


THE MINUTES OF THE ACADEMIC AFFAIRS COMMITTEE MEETING

January 24, 1977

- Members Present: Baldino, Khawaja, Quinby, Scriven, Shuster, Skarote, Vogel
- Guest: Dr. Jonas
- Previous Meeting: The minutes of January 14, 1977, were unanimously approved. (with spelling changes noted)
- Early Grade Reporting: Senate action on early grade-reporting was discussed and it was observed that perhaps more data should have been provided to the Senate members. It was also noted that Senate members did not find it necessary to question or inquire about the rationale behind the Academic Affairs Committee decision.
- A.A.S. Degree in Respiratory Therapy: The memo from Dr. Yemma requesting exclusion of HPE 590 for this program was distributed. It was the consensus of the committee that input from the HPE Department should be examined before making a decision on Dr. Yemma's request. It was also felt that the program, as approved on January 14, 1977, should not be held back, pending action on HPE 590.
- "W" Grade: Dr. Jonas pointed out that he had come to the meeting to ask certain questions about the "W" grade motion, in order to fully clarify the intent of the motion. He mentioned that since recommendations of the Academic Affairs Committee do not normally deal with day-to-day specifics of operations, interpretations of the intent are made by the administrative staff. It is quite possible that in some cases such interpretations <sup>may</sup> ~~be~~ not <sup>be</sup> in agreement with the intent of the original motion. As an example he cited the withdrawal from competency based courses. It was agreed that Dr. Jonas should be invited to another meeting in order to fully elaborate his concerns.
- Next Meeting: \*\* The next meeting will be held on Friday, January 28, 1977, at 3:30 p.m. in the Dean's Conference Room of the Engineering Science Building.

Respectfully submitted,



Ikram Khawaja

IK/mh

\*\*This meeting is a special meeting, there will also be the regular meeting on Monday, January 31, 1977. Dr. Jonas will attend this meeting.



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

*The School of Business Administration*

January 18, 1977

Dr. Ikram Khawaja  
Academic Affairs Committee

Dr. Khawaja:

The Charter and By-Laws Committee has been asked by Vice-President Edgar to consider the charge to the Academic Affairs Committee (see attached letter). The purpose of the suggested change is to eliminate the referring to the Academic Senate and the Academic Affairs Committee those minor curricula changes which should be the concern solely of the department or college where they were originated.

We find that our discussion of these changes has been limited by the lack of adequate definitions of several terms. We would appreciate your committee sending us complete written definitions of the following terms.

- A. "University Requirement"
- B. "Major Requirement"
- C. "Degree Requirement"
- D. "Major"
- E. "Hours required for a major"

In order to facilitate reporting the proposed language change to the Academic Senate before the end of the current quarter, we would appreciate receiving your reply within a month if possible.

Thank you for your assistance.

Sincerely,

Howard B. Cox, Ph.D.  
Secretary  
Charter and By-Laws Committee

mlm

MEMORANDUM

January 19, 1977

To: Dr. Earl Edgar, V.P. for Academic Affairs

From: Dr. Robert A. Ameduri *Robert A. Ameduri*  
Chairman of the Senate Executive Committee

The following motion was passed by the Senate Executive Committee on January 6, 1977. The committee requested that this action be forwarded to you.

"After further discussion, Dr. McGraw moved, seconded by Dr. Hovey, that the Academic Advisement Proposal be referred to the Academic Vice President indicating that the ad hoc committee's work reveals some difficulties in the present system but that there doesn't seem to be strong support for their recommendation. We advise the Academic Vice President to study the proposal in light of its 'discoveries' and that the Deans react to take some action to tighten up the present system of advisement."

Please advise.

cc: Dr. George E. Letchworth



INTER-OFFICE CORRESPONDENCE

*Original  
Sub to Ex. Co.  
1-29, 1977*

TO Executive Committee, University Senate

DATE 21 Jan. 1977

FROM Jean Kelty, Acting Chairman, Senate

*JMK.*

SUBJECT

On January 7, 1977, the Academic Senate approved the Academic Grievance Procedure (Revision Oct. 21, 1976) as attached to the Senate Agenda for the Dec. 3, 1976 meeting, as amended. The amendment reads as follows:

PROCEDURE:

Before initiating the formal procedure, any student having a complaint is urged to resolve the conflict through informal discussion as described above. If such discussion fails to resolve the matter the student may:

a) Follow the formal procedure beginning with Step I.

OR

b) The parties involved agree that no further results can be achieved from further meetings as specified in IA and IIA, in this case the student will prepare a written statement of the grievance to be filed with the Student Government Secretary of Student Grievances and each member involved with the grievance will file a written deposition within 12 school days following the last informal meeting of the parties in order to move directly to the final conferences in Step II B.

*As per refer to Ch. & By laws  
complete*

The procedure requires that the committee be "composed of 13 members: six faculty members (one from each school) appointed by the Executive Committee of the Academic Senate; six student members (one from each school) appointed by Student Council; and one Administrator (organizationally responsible to the Vice President for Academic Affairs) appointed by the Vice President for Academic Affairs."

The Executive Committee is hereby officially notified and requested to appoint 6 faculty members to this committee.

Copies: Dr. Edward Cobbett, Chm, Student Affairs Comm.  
All Members, Executive Comm.

*Fine Arts.  
Jane Robinson  
Joe Lapkowski  
Eng.  
John Kearns*

*Ed  
Bob Douglas  
A+S  
Ivan Dwyer*

*See  
Bob Weblain  
R. Berkholder*

*1-27-77  
Delayed to next meeting  
T+C  
Charcia Anderson*



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

*The College of Arts and Sciences*

January 21, 1977

Dr. Earl E. Edgar  
Vice President for Academic Affairs  
U N I V E R S I T Y

Dr. Edgar:

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This letter will constitute official notification

*Jean M. Kelty*  
Jean Kelty, Acting Chair.,  
University Senate

Copies: All Members, Executive Comm.



INTER-OFFICE CORRESPONDENCE

TO Executive Committee, University Senate

DATE 24 Jan 1977

FROM Jean Kelty, Acting Chm., Senate

*JMK*

SUBJECT

ON January 7, 1977, the Academic Senate approved the Honors Program as submitted by the Academic Affairs Committee, as amended.

*See previous file for Co.*

The proposal specifies that "a permanent Honors Committee be established," but does not specify the type of committee.

The Executive Committee is hereby officially notified and requested to work out the method of implementation; i.e., elected charter committee, appointed charter committee, Ad Hoc committee, or a special procedure.

CC: Dr. I Khawaja, Chm, Academic Affairs Co.  
Dr. Phillip Hahn, Chm, Charter & By-laws Comm  
All Members, Executive Comm.

*formula for Committee*  
*Students - 3.5 or less*

*Ad hoc refer to Ch + By laws*

*2-3-77*  
*Sub committee*  
*Don Honey*  
*Larry Costello*

*1-27-77*  
*hold until next week*

*OK*  
*APRS + Se.*  
*Altinger*  
*S. Roberts*

*OK*  
*Ed. T + G*  
*Leo Bertholow*

*Engineering*  
*R. Foubler*

*Fine Arts*  
*Halligan*  
*R. Foubler*

*Business*  
*Geo. Almond*  
*Stan Jacobs*

*OK*  
*Ed.*  
*D. Scott*  
*aldr*

CC: Dr. I. K. ... Academic Affairs Co.

- ✓ *Comica*
- ✓ *Hopkins*
- ✓ *Harvard*
- ✓ *Harvard*
- ✓ *Bartholomew*
- ✓ *Altinger*
- ✓ *Roberts*
- ✓ *Frederman*

*Added to all has CO*

SUBJECT

FROM

TO

DATE

INTER-OFFICE CORRESPONDENCE

INTER-OFFICE CORRESPONDENCE

TO Executive Committee, Univ. Senate DATE 24 Jan 1977

FROM Jean Kelty, Acting Chm., Senate *Jmk.*

SUBJECT

On December 3, 1976, the Academic Senate approved the following courses:

Education 510

English 540.

I have signed the official forms and returned them on January 15, 1977, to Dr. Robinson.

CC: Dr. Don. Robinson, Chm. of Curriculum Comm.  
Dr. Brothers, Chm., English Dept.  
Dr. Snozek, Chm., Elem. Education  
All Members, Executive Comm.



INTER-OFFICE CORRESPONDENCE

TO Executive Committee

DATE 24 Jan 1977

FROM Jean Kelty, Acting Chm., Senate

*JK*  
*[scribble]*

SUBJECT

A few things by way of reminder for the Executive Comm.  
(I presume this is one my jobs).

1. Preference Lists for Committees

I have checked and have discovered that last year the computer print out on these were finished and available by Feb. 20. We should, therefore immediately (sooner if possible):

- a) prepare a memo to all faculty, listing committees and asking them to specify preferences
- b) schedule computer time (this may be a problem).
- c) get labels and mail to all faculty--the sheets allowing 10 days for return
- d) with luck we can get this done by March 1, which will give us very little time to complete the scheduling of next year's committees.

I would also suggest that we draw up rather specific job descriptions for each committee and ask--in the future--the committee chairmen to file a report each quarter with the Executive Comm. I am not at all sure that the committees are fulfilling their charges. Some of the Deans report they are not receiving information which they should receive from the committees.

INTER-OFFICE CORRESPONDENCE

TO Dr. Earl Edgar, Academic Affairs

DATE 24 Jan 1977

FROM Jean Kelty, Acting Chm., Senate

*JKS*

✓

SUBJECT

On January 7, 1977, the Academic Senate approved the new major in Management.

This letter will constitute official notification of this action.

CC: Dr. Krishnan, Chm., Management Dept.  
All Members, Executive Comm.  
Dr. I. Khawaja, Chm., Academic Affairs Comm.



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

*The College of Arts and Sciences*

January 21, 1977

Dr. Earl E. Edgar  
Vice President for Academic Affairs  
U N I V E R S I T Y

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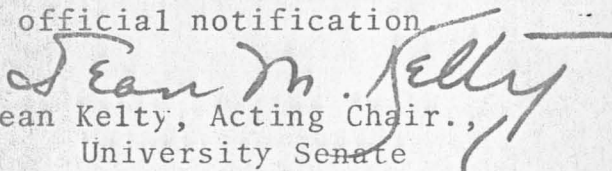
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#### OR

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This letter will constitute official notification

  
Jean Kelly, Acting Chair.,  
University Senate

Copies: All Members, Executive Comm.



YOUNGSTOWN STATE UNIVERSITY

INTER-OFFICE CORRESPONDENCE

TO Dr. Earl Edgar, Academic Affairs

DATE 24 Jan 1977

FROM JHK. Jean Kelty, Acting Chm., Senate

SUBJECT

On January 7, 1977, the Academic Senate approved the new major in Management.

This letter will constitute official notification of this action.

CC: Dr. Krishnan, Chm., Manangement Dept.  
All Members, Executive Comm.  
Dr. I. Khawaja, Chm., Academic Affairs Comm.