

ACADEMIC SENATE MINUTES

MAY 4, 1994

CALL TO ORDER

A quorum was announced and the meeting was called to order at 4:08. The chair requested a move to accept the agenda as printed. Dr. Genaway so moved, the move was seconded and passed.

MINUTES OF April 6, 1994

On page 4 of the April Minutes the Northeast Ohio Universities College of Medicine was referred to as NEOCOM when it should have been NEOUCOM. No other corrections were offered, a motion was made to accept the minutes as corrected. It was seconded and passed.

ELECTIONS AND BALLOTING COMMITTEE REPORT

J. Daly reported. Elections for senate positions are proceeding.

CHARTER AND BYLAWS COMMITTEE REPORT

No report.

SENATE EXECUTIVE COMMITTEE REPORT

Joan Di Guilio, Sociology and Anthropology, has been recommended for appointment to the Recruitment and Outreach Advisory Committee. John Murphy, F.P.A., was recommended to serve on the Kilcawley Center Board. Javed Alam, Civil and Environmental Engineering, was appointed to replace Les Smith on the Honors/ICP Committee.

Members of the SEC convey their thanks to the Colleges of Education and Engineering for extending an invitation to meet with the candidates for dean in those two colleges.

An ad hoc committee to make a recommendation to the Academic Standards and Events Committee on Experiential Learning has been appointed. Membership includes: Glenda Kunar and Aubrey Fowler, WCBA; Dean Brown and Hervé Corbè, A&S; Mary Beaubien, Kathylynn Feld, and Cheryl Bosley, HHS; Nancy Andrews, FPA; and Frank Krygowski from Engineering. A member from Education is yet to be identified and Student Government will be requested to identify a student member. Dr. Harold Yiannaki, Administrative member will call the organizational meeting.

The SEC will meet tomorrow to begin to identify faculty for the various Senate Committees. Announcement of appointments will be made at the June 1 meeting. All committees will be asked to hold organizational meetings between June 1 and June 15 to identify a Chair and notify the Chair of the Senate. All members will be asked to give home addresses and telephone numbers to the Committee Chair in the event it is necessary to convene a meeting during the Summer quarter. Committee activities will be expected to begin September 15.

The SEC has approved a new procedure for circulation of Agendas and will be approving a new procedure for circulation of Minutes to take effect with the October, 1994 meeting. The changes will be announced at the June meeting. For the balance of this year, we must restrict the size of both minutes and agendas because our allocated budget is insufficient to cover printing costs.

The next meeting will be May 25, 1994, DeBartolo Hall, 4 p.m. The only item of business other than informational reports from Academic Programs and the Curriculum Committees will be the report from the Academic Standards and Events Committee on recommended goals for general education requirements. Those three committees should have reports to the Chair, Room 334, Meshel Hall, by noon on Monday, May 16.

Agenda items for the June 1 meeting are due in the Chair's office, Meshel Hall, Room 334 by noon on May 19, 1994. Senate committee structure and charges were studied by the SEC and SEC recommended changes were forwarded to the Charter and Bylaws Committee. A June report is anticipated from the Charter and Bylaws Committee that will recommend changes in the Senate committee structure for Senate consideration and vote. Any chartered Senate committee that has not presented a report this academic year is required by the Charter and Bylaws to make a report at the June meeting.

Faculty Advisory Committee to the Chancellor Report

No report, there was no meeting in April.

REMARKS BY THE PROVOST

As many of you know I've been a member of the OBOR Workload Committee. The OBOR Workload Committee's report was finalized and approved by the Board of Regents in late February. Fundamental to the process from that point forward is the fact that the Board of Trustees of each public University must approve workload guidelines by June, by the end of June. I have been in conversation with the OEA bargaining group on some fundamental touchstones for decision making in this process and there are a couple of things I think at this point that I would like to say. (The bargaining group and I are still working with that, actually working very harmoniously with that.) If you take together the Board of Regents workload standards and guidelines and the YSU-OEA agreement, I think you have something that offers faculty at this university an opportunity to enhance their contributions to students, the community, and the profession in teaching, scholarship, and public service. I think you will find that both documents ask departments to create within themselves a community of expectation that fosters the continuing professional development of their faculty in a context established by the needs of the University. Both documents, I think, enable the university to pursue its mission and goals and in the process to enhance the quality of what we do as part of public higher education in Ohio.

By the end of June, the Board of Trustees of the University must establish a workload policy to guide academic departments in developing their final workload expectations. I think there are some touchstones in that decision making which are simple, I hope reasonable, I believe they are, and supportive of faculty in their activities beyond teaching and learning. In developing the departmental workload statements, I think there are some things that all of us will have to pay attention to, and certainly departments and DAC's. We need to follow the direction provided by the Board of Regents and the provisions of the agreement. The departmental statements, as the Board of Regents would indicate, and I think reason would indicate, need to be based on approved written mission, goals, and objectives of the units, under the aegis of the University's Mission and Goals Statement. I know many of you have finished, and some of you are still working on the development of your departmental mission and goal statements. In the process, in order to meet the needs of the University, we have to relate what we develop to the student FTE and Faculty FTE relationship in Colleges and departments. It's essential for us, not a straight jacket but something that needs to be part of the process, part of the reasoning here. I think we need to recognize, as I am sure most of you do, that instructional (other than teaching), scholarship, and service activities are a normal part of our professional lives even when we teach full load. In fact, there are many of you who are engaged in activities that are substantial and beyond what would ordinarily be expected as part of your professional responsibilities. We need to be able to provide support for faculty in those activities. That kind of support, I think, can come in the context of the workload guidelines developed by departments, based upon written proposals from individual faculty members for the work they wish to do that is substantial and beyond what would ordinarily be expected, given the departments mission and goals, when the faculty member has a full teaching load. Alternatives to teaching need to be articulated; they need to be within the context of the mission and goals statement; they need to be approved by department chairpersons and deans. The outcomes of these alternatives to teaching, not only need written rationales, but the report of their outcomes should demonstrate they have substantial outcomes. I don't worry about that process. There are many faculty members here who can very easily demonstrate that their activities and scholarship or even public service are substantially beyond what would ordinarily be expected and in fact that some time within workload should be assigned as an alternate to teaching to support their activities. The spirit of both the OEA agreement and the OBOR statement is designed, in fact, to support faculty who are very productive individuals. Many faculty in this university are productive well beyond what would ordinarily be expected in terms of full-time teaching and the normal scholarship and service that goes along with that. This gives us a vehicle to provide support at the same time that we meet demands of students for classes. Working this out, if we approach it in a reasonable and responsible way, is something that will support faculty members who deserve it with time within workload for assignments other than teaching.

That concluded the Provost's remarks. The Chair asked if there were any questions.

A question from the floor asked if the YSU Trustees would vote on each department's workload policy.

Dr. Scanlon answered that he did not expect them to do so.

Bill Jenkins asked about the relationship between the YSU-OEA agreement requirement for a 37 hour workload and the departmental workload policies.

Dr. Scanlon answered that the YSU-OEA agreement translated into about 12 hours of work per week and that we do and are expected to do much more than that. In the most recent workload report faculty at YSU average about 49 hours per week. The workload requirement in the agreement is based on a different measure than is the Regents report.

Floyd Barger asked whether the departmental policies would be available for public scrutiny.

Dr. Scanlon replied that they would be sent first to the DAC's for review and that after being accepted by the DAC's they could be compiled and made available for all who were interested.

Dr. Barger then commented that differences in workload requirements between departments may not be readily understandable and suggested that the documents should justify any special or unusual treatments.

Dr. Scanlon agreed that differences may be hard to see and understand but that we need to be able to work through them.

There were no further questions.

ACADEMIC PROGRAMS COMMITTEE REPORT

Reports are for information purposes only. There is one caveat. I just learned via a Curriculum Committee circulation after the May Agenda was mailed that there are a few new courses to support the Environmental Studies Program and the deadline for clearing those courses is May 10. A small problem has been resolved regarding the new courses as reported by Dr. Foulkes, Chair, Curriculum Committee; however, the Chair will not sign and forward the Program to the Assistant Provost until May 10.

UNIVERSITY CURRICULUM REPORT

Report is for information only. Course proposals will be signed and forwarded to Dr. Yiannaki's area to be added to Course Inventory. Dr. Foulkes has some comments. There are several editorial corrections needed in the report. They cover items:

- 94-156 - the course title should be "Historical Preservation Internship"
- 94-172 - credit hours should be 4 + 4
- 94-188 - should refer to the College of Arts and Sciences
- 94-286 - the "of" at the end of the last full line should be changed to "or"

ACADEMIC STANDARDS AND EVENTS COMMITTEE REPORT

Dr. Cyndy Anderson, a member of the committee, will report. Dr. Anderson made a motion to accept the report covering the University's incomplete grade policy and incomplete form. The motion was seconded and discussion was requested.

Dr. Sutton noted that there is no grandfather clause and that item three of the policy should be amended to specify that the policy was applicable only to incomplete grades given after the Spring 1994 quarter. The proposed amendment was seconded by Sekeres and carried.

Dr. Sutton then asked what would happen if the student receiving an incomplete finished the required work but the faculty member involved failed to report the completed grade in a timely manner.

Dr. Anderson was unsure and in a brief general discussion a suggestion was made that incompletes being converted automatically to "F" should be reported to the academic grievance committee so that it could confirm with the faculty member that the work had not been completed.

Dr. Barger suggested two editorial changes in the proposed Incomplete form. The first would be to change the signature block to read (Department in which course is offered) rather than (College in which course is offered) since the signature required is the Department Chair rather than the Dean. The second is to include the College in the copy distribution to enable the Deans to be aware of incompletes when evaluating late withdrawal requests and to monitor the giving of incompletes in their Colleges.

The recommendations were accepted as editorial changes without further discussion.

Dr. Jenkins asked if the automatic change from an "I" to an "F" would be the responsibility of the Chairs or the Registrar's office.

Dr. Yiannaki replied that it would be done through the Registrar's office.

Dr. Robinson stated that the Senate needs a reason to approve changes of this nature and that no reason had been offered. He further indicated that he sees no harm in allowing "I's" to remain as "I's" and urged that the Senate reject the motion.

Dr. Anderson said that the committee had reviewed the policies of other schools and that most have a policy similar to the proposal. She further indicated that an "I" on a transcript can send damaging messages to potential employers or graduate schools.

Dr. Hovey asked if there is any information of the number of unchanged "I's."

Dr. Yiannaki said that there are usually several hundred given per quarter but that he had no current information of the number that remained unchanged.

With no further discussion the question was called and the motion passed.

UNFINISHED BUSINESS

Dr. Jenkins asked for an indication of the follow-up expected should the Senate approve the General Education Requirement Goals to be discussed at the May 25 Senate meeting.

The Chair noted that it was not old business -- she had neglected to make the announcement during the SEC report and then stated that the Provost and the Senate Chair have met and agreed to jointly appoint an ad hoc committee that will develop a model to implement the general education requirement goals that will hopefully be passed by the Senate at the May 25 meeting. The committee will report to the Academic Standards Committee who will then put its stamp on the report (possibly hold hearings, modify, etc.) and make a recommendation to the Academic Senate. No definite number of members has been set; however, faculty, students, administrators, all colleges, and all major general education requirements areas will be represented.

Scott Schulick should identify two or three student names and forward to the Provost or the Chair; interested faculty should contact an SEC member or the Provost, Virginia Phillips, or Larry Hugenberg. This committee will be an active committee over a period of two-three years. The Chair and the Provost will meet after the SEC meeting on May 19 to identify committee members.

NEW BUSINESS

None.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The Chair declared the meeting adjourned at 4:55 p.m.

ATTENDANCE SHEET

Academic Senate, 1993-1994

DATE: May 6, 1994

HEALTH AND HUMAN SERVICES

At-Large

Patricia McCarthy
Diane McDougal
Joseph Mistovich
John E. Neville

PMC
DM
JM

Departmental

**Kathlynn Feld, Allied Health
*Richard Billak, Criminal Justice
*Marion Scott, Health Sciences
**Janice Elias, Human Ecology
*Jennie Wood, Nursing
**Richard Walker, Human Per & Exer

KF
RB
MS
JE
JW
RW

ARTS AND SCIENCES

At-Large

Samuel Floyd Barger
Frederick Blue
Bege Bowers
Paul Dalbec
Hugh Earnhart
Ikram Khawaja
Sandy Stephan
Ronald Tabak
Linda Tessier

SFB
FB
BB
PD
HE
IK
SS
RT

Departmental

**John Usis, Biology
*Allen Hunter, Chemistry
*Ted Chrobak, Computer & Info Sys
**Taghi Kermani, Economics
*James Schramer, English
**Mary Loud, Foreign Languages & Lit.
**Thomas Maraffa, Geography
*Charles Singler, Geology
*William Jenkins, History
**Stephen Rodabaugh, Mathematics
*Gabriel Palmer-Fernandez, Phil. & Relig
**William Sturru, Physics and Astronomy
*Paul Sracic, Political & Social Science
**Nancy White, Psychology
*Mark Shutes, Sociology & Anthropology
*Joan DiGiulio, Social Work

JU
AH
TC
TK
MS
ML
CS
WJ
SR
GP
WS
NW
MS
JS

BUSINESS ADMINISTRATION

At-Large

William Vendemia
James Daly
Donald Hovey
Virginia Phillips
Jane Reid
Eugene Sekeres

WD
JD
DH
VP
JR
ES

Departmental

**Inez Heal, Accounting
*Glenda Kunar, Business Info Sys
**Clement Psenicka, Management
*Terry Deiderick, Marketing

IH
GK
CP
TD

EDUCATION

At-Large

Lawrence J. Haims
Phil Ginnetti

LJH
PG

Departmental

*Janet Gill-Wigal, Counseling
**Janet Beary, Early & Middle
*Robert Pegues, Ed. Administration
*Edward Tokar, Foundations
*Nancy Sweeney, Special Education
**Donna McNierney, Secondary Education

JGW
JB
RP
ET
NS
DM

+Effective:
Revised

September 30, 1993
February 2, 1994

* First year of two-year term
** Second year of two-year term

ACADEMIC SENATE, 1993-1994

ENGINEERING

At-Large

William Barsch
William Wood

WWT

Departmental

*Richard Jones, Chemical Engineering
*Javed Alam, Civil and Environmental
**Phil Munro, Electrical Engineering
**Donald Slanina, Eng. Tech.
**Hojjat Mehri, Industrial & Systems
**Ganesh Kudav, Mechanical Engineering

PM

FINE AND PERFORMING ARTS

At-Large

Michael Crist
Darla Funk
Larry Hugenberg
David Robinson
Bill Slocum
Phil Chan

MCR

LF

DR

BS

PC

Departmental

**Susan Russo, Art
**Steve Ausmann, School of Music
*J. LaLumia, Communication and Theater

STUDENTS

At-Large

Jennifer Campbell
Dennis Gartland
Derek Gyongois
Erica Hall
Jackie Kestner
Don Craig

School/College

Adele Economos, Education
Brian Vanik, Performing Arts
Maureen Dellapenna, Business
Shannon Womer, HHS
Megan Matthews, Arts and Sciences
Pam Rudolph, Engineering
Elizabeth Glasgow, Graduate School

Ex-Officio

Scott Schulick, Pres., Stu. Gov.
Dave Hall, V. President, Stu. Govt.

SS

ADMINISTRATION

Barbara Brothers
James Cicarelli
Richard McEwing
James Scanlon
George E. Sutton
David Sweetkind
John J. Yemma

Barbara
James C.
Richard
James
George
David
John

Cynthia A. Anderson
Shirley A. Carpenter
Raymond E. Dye
David C. Genaway
Peter J. Kasvinsky
Gordon E. Mapley
Alfred W. Owens II
Harold Yiannaki

CAA

Shirley
Raymond
David
Peter
Gordon
Alfred
Harold

*First year of two-year term

**Second year of two-year term

senrost.934/Senate9394

revised 10/04/93

revised 10/25/93

revised 05/04/94