

David Genaw  
Library

**TO: FULL SERVICE FACULTY, ADMINISTRATION, AND  
STUDENT GOVERNMENT**

**FROM: VIRGINIA PHILLIPS, SECRETARY, ACADEMIC SENATE**

**RE: MEETING OF THE ACADEMIC SENATE  
WEDNESDAY, MAY 30, 1990, 4:00 P.M.  
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL**

WEALTH  
SINCE RISK

**AGENDA**

BTB

1. Call to Order.
2. Approval of Minutes for May 2, 1990, meeting.
3. Elections and Balloting Committee Report.
4. Charter and ByLaws Committee Report.  
890-17
5. Senate Executive Committee Report.
6. Report of Other Senate Committees.
  - 890-18 Report of Academic Programs and Curriculum Committee, Academic Programs Division.
  - 890-19 Report of Academic Programs and Curriculum Committee, Curriculum Division (Course Attachments).
  - 890-20 Report of Honors and I. C. P. Committee.
  - 890-21 Report of Academic Planning Committee.
  - 890-22 Report of Academic Standards and Events Committee.
  - Other Committee Reports.  
Report of Computer Services Committee.
7. Unfinished Business.
8. New Business.
9. Adjournment.

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

Date May 15, 1990 Report Number (For Senate Use Only) 890-17

Name of Committee Submitting Report Charter and Bylaws

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

Elected Chartered

Names of Committee members: John N. Cernica, Terry E. Deiderick, Lois M. Hopkins,  
Lowell J. Satre, Matthew Siman, and Melissa T. Smith

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

Item 1. A motion to add to the Bylaws what and how a student or instructor can  
appeal the action of the Student Grievances Subcommittee.

Item 2. A motion to modify the Bylaws in order to expedite the nominations of  
candidates for the office of Chair of the Senate.

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

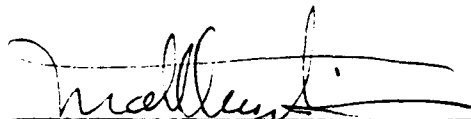
If so, state the motion: See the attached report,

Item 1. Motion

Item 2. Motion

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? No

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

  
Chair

## Charter and Bylaws Committee Report

May 15, 1990

Item 1. At its April 30, 1990 meeting the Charter and Bylaws Committee considered the question of a student or instructor appealing the action of the Student Grievances Subcommittee. Dr. Duane Rost addressed the committee concerning the above question. The Charter & Bylaws Committee moved, seconded and passed a motion to present to the Senate the following motion:

### MOTION:

Add the following paragraph to the current reading of Bylaw 6 (2) (g) (2)

The committee shall be responsible for hearing appeals of the Student Grievances Subcommittee actions when there are allegations of procedural violations and returning the case to the Student Grievances Subcommittee for rehearing when the Student Academic Affairs Committee determines there were procedural violations. If the Student Academic Affairs Committee determines there were procedural violations a second time, the Student Academic Affairs Committee will hear the case and render the final verdict.

Add the following to the current reading of Bylaw 6 (2) (g-i) (2)

h. A student or instructor may appeal to the Student Academic Affairs Committee only allegations of procedural violations.

Item 2. At its meeting on May 2, 1990, the Senate moved and passed the motion that the Charter & Bylaws Committee consider the recommendation of modifying Bylaw 4, Section 1 (b). At its May 14, 1990 meeting, after reviewing Bylaw 3, Section 5 and Bylaw 4, Section 1 (b), the Charter & Bylaws Committee moved, seconded and passed a motion to present the following motion to the Senate:

### MOTION:

Bylaw 3 Section 5. to read as follows:

The duties and responsibilities of all senators shall begin with a meeting scheduled for the Second Wednesday in October, which shall be called by the Chair of the Senate, or, if unavailable, by the Chair of the **SENATE** Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the Charter and Bylaws Committee.

Bylaw 4 Section 1 (b) to read as follows:

(b) Forms for nominating candidates for this office will be sent to all Senators on the first work day of the Academic Year and returned by the first Wednesday of October. In addition, nominations may be made from the floor at the organizational meeting. All nominations must be confirmed. The Election and Balloting Committee shall conduct a secret mail ballot and shall announce the results not later than seven calendar days prior to the scheduled November Senate Meeting.

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

Date May 14, 1990 Report Number (For Senate Use Only) 890-18

Name of Committee Submitting Report Academic Programs Division

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

Appointed chartered

Names of Committee members: George Sutton (chair), Daniel Borgia, Janet Gill-Wigal,  
Louis Harris, Lois Hopkins, Hojjat Mehri, Nicole Stanko, Ronald Tabak

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

(1) Medical Laboratory Technology

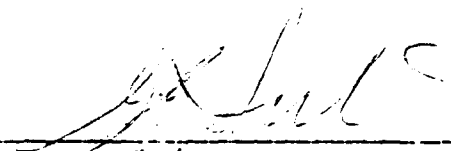
(2) Chemistry

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

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

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: \_\_\_\_\_

  
\_\_\_\_\_  
Chair

Youngstown State University  
Academic Programs Division

PD#	Date Rec'd
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Addition of a new program \_\_\_\_\_ (Complete B,C)  
Deletion of an existing program \_\_\_\_\_ (Complete A,C)  
Change in an existing program A (Complete A,B,C)  
Program title Medical Laboratory Technology Department Allied Health

A. Describe the requirements of the program as it currently exists.  
(Attach additional sheets if necessary.)

Medical Laboratory Technology students are required to take Chemistry 515/515L, 516/516L, 517/517L, 603/603L as a chemistry requirement.

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.) See attached.

The proposed changes will require Medical Laboratory Technology students to take Chemistry 502/502L and 503/503L, to replace the deleted chemistry courses, as suggested by accrediting body for MLT Program. Chemistry 501 will also be required of those students not adequately prepared for chemistry.

C. Using as many additional sheets as are necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g. enrollments, frequency of support-course offerings, staffing, budgets, equipment, duplicate courses, etc.).

See the attachment for rationale.

Signatures

Department Chairperson [Signature]

Dean [Signature] Prog. Div. [Signature]

Academic Senate

Sent to Dr. Beaubien on 4-6-90 Duplicate sent to Dr. Beaubien on 4-20-90

Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

Change in an existing program   X   (Complete A, B, C)

Program title   B.S.   Department   Chemistry  

A. Describe the requirements of the program as it currently exists. (Attach additional sheets if necessary.)

The required courses for a B.S. degree with a major in Chemistry are listed in the attached curriculum (Undergraduate Bulletin, 1989-90, p. 126).

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.)

This proposal involves two changes shown on attachment.

- a. Add Chem 831 Inorganic Chemistry Laboratory as a required course.
- b. Change the footnote to enumerate courses from which advanced electives may be chosen.

C. Using as many additional sheets as are necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g. enrollments, frequency of support-course offerings, staffing, budgets, equipment, duplicate courses, etc.).

See attached

D. IF THE PROPOSAL INCLUDES ADDING OR DROPPING COURSES OFFERED BY OTHER DEPARTMENTS, SUPPORTING STATEMENTS FROM THESE DEPARTMENTS MUST BE INCLUDED WITH THE REQUEST.

N/A

Signatures

Department Chairperson   K. K. Stein   3-14-90

Dean   B. J. Gyzinski   4/3/90 Prog. Div.   J. S. Sutt  

Senate \_\_\_\_\_

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

Date April 23, 1990 Report Number (For Senate Use Only) 890-19

Name of Committee Submitting Report University Curriculum Division

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

Appointed Chartered

Names of Committee members: T. Kermani (Chair), J. Alam, J. Beary, B. Karpak,  
J. Mistovich, H. Yiannaki, D. Henneman

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The attached curriculum proposals have been approved by the University Curriculum Committee, circulated to the various deans and departments, and are being presented to the University Seante: 90-174 through 90-189 and 90-198 through 90-207.

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

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

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: \_\_\_\_\_

Taghi Kermani  
Chair

- 90-174 Art (Add)  
 ART 850. Seminar in Art History  
 A seminar on problems in art history. Topics will be drawn from all periods and media. Prereq.: Senior standing or consent of instructor. May be repeated with different topics, up to 12 q.h. 4 q.h.
- 90-175 Art (Change)  
 ART 515. Survey of Non-Western Art  
 Art in the Pre-Columbian Americas, Africa, Oceania, and Oriental cultures. Includes architecture, painting, and sculpture. 4 q.h.
- 90-176 Art (change)  
 ART 707. Seventeenth and Eighteenth Century American Art  
 Covering all aspects and media of painting, sculpture, architecture, and the decorative arts of the 17th and 18th centuries. Prereq.: ART 523 or consent of the instructor. 4 q.h.
- 90-177 Art (Change)  
 ART 714. Ancient Art 1  
 Art of the Ancient Near East (Mesopotamia, Egypt, Aegean). Includes painting, sculpture, and architecture. Prereq.: Art 521 or consent of the instructor. 4 q.h.
- 90-178 Art (Change)  
 ART 715. Ancient Art 2  
 Art of Ancient Greece and Rome. Includes painting, sculpture, and architecture. Prereq.: Art 521, or consent of instructor. 4 q.h.
- 90-179 Art (Change)  
 ART 719. Nineteenth Century American Art  
 Covering all aspects and media of painting, sculpture, architecture and the decorative arts of the 19th century. Prereq.; ART 523, or consent of the instructor. 4 q.h.
- 90-180 Art (Add)  
 ART 741. Chinese and Japanese Art  
 Art of China and Japan from the earliest periods to the present, in relation to the philosophies and religions of those countries. Prereq.: ART 515 or consent of the instructor. 4 q.h.
- 90-181 Art (Add)  
 ART 749. History of Graphic Design  
 A chronological survey of graphic design from ancient to modern times. An emphasis will be places on specific designers who influenced the field as well as the relationship between visual



- communication and historical/cultural events. Prereq.: ART 523.  
4 q.h.
- 90-182 Art (Change)  
ART 502. Design 1  
An investigation of the structural properties of two-dimensional shape for the beginning student. Four hours lab and two hours lecture. 4 q.h.
- 90-183 Art (Change)  
ART 503. Design 2  
An exploration of fundamental color relationships as a basis for visual organization. Four hours lab and two hours lecture. 4 q.h.
- 90-184 Art (Change)  
ART 723. Weaving 1  
Exploration of simple beginning weaving techniques on a four-harness loom. Emphasis on the actual making of yarns on the spinning wheel and dyeing with natural dyes. Off-loom techniques such as basketry, macrame, simple and inkle loom weaving, finger weaving, and shaped loom weaving (such as circles and triangles). Six hours lab. Prereq.: ART 502 and 503 or permission of instructor. 3 q.h.
- 90-185 Art (Add)  
ART 821. Lithography 2  
Continued experimentation with printmaking techniques from a flat stone or metal plate. Eight hours lab. Prereq.: ART 721. 4 q.h.
- 90-186 Art (Change)  
ART 822. Puppetry and Stage Construction  
Concentrated exploration of puppetry, stage design, and construction, and a survey of the historic development of puppetry. Prereq.: ART 762 or consent of instructor. 3 q.h.
- 90-187 Art (Add)  
ART 824. Photo Silk Screen 2  
Continued experimentation in various photo silk screen methods of printmaking. Ten hours lab. Prereq.: ART 722. 5 q.h.
- 90-188 Art (Add)  
ART 842. Publication Design  
The coursework is based on the use of type and visual elements in publication format. Assignments in newspaper design, newsletters, magazines, direct mail, annual reports, specialty publications and book design. Will include a major project. Prereq.: Senior standing in art or consent of instructor. 4 q.h.

- 90-189 Art (Add)  
 ART 860. Advanced Computer Graphics  
 Concentration on individual independent study in computer imagery. Encompasses both color systems and desktop publishing. Eight hours lab. Prereq.: ART 650. May be repeated for a maximum of 12 q.h. credit. 4 q.h.
- 90-198 Allied Health (Add)  
 MLT 603. Methodology IV  
 Theory of laboratory instrumentation, trouble shooting, quality control, quality assurance and preventative maintenance. Prereq.: MLT 501 and MLT 501L. 2 q.h.
- 90-199 Allied Health (Add)  
 MLT 603L. Methodology Laboratory  
 Simple instrument maintenance, performance verification, proficiency surveys, internal quality control, choice and implementation of new instruments and methods. 2 q.h.
- 90-200 Allied Health (Change)  
 EMTEC 501. Emergency Medical Technician - Ambulance  
 A course that provides the basic knowledge and skills required to be an emergency medical technician. The course meets all U.S. Department of Transportation training standards for the Basic EMT. Three lecture hours per week. Must be taken concurrently with EMTEC 501L. 3 q.h.
- 90-201 Allied Health (Change)  
 MATEC 600. Medical Insurance Forms  
 A study of private group and government insurance programs; medicare, medicaid, Workers' Compensation and Disability Insurance and the completion of required forms. Prereq.: MATEC 501. 3 q.h.
- 90-202 Allied Health (Add)  
 MATEC 602. Medical Diagnostic and Procedural Coding  
 Emphasis will be on identifying and utilization of coding systems (ID-9-CM, CPT) directly related to medical practices and current government regulations. Prereq.: MATEC 501 or instructor's permission. 3 q.h.
- 90-203 Allied Health (Change)  
 MATEC 692. Medical Assisting Externship  
 Twenty-one hours per week of practical experience in offices of qualified physicians (family practice and internal and accredited hospitals and/or clinics). Sites are selected by the director of the program. Prereq.: MATEC 620, MATEC 680, BET 612-614. Must be taken currently with MATEC 694. 3 q.h.
- 90-204 Allied Health (Change)  
 MATEC 694. Medical Assisting Seminar  
 Selected Medical Assisting topics as related to student's externship experiences. Must be taken concurrently with MATEC 692. 1 q.h.

- 90-205 Allied Health (Add)  
 AHLTH 810. Management Skills for the Health Care Supervisor  
 A study of the conceptual framework of supervision in Health  
 Care Organizations with emphasis on managerial skills, formulation  
 of policies; principles of budgeting, performance appraisals,  
 and community relations. Prereq.: Graduate of 2 year health  
 related program or instructor's permission. 4 q.h.
- 90-206 Nursing (Add)  
 NURSG 642. Contemporary Nursing for Registered Nurses  
 Concepts and theories related to professional nursing from a  
 historical perspective, program philosophy and organizational  
 framework are presented. Prereq.: Must be registered nurse.  
 4 q.h.
- 90-207 Nursing (Add)  
 NURSG 832. Concepts, Theories, and Contemporary Issues  
 Concepts, theories, and contemporary issues related to the evolving  
 roles of professional nursing are analyzed from a health focus  
 of illness, treatment, and recovery. Prereq.: NURSG 642 and  
 must be registered nurse. 4 q.h.

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

Date May 10, 1990 Report Number (For Senate Use Only) 890-20

Name of Committee Submitting Report Honors and ICP subcommittee

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

Names of Committee members: J. Altinger-chair, L. Baird-Lange, F. Castronovo,  
J. Cernica, T. Chrobak, W. Ferris, J. Kirschner, G. Mapley,  
G. Sutton, A. Viehmeyer

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) During the 1989-90 school year the  
committe submitted a change in seminar pre-requisites, approved  
2 seminars for next year and submitted to the Programs Comm.  
a set of Policies and Procedures for the Individualized Curric.  
Program.

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

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

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: The proposed change in seminar prerequisites  
will be reconsidered during the 1990-91 school year.

J. Altinger  
chair

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

Date May 16, 1990 Report Number (For Senate Use Only) 890-21

Name of Committee Submitting Report Academic Planning Committee

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

Names of Committee members: Alice Betz, Gregory Claypool, Thomas Dobbelstein,  
Bernard Gillis, Jalal Jalali, Dorothy Kennedy, Donna McNierney, Alfred Owens,  
David Ruggles, Fred Viehe, Bernard Yozwiak.

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The Academic Planning Committee met frequently this  
year and developed an Academic Mission Statement. The Mission Statement was  
approved by the Senate and forwarded to President Humphrey. Presently, the

committee has a meeting set up with President Humphrey to discuss the Academic  
Mission Statement and the next step for the committee (see attached copy of  
Academic Mission Statement).

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

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

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: \_\_\_\_\_

Alice Betz  
Chair

**Academic Mission Statement**  
For the Strategic Plan of the 1990s

The academic mission of Youngstown State University is to foster the search for and concurrent dissemination of knowledge. This effort ultimately is directed both toward elevating the human spirit and toward the intellectual growth and betterment of people and their agencies.

The University is dedicated to superior teaching, rigorous scholarship and research, and responsible public service. It aims to assemble and develop a faculty which embodies these standards and in turn cultivates them among students. It reinforces this effort through cocurricular opportunities and other out-of-class support. Hence, the University sees a primary test of its effectiveness in its graduates: the kinds of lives they lead, their personal accomplishments and their contributions to social good.

The University is dedicated to broad access to education. It provides academic access through open admission for all Ohio high school graduates to a wide range of programs and through specialized and advanced degree programs. It seeks to provide economic access through a strong program of financial aids as well as reasonable tuition charges. And it is committed to geographic access through attention to the needs of students who either live on or near campus or who commute.

The University is distinguished in its capacity to provide expertise to governmental bodies, industry and businesses, and social service agencies to increase their effectiveness. The University in turn builds its strength on the vitality and support of surrounding communities and their citizens, both organizational and individual, public and private, and by interaction with teaching and research wherever it is found.

In support of this, the University is committed:

- \* to achieve academic excellence in teaching, scholarship and study;
- \* to establish appropriate terminal degree programs;
- \* to maintain or improve its physical facilities, equipment, and support services;
- \* to improve its technologies for creation, manipulation, storage and retrieval of print, data, voice, visual and other types of information;
- \* to develop or aid in the development of residence facilities needed by future students: traditional and nontraditional, undergraduate and graduate;
- \* to take such steps necessary to acquaint potential students with educational opportunities at the University;
- \* to maintain or enhance public service, including continuing education, industrial/business opportunity counseling, and applied research/technology transfer; and
- \* to take other steps, whether subordinate or complementary to these, necessary to realize this academic mission.

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

890-22

Date 2-16-90 Report Number (For Senate Use Only) \_\_\_\_\_

Name of Committee Submitting Report Academic Standards & Events

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

Names of Committee members: J. Aboul-Ela (chair), R. Burden, J. Conroy,  
W. Driscoll, J. Edwards, A. Owens, J. Pusch, J. Reid, V. Richley,  
D. Stephens, K. Welsh;

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

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

If so, state the motion: The stated WARNING be added to the student  
schedule.

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? No

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

Jean Aboul-Ela  
Chair

**SUMMARY OF REPORT:**

**Scope of CR/NC problems:**

- a. Approximately 800 students sign up for CR/NC each quarter.
- b. About 12 problems occur per quarter or about 1.5 percent of the students selecting the CR/NC option report problems.

**Some of the problems defined:**

- a. Students change majors/minors and cannot count courses completed with CR grade toward the new major/minor.
- b. Some outside agencies may not recognize CR grade as valid.
- c. Students discover they are doing "A" work and wish to obtain the letter grade.
- d. Students discover they are doing "D" work and do not wish to repeat the course.

**Some options for solution are:**

- a. Leave the policy and forms as is.
- b. Add "warning" posters to the registration area.
- c. Completely eliminate the CR/NC option.
- d. Add the statement to the student schedule as recommended by this committee at the March Senate meeting.

**WARNING. CR/NC GRADING IS A RESTRICTED GRADING OPTION. YOUR SIGNATURE AFFIRMS UNDERSTANDING AND ACCEPTANCE OF THOSE RESTRICTIONS. IF YOU HAVE QUESTIONS, SEE YOUR ADVISOR.**

This message requires no new forms and has the potential of solving problems for 40 students per year. If and when phone registration is implemented, the warning could help solve even more problems. With the number of problems that occur, the committee believes the most viable solution would be the warning message.



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

Date May 23, 1990 Report Number (For Senate Use Only) \_\_\_\_\_

Name of Committee Submitting Report University Curriculum Division

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

Appointed Chartered

Names of Committee members: T. Kermani (Chair), J. Beary, B. Karpak,  
D. Henneman, H. Yiannaki, J. Alam, J. Mistovich

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The following proposal has been approved by the University Curriculum Division and has been circulated to the appropriate department chairperson and deans and is being presented to the Academic Senate: HOME 90-212

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

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

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: \_\_\_\_\_

Taghi Kermani  
Chair

90-212 Home Economics

(Change)

HOMECE 663. Professional Laboratory Experience Pre-Kindergarten

Application of pre-kindergarten methods in community preschool settings. Includes conferences, 2 hour on-campus seminar and 14 hours supervised participation per week.

Application for permit must be filed prior to registration.

Prereq.: Good standing, completion of high school deficiencies, ENGL 551, ELED 630, and HOMECE 706.

4 q.h.

REPORT FROM THE SENATE ELECTIONS AND BALLOTING COMMITTEE, 1990

APPLIED SCIENCE AND TECHNOLOGY

At-Large

Robert Campbell  
Ralph Crum  
Karen Dudo  
Margaret Horvath  
Anthony Messuri

Departmental

Madeliene Haggerty, Allied Health  
William Wood, Eng. Tech.  
Jim Dishaw, Home Economics

ARTS AND SCIENCES

At-Large

Samuel Floyd Barger  
George Beelen  
Paul Dalbec  
Larry Esterly  
William Jenkins  
Gratia Murphy  
Lowell Satre  
Thomas Shipka  
Ronald Tabak  
John White

Departmental

Anthony Sobota, Biology  
Teresa Riley, Economics  
John Sarkissian, Foreign Languages  
William Buckler, Geography  
Marilyn Karaffa, Health & Phys. Ed.  
Richard Goldthwait Math & Comp. Sc.  
Edward Mooney, Physics & Astronomy  
James Morrison, Psychology

BUSINESS ADMINISTRATION

At-Large

James H. Daly  
Inez G. Heal  
Donald H. Mathews  
Jane S. Reid  
Dean Roussos  
Eugene A. Sekeres

Departmental

Richard Magner, Accounting & Finance  
Donald Hovey, Management

EDUCATION

At-Large

Dora Bailey  
Peter Baldino  
Susan deBlois

Departmental

Phillip Ginnetti, Elementary Ed.  
James Douglas, Adm. & Sec. Ed.

ENGINEERING

At-Large

Jack Bakos  
Duane Rost

Departmental

Jalal Jalali, Electrical Eng.  
Hojjat Mehri, Industrial Eng.  
Ganesh Kudav, Mechanical Eng.

FINE AND PERFORMING ARTS

At-Large

Joseph Edwards  
Darla Funk  
Les Hicken  
Larry Hugenberg  
Ted Perkins  
David Robinson  
James Umble

Departmental

Genevra Kornbluth, Art  
Susan Sexton, Music

ELECTED TO ELECTIONS AND BALLOTING COMMITTEE

Nancy White, Arts and Sciences

Nancie Shillington, Education

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

Date May 24, 1990 Report Number (For Senate Use Only) \_\_\_\_\_

Name of Committee Submitting Report Academic Programs Division

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

Appointed chartered

Names of Committee members: George Sutton (chair), Daniel Borgia, Janet Gill-Wigal,  
Louis Harris, Lois Hopkins, Hojjat Mehri, Nicole Stanko, Ronald Tabak

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

Change in name Secretarial Studies

Change of requirement in Management Major

Information Systems

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

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

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: \_\_\_\_\_

\_\_\_\_\_  
Chair

Youngstown State University  
Academic Programs Division

PD#	Date Rec'd
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Addition of a new program \_\_\_\_\_ (Complete B,C)

Deletion of an existing program \_\_\_\_\_ (Complete A,C)

Change in an existing program   X   (Complete A,B,C)

Program title \_\_\_\_\_ Department \_\_\_\_\_

A. Describe the requirements of the program as it currently exists.  
(Attach additional sheets if necessary.)

See attached Exhibit A.

Current program name is Secretarial Studies

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.)

See attached Exhibit B

Proposed program name is Office Services and Administration

C. Using as many additional sheets as are necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g. enrollments, frequency of support-course offerings, staffing budgets, equipment, duplicate courses, etc.).

No additional resources will be needed.

The proposed name reflects modern terminology and encompasses the varied activities involved in the concentrations.

Signatures

Department Chairperson Violet F. Bogges

Dean \_\_\_\_\_ Prog. Div. \_\_\_\_\_

BUSINESS EDUCATION AND TECHNOLOGY  
OFFICE SERVICES AND ADMINISTRATION  
**Executive Secretarial Studies Program**

A.A.B. DEGREE

ENGLISH			MAJOR REQUIREMENTS			
550	Basic Composition 1	4	BET	510	Office Procedures	4
551	Basic Composition 2	4	BET	513	Bus. Computer Systems 1	4
			BET	523	Intermediate Typing	3
			BET	615	Info. Proc. Machines	3
			BET	623	Advanced Typing	3
			* BET	624	Specialized Typing	2
			BET	630	Shorthand 2	4
			BET	631	Shorthand 3	4
			BET	641	Magnetic Media	3
			BET	643	Elec. Files Management	3
			BET	704	Business Communications	4
			* BET	731	Specialized Dictation	4
			* BET	805	Office Practicum	4
SOCIAL STUDIES						
Psych. 560	Gen. Psychology	4				
Econ. 520	Prin. of Econ. 1	4				
HEALTH						
590	Health Education	3				
MATH			OTHER REQUIREMENTS			
506	Math of Business	5	BET	706	Business Law	4
			BET	710	Bus. Computer Systems 2	4
			BET	718	Automated Office Systems	4
			BET	720	Organizational Behavior	4
			BET	740	Records Management	3
			BUTEC	580	Elem. Acctg. Tech. 1	4
			BUTEC		Electives	8

TOTAL HOURS: 100

**NOTE:** Students with no previous knowledge of typewriting should take BET 520.

Students with no previous knowledge of shorthand should take BET 530.

BET 505, Transcription Skills, is required if ACT English score is less than 16.

\*Day students are to take concurrently. Offered fall and spring quarters.

Evening students take BET 805 fall quarter and BET 624 and 731 winter quarter.

Offered every second year.

MUST HAVE A "C" OR BETTER IN MAJOR REQUIREMENTS TO RECEIVE CREDIT TOWARD GRADUATION.

MUST HAVE AN OVERALL POINT AVERAGE OF 2.00 TO BE ELIGIBLE FOR GRADUATION.

PLEASE SEE REVERSE SIDE FOR HIGH SCHOOL REQUIREMENTS

PD#	Date Rec'd
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Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

Change in an existing program <sup>X</sup> \_\_\_\_\_ (Complete A, B, C)  
Management Major

Program title Information Systems Department Management

A. Describe the requirements of the program as it currently exists. (Attach additional sheets if necessary.)

Besides the School of Business requirements, University requirements and Management Department core requirements, the following are required:

- Acctg. 709
- Mgt. 728, 761, 795, 825, 830, and Upper Division Elective

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.)

We wish to substitute Mgt. 835, Systems Analysis, for Mgt. 830, Management Science 2

C. Using as many additional sheets as are necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g. enrollments, frequency of support-course offerings, staffing, budgets, equipment, duplicate courses, etc.).

There will be no effects outside the Management Dept.

D. IF THE PROPOSAL INCLUDES ADDING OR DROPPING COURSES OFFERED BY OTHER DEPARTMENTS, SUPPORTING STATEMENTS FROM THESE DEPARTMENTS MUST BE INCLUDED WITH THE REQUEST.

Signatures

Department Chairperson Clement Pernecka

Dean James A. Warrill 4/27/80 Prog. Div.

**BUSINESS EDUCATION AND TECHNOLOGY**  
**SECRETARIAL STUDIES PROGRAM**  
**Executive Secretarial Studies Program**  
**A.A.B. DEGREE**

ENGLISH			MAJOR REQUIREMENTS			
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551	Basic Composition 2	4	BET	513	Bus. Computer Systems 1	4
			BET	523	Intermediate Typing	3
			BET	615	Info. Proc. Machines	3
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			* BET	624	Specialized Typing	2
			BET	630	Shorthand 2	4
			BET	631	Shorthand 3	4
			BET	641	Magnetic Media	3
			BET	643	Elec. Files Management	3
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			BUTEC		Electives	8

TOTAL HOURS: 100

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Students with no previous knowledge of shorthand should take BET 530.

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PLEASE SEE REVERSE SIDE FOR HIGH SCHOOL REQUIREMENTS





# YOUNGSTOWN STATE UNIVERSITY CURRICULUM PROPOSAL for CURRICULUM DIVISION of ACADEMIC PROGRAMS & CURRICULUM DIVISION

UCD # <u>90-212</u>	Date Rec'd <u>5-3-90</u>	IR Code
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School CAST Department HOME ECONOMICS

Course Prefix HOME C Course Number 663

Course Title Professional Laboratory Experience Pre-Kindergarten

- Change (Complete A, B, C, D, E)
- Add (Complete B, C, D, E)
- Delete (Complete A, C, E)

Chair's Signature Mary J. Beaubien Date 4/5/90 Telephone 3343

**A** To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.

663. *Practicum in Child Care.* Supervised participation in all functions in a child care center. Two hours lecture-discussion and fourteen laboratory hours per week. Prereq.: HOME C 706 and ELED 630. Application must be filed one quarter prior to registration for the course. (F, SP) 4 q.h.

p. 105  
*OKed by Dr. Beaubien 5.7.90*

**B** To add or change a course, provide its description precisely as it is to appear in the Bulletin. Be succinct.

HOME C 663: Professional Laboratory Experience Pre-Kindergarten. Application of pre-kindergarten methods in community preschool settings. Includes conferences, 2 hour on-campus seminar and 14 hours supervised participation per week. Application for permit must be filed prior to registration. Prereq.: Good standing, completion of high school deficiencies, ENGL 551, ELED 630, and HOME C 706. 4 q.h.

**C** Yes  or No , this course is (to be) cross-listed with \_\_\_\_\_ (Department & Course Number)

Cross-listing to supplement       Cross-listing with joint responsibility

All cross-listed courses must be identified as such in the description of all courses involved — Check B above.

**D** Justify the course proposal, using additional sheets if necessary. Qualified faculty must be listed for a new course. Assurances must be provided that library resources and/or physical plant facilities are or will be available.

Course title, description, and prerequisites need to be changed to accurately reflect current practice in preparation for site-visit by the State Department of Education which will be evaluating the pre-kindergarten associate program in Fall 1990. Prerequisites have been added to ensure that only students capable of successfully completing the associate degree program will be admitted to the course.

(cont. on attached sheet)

Course Workload: 4 WH

**E** Yes  or No , this proposal will affect another Department in the University. If yes, explain \_\_\_\_\_

Signatures	Approval	Disapproval	Date
School/College Curr. Comm. <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>4-16-90</u>
Dean <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>5-1-90</u>
University Curr. Div. <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>5-8-90</u>
Academic Senate <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>5-23-90</u>

90-212 Home Economics (Change)  
HOMECE 663. Professional Laboratory Experience Pre-Kindergarten  
Application of pre-kindergarten methods in community  
preschool settings. Includes conferences, 2 hour on-campus  
seminar and 14 hours supervised participation per week.  
Application for permit must be filed prior to registration.  
Prereq.: Good standing, completion of high school  
deficiencies, ENGL 551, ELED 630, and HOMECE 706.

4 q.h.