

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

FROM: VIRGINIA PHILLIPS, SECRETARY, ACADEMIC SENATE

**RE: MEETING OF THE ACADEMIC SENATE
WEDNESDAY, OCTOBER 3, 1990, 4:00 P.M.
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL**

AGENDA

1. Call to Order.
2. Approval of Minutes for May 30, 1990, meeting.
3. Nominations for Chair of Academic Senate.
4. Nominations for Charter and Bylaws Committee.
5. Charter and ByLaws Committee Report.
6. Senate Executive Committee Report.
7. Elections and Balloting Committee Report.
8. Report of Other Senate Committees.
9. Unfinished Business.
10. New Business.
11. Adjournment.

NEXT MTING 11-7

GUIDELINES FOR YSU NONCREDIT PROGRAMS

The Guidelines for YSU Noncredit Programs were developed to serve the following purposes:

1. To serve as a basis for determining the noncredit programs to be cosponsored with the Office of University Outreach by the academic departments and external agencies;
2. To enable University departments to be aware of the program timelines necessary and criteria to undertake a cosponsored offering with the Office of University Outreach;
3. To provide criteria for the Office of University Outreach to undertake a noncredit offering in association with University departments and external agencies; and
4. To insure that quality noncredit offerings are presented by the University through the Office of University Outreach in all of its offerings.

Part I: QUALITY STANDARDS

The Office of University Outreach and the University endorse and adopt the Standards for the Quality Assurance in Noncredit Continuing Education endorsed by the Ohio Board of Regents in December, 1984 as operating guidelines.

Noncredit programs offered will fall within one of the categories listed below and will in No. 2 and No. 3 require the review of program content by the appropriate academic department or professionals in the field, should no academic department exist in the content area.

The categories of programs shall include

1. Academic Department Initiated
2. University Outreach Initiated
3. Externally Initiated

Programs will be undertaken by the Office of University Outreach on a planning cycle which takes into account the timelines identified below. The Director of University Outreach shall receive appeals and request that the Senate Subcommittee be convened to review the circumstances should an agreeable solution to the potential appeal not be achieved.

In all academic department initiated noncredit programs, the signature of the academic department chairperson and dean of the school/college shall be required prior to the Office of University outreach undertaking the program.

Part II: GUIDELINES

The Standards for Quality Assurance in Noncredit Continuing Education shall guide the offerings in addition to the timelines identified below:

1. **Size of Activity:** The anticipated enrollment for a noncredit continuing education program shall serve as an informal guide in establishing the advance-time necessary to carry out the appropriate arrangements;

10-75 participants	10-12 weeks
76-150 participants	3-6 months
151-300 participants	6 months or more

2. **Development-Time Required.** The development of some noncredit educational programs requires more time to insure that presenters, materials and promotion meet the Standards:

Existent Program	10-12 weeks
Develop from Start	3-8 months

3. **Marketing-Time Required.** Depending upon the ability to target the program and the geographic area into which the program will be marketed and the need to develop mailing strategies to reach the desired audience, lead time can play an important part in the development of a plan which can lead to achieving the enrollment targets.

University Service Region	10-12 weeks
Cleveland-Pittsburgh	3-4 months
Ohio and contiguous states	4-6 months
National	12 months or more

4. **Assessment of Need.** The assessment of need and/or interest in a noncredit program is an essential step in the commitment of resources to the development of noncredit programs. If none has been documented in the geographic region or for the audience to be served three to eight weeks should be added to the advance time lines identified in No. 2 to undertake the necessary assessment of need.

ACADEMIC
SENATE

1990-91 SENATORS

Javed Alam
Civil Engineering

Dora Bailey
Elem. Ed. & Reading

Jack Bakos, Jr.
Civil Engineering

Peter Baldino
Foundations of Ed.

Samuel Floyd Barger
Mathematics

William Barsch
Engineering Technology

George Beelen
History

William Buckler
Geography

Robert Campbell
Business Ed. Technology

Shirley Carpenter
Executive Director
Personnel Services

James Cicarelli
Business Administration

Ralph Crum
Engineering Technology

Paul Dalbec
Physics & Astronomy

James Daly
Management

C. Susan deBlois
Foundations of Education

Lawrence DiRusso
Counseling

Jim Dishaw
Home Economics

Guido Dobbert
Sociology & Anthr.

James Douglas
Admin. & Secondary Ed.

Karen Duda
Business Ed. & Tech.

Joseph Edwards
Music

Larry Esterly
Political & Soc. Sc.

Darla Funk
Music

David Genaway
University Librarian

Bernard Gillis
Provost

Philip Ginnetti
Elem. Educ. & Reading

Ronald Goldthwait
Math & Computer Sc.

Madeliene Haggerty
Allied Health

George Haushalter
Political & Soc. Sc.

C. Earl Harris
Geology

Inez Heal
Accounting & Finance

Leslie Hicken
Music

Margaret Horvath Home Economics	Gratia Murphy English	Dilip Singh Chem. Engineering
Sally Hotchkiss Assoc. Provost	John Neville Health & Physical Ed.	Anthony Sobota Biological Sc.
Donald Hovey Management	Ted Perkins Music	Sandra Stephan English
Larry Hugenberg Speech Comm. & Theatre	Sharon Phillips Nursing	George Sutton Engineering
Jalal Jalali Electrical Eng.	Virginia Phillips Bus. Ed. & Technology	David Sweetkind Fine & Perf. Arts
William Jenkins History	James Pusch Foundations of Educ.	Ronald Tabak Physics & Astro.
Friedrich Koknat Chemistry	Jane Reid Marketing	Linda Tessier Philosophy & Rel.
Generva Kornbluth Art	Victor Richley Applied Science & Tech.	James Umble Music
Ganesh Kudav Mechanical Engineering	Teresa Riley Economics	Joseph Waldron Criminal Justice
Richard Magner Accounting & Finance	David Robinson Speech Comm. & Theatre	John White Soc. & Anthro.
Gordon Mapley Assistant Dean, A & S	Duane Rost Electrical Engineering	William Wood Eng. Tech.
Donald Mathews Marketing	Dean Roussos Marketing	Harold Yiannaki Registrar
Charles McBriarty Vice Pres. - Student Services	David Ruggles Education	Warren Young Physics & Astro.
Richard McEwing Assistant Dean, Educ.	John Sarkissian Foreign Languages	Bernard Yozwiak Dean, A&S
Hojjat Mehri Industrial Engineering	Lowell Satre History	
Anthony Messuri Engineering Technology	Eugene Sekeres Marketing	
Edward Mooney Physics & Astronomy	Susan Sexton Music	
James Morrison Psychology	Thomas Shipka Philosophy & Rel. Studies	