. Academic Matters That May Be Grieved**

**a. Academic matters that may be grieved are the following:**

**(1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.**

**(2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.**

**(3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class.**

**b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.**

## **3. Parties Directly Involved In The Grievance Procedure**

**a. The parties directly involved in the grievance procedure are as follows:**

**(1) Student. The student who files the grievance.**

**(2) Faculty member. The faculty member against whom the grievance is filed.**

**(3) Associate Provost for Academic Administration, or designee.**

**(4) Department chair. The Chairperson of the department in which the faculty member resides.**

**(5) Dean.** The Dean of the college in which the faculty member's department is housed.

**(6) Student Academic Grievance Subcommittee.** An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.

**(7) Grievance Hearing Panel.** Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.

**(8) Student Academic Affairs Committee.** An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.

**(9) Appeal Panel.** Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.

**b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.**

**c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.**

#### **4. Overview of the Grievance Process**

**a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.**

**b. The three phases are:**

**(1) Pre-Grievance hearing activities**

**(2) Grievance hearing**

**(3) Appeal**

**c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.**

**5. Phase One: Pre-Grievance hearing activities**

**a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.**

**b. If the matter is not resolved from any such student / faculty member discussion, the student must then initiate discussion with the department chair.**

**c. If the matter is not resolved from the student / chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.**

**d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.**

**e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.**

**(1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.**

**(2) If the complaint is assessed as grievable, the Associate Provost for Academic**

## **Administration initiates Phase Two of the grievance process.**

### **6. Phase Two: Grievance Hearing**

- a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.**
- b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.**
- c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.**
- d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.**
- e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.**
- f. Grievance hearing principles and procedures**
  - (1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.**
  - (2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.**



**(3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.**

**(4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.**

**(5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.**

**(6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.**

**g. Documentation of Grievance Hearing Panel's decision**

**(1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.**

**(2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.**

**(3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.**

**(4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.**

**7. Phase Three: Appeal**

**a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:**

**(1) New information. Information not available at the time of the original**

hearing is found by the student or faculty member.

(2) **Insufficient evidence.** The student or faculty member believes that evidence presented was not sufficient to justify the decision.

(3) **Procedural violations.** The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.

**b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.**

**c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.**

**d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.**

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**(1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.**

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**f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the**

**Provost.**

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**Unfinished Business: None.**

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**New business: A presentation on the Campus Master Plan was given by Hunter Morrison and David Reed.**

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**Adjournment: The Academic Senate adjourned at 5:25 p.m.**

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**For further information, e-mail [Bob Hogue](#) .**

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

Date May, 2005 Report Number (For Senate Use Only) \_\_\_\_\_

Name of Committee Submitting Report Elections and Balloting

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

Names of Committee Members \_\_\_\_\_

Annette M. Burden, Renee Eggers, Katherine Greig, Hazel Pierson, Jane Reid, Misook

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

Results for Arts & Science Senate At-Large Elections:

Department Senators for 2006-2007:

Chester Cooper, Biology

Diana Fagan, Biology

Gary Walker, Biology

Daryl Mincey, Chemistry

Rick Shale, English

Sandra Stephen, English

Jeffrey Dick, Geology

Annette Burden, Mathematics

Gabriel Palmer-Fernandez, Philosophy

Tom Shipka, Philosophy

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

If so, state the motion: \_\_\_\_\_

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? \_\_\_\_\_

Other relevant data: \_\_\_\_\_

Annette M. Burden, Jane Reid  
Co-Chairs

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

Date April 25, 2005 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: 2004-2005 members are Sunil Ahuja (chair), Kathy Akpom, Lauren Cummins, Maria Delost, Howard Mettee, Greg Moring, Elvin Shields, Bill Vendemia, Marty Countryman (academic advisor), Bege Bowers (ex officio), Jim Mike (ex officio), Gregg Sturuss (ex officio, UCC chair), Jeff Turose (student).

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

The committee has approved the following 11 proposals. They were circulated, no objections were received. These are being reported for informational purposes only.

- APD#012P-05 – *B.A. in Communication Studies* – CHANGE – Communication and Theater.
- APD#018M-05 – *Nonprofit Leadership* – CHANGE TO MINOR – Marketing/Management/Accounting and Finance.
- APD#019P-05 – *Nonprofit Leadership Certificate Program* – CHANGE – Marketing/Management/Accounting and Finance.
- APD#020M-05 – *Applied History* – CHANGE TO MINOR – History.
- APD#022P-05 – *Respiratory Therapy Program* – CHANGE – Health Professions.
- APD#024P-05 – *Communication Studies* – CHANGE – Communication and Theater.
- APD#026M-05 – *Graphic Design for Non-Art Majors* – NEW MINOR – Art.
- APD#029M-05 – *Art & Technology for Non-Art Majors* – NEW MINOR – Art.
- APD#032M-05 – *Painting for Non-Art Majors* – NEW MINOR – Art.
- APD#034M-05 – *Photography for Non-Art Majors* – NEW MINOR – Art.
- APD#036M-05 – *Spatial Arts for Non-Art Majors* – NEW MINOR – Art.

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

If so, state the motion: \_\_\_\_\_

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: \_\_\_\_\_

Sunil Ahuja, Chair

## MEMO

**TO:** Bob Hogue, Secretary  
Academic Senate

**FROM:** Gregg Sturuss, Chair  
University Curriculum Committee

**SUBJECT:** Completed Course Proposals

**DATE:** May 2, 2005

UCD #	Catalog #	Course Title	Action
072-05	CLTEC 2603	Topics in Clinical Laboratory Technology	Add
076-05	ISEGR 4881	Competitive Manufacturing Management	Add
077-05	MECH 2606	Engineering Materials	Change
078-05	MTEGR 2606	Engineering Materials	Change
084-05	MTEGR 3753	Materials Used in Electrical Devices	Add
086-05	PSYCH 3712	Industrial /Organizational Psychology	Change

UCD #	Catalog #	Course Title	Action
073-05	PSYCH 4834	ABA Principles II:Behavioral Assessment and Methodology	Add
074-05	PSYCH 4835	ABA Principles III:Behavioral Change Procedures	Add
075-05	PSYCH 3734	ABA Principles I:Applied Behavior Analysis	Change
089-05	MECH 4808,4809	Mechanical Systems Design I,II	Change
090-05	ART 4805	Urban Internship in Art	Add
091-05	ART 4866	Business Skills for the Artist	Delete
092-05	ART 1520	Introduction to Visual Skills	Delete
093-05	COMST 1530	Communication Theory	Change
094-05	ECE 2629	Best Practices in ECE	Add
097-05	GERMN 3751	Cultural Heritage II	Change
098-05	GERMN 3750	Cultural Heritage I	Change
099-05	PHYS 5826	Nuclear Physics	Change
100-05	PHYS 4805	Undergraduate Physics Research	Change
101-05	PHYS 5835	Spectroscopy	Change
102-05	PHYS 5830	Condensed Matter Physics	Change

<b>UCD #</b>	<b>Catalog #</b>	<b>Course Title</b>	<b>Action</b>
060-05	RESPC 4840	Respiratory Seminar	Delete
079-05	ISEGR 3723L	Manufacturing Processes Laboratory	Change
080-05	MTEGR 3723L	Manufacturing Processes Laboratory	Change
081-05	MECH 3723	Manufacturing Processes	Change
082-05	ISEGR 3723	Manufacturing Processes	Change
083-05	MTEGR 3723	Manufacturing Processes	Change
085-05	MECH 3723L	Manufacturing Processes Laboratory	Change
105-05	GERMN 3705	German Film & Culture since 1950	Add
106-05	GERMN 3725	Phonetics & History of the Language	Add
107-05	GERMN 4861	Literary Trends since 1950	Add
108-05	BIOL 3716	Molecular Microbiology 1:Nucleic Acids	Add
109-05	RESPC 4842	Respiratory Seminar 2	Add
110-05	RESPC 4838	Respiratory Seminar 1	Add

These course proposals have completed the approval process. Please include them in the May Senate Minutes as a contributed report from the University Curriculum Committee. If there is any problem getting them in, please let me know. Thank you.

**Report of the Committee on Student Grievance Procedures**  
**Academic Senate**  
**4 May 2005**

**Background**

The Ad Hoc Committee for Student Grievances was appointed by the Academic Senate some 18 months ago. Its charge was to update Art IX. Academic Procedures, Section B Undergraduate Student Academic Grievance Procedure of The Code.

The Committee consisted of representatives from Student Government, Faculty, Faculty Union, and Administration. The members were: Angela Mavrikis, President, SGA, J.T. Holt, VP, SGA, Joe Mosca, chair, Bill Buckler, Ron Chordas, Greg Claypool, Michael Finney, and myself.

**Synopsis of Proposed Procedures**

The proposed Procedures contain seven sections. A very brief outlined is given below:

1. Introduction

- identifies the Student Academic Grievance Subcommittee as the sole body for adjudicating grievances concerning academic matters and the Student Academic Affairs Committee as the sole appeals body for decisions made by the Grievance Hearing Panel.

2. Academic Matters That May Be Grieved

- identifies two matters that may be grieved: namely, sanctions imposed by faculty regarding academic dishonesty and material deviations from grading scale or weight distribution as specified in course syllabus, to the detriment of an individual student or the entire class.

3. Parties Directly Involved In the Grievance Procedure

- these are the student, the faculty member, the Associate Provost for Academic Administration, or designee, the department chair, the dean.
- from Senate, the following:  
Student Academic Grievance Subcommittee, the Grievance Hearing Panel, the Student Academic Affairs Committee, and then an Appeal Panel
- note that the Office of Student Life and the Office of the Vice President for Student Affairs are no longer parties to this procedure

4. Grievance Process

- 3 Phases: Pre-Grievance Hearing; Grievance Hearing, Appeal

5. Phase One

- the student “may” attempt to resolve the matter by meeting with the faculty member, rather than the student “should be encouraged” to do so.
- absent resolution of the matter, the student must initiate discussion with department chair
- absent resolution of the matter with the chair, the student must initiate discussion with the dean
- absent resolution of the matter, the student must file a formal statement with the Office of the Provost



- the Associate Provost for Academic Administration shall then determine the merits of the complaint and either dismiss it or initiate Phase Two of the process
- 6. Phase Two: Grievance Hearing
  - timelines are specified for distribution of complaint, for response by faculty member, chair and dean, for Office of Provost to submit Grievance Packet to the Chair of the Student Academic Grievance Subcommittee, and for chair of that Subcommittee to appoint a Grievance Hearing Panel
  - Chair of Subcommittee then assigns date, time, and place for the hearing
  - hearing principles, procedures, and rights of the parties are specified, so too is the disposition of documents
- 7. Phase Three: Appeal
  - provides grounds for appeal; specifies timelines
  - if ground of appeal is either new information or insufficient evidence, then the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee
  - if ground of appeal is procedural violation(s), then a panel will be convened to consider the appeal
  - if Appeal Panel concludes that a procedural violation occurred, the case is sent to the full Student Academic Affairs Committee
  - a quorum of that Committee will examine and decide the case. Its decision is final.

**Motion**

To approve the revised Undergraduate Student Academic Grievance Procedure.

YSU ACADEMIC SENATE ATTENDANCE ROSTER – May 4, 2005

**Arts and Sciences**

At Large

PB Peter Beckett, Psychology  
CC Chet Cooper, Biology  
MA Vernon Haynes, Psychology  
DM Daryl Mincey, Chemistry  
JM Jim Morrison, Psychology  
DP David Porter, Political Science  
RS Rick Shale, English  
MS Sandra Stephan, English  
TS Thomas Shipka, Phil. & Rel. Studies.  
J Jamal Tartir, Mathematics

Departmental (2003-05)

SA Sunil Ahuja, Political Science  
J.A. Isam Amin, Geol. & Env. Sci.  
KB Kevin Ball, English  
MB Annette Burden, Mathematics  
PG Paul Gordiejew, Sociology  
CK Robert Kramer, CSIS  
SP Gabriel Palmer-Fernandez, Phil.  
MS Mike Serra, Chemistry

Departmental (2004-06)

JP Joseph Palardy, Economics  
DB Diane Barnes, History  
BB Bill Buckler, Geography  
J.C. Iole Checcone, Foreign Lang.  
JF Diana Fagan, Biology  
WR William Rick Fry, Psychology  
TO Tom Oder, Physics & Astronomy

**Business Administration**

At Large

SR Rangamohan Eunni, Management  
RK Ram Kasuganti, Management  
SL Sheen Liu, Accounting & Finance

At Large, continued

TR Tom Rakestraw, Management  
JR Jane Reid, Marketing  
JM Jim Ritter

Departmental

BK Birsen Karpak, Management  
RS Ray Shaffer, Accounting & Finance  
MT Mark Toncar, Marketing

**Education**

At Large

SI Sylvia Imler, Teacher Education  
MB Margaret Briley, Teacher Educ.  
LC Lauren Cummins, Teacher Educ.

At Large, continued

PH Patricia Hauschildt, Teacher Educ.  
SL Sally Lewis, Teacher Education

Departmental

AW Janet Williams, Teacher Education  
DM Donald Martin, Counseling  
GE G. Edirisooriya, Educ. Admin.

**Engineering and Technology**

At Large

DK David Kurtanich, Technology  
RM Robert McCoy, Mech. & Indust Eng.  
DP Douglas Price, Civil/Env/Chem Eng.

Departmental

IK Irfan Khan, Civil/Env/ Chem Eng.  
DL Dan Laird, Technology

Departmental (continued)

PM Philip Munro, Elec. & Comp. Eng.  
ES Elvin Shields, Mech. & Indust. Eng.

**Fine and Performing Arts**

At Large

PC Phil Chan, Art  
LB Laura Buch, Music  
DF Darla Funk, Music  
DH Dennis Henneman, Commun/Theater

At Large (continued)

CM Christine McCullough, Art  
JM John Murphy, Commun/Theater  
KU Katherine Umble, Music

Departmental

MN Michelle Nelson, Art  
FC Frank Castronovo, Commun/Theater  
TM Till Meyn, Music

**Health and Human Services**

At Large

LA Louise Aurilio, Nursing  
JE Janice Elias, Human Ecology  
JH Jean Hassell, Human Ecology  
PH Patricia Hoyson, Nursing  
CO Christian Onwudiwe, Criminal Just.

Departmental

KF Kathylynn Feld, Health Professions  
EG Elaine Greaves, Criminal Justice  
SK Shirley Keller, Social Work  
NL Nancy Landgraft, Physical Therapy

Departmental (continued)

JN John Neville, Human Perf./Exer. Sci.  
LP Louise Pavia, Human Ecology  
SP Sharon Phillips, Nursing

**Administration**

TA Tony Atwater  
RB Robert Bolla  
PG Philip Ginnetti  
CH Cynthia Hirtzel

BJ Betty Jo Licata  
GM George McCloud  
JY John Yemma  
CA Cynthia Anderson

JB Jonelle Beatrice  
BB Bege Bowers  
GC George Collins  
WC Willilam Countryman

PK Peter Kasvinsky  
PK Paul Kobulnicky  
TM Thomas Maraffa

**Students**

At Large

BH Brett Hudspeth, A&S  
RM Robert McGovern, A&S  
SP Sonal Patel, A&S  
JT Jeff Turose, WCBA  
JS Josh Sturges, WCBA

School / College

EB Erin Burns, A&S  
CF Cassandra Flora, Education  
JD Jennifer Davidson, E&T  
CD Carmen DiPinti, F&PA  
CF Christa Flora, HHS  
AM Amanda Mielke, WCBA  
CA Casey Annico, Graduate Studies

Student Government

AM Angela Mavrikis, President  
JH J.T. Holt, 1<sup>st</sup> VP  
JT Justin Truitt, 2<sup>nd</sup> VP