

## ACADEMIC SENATE MINUTES

Wednesday, September 10, 2014, 4:00 P.M.  
Room 132, DeBartolo Hall

1. **Call to Order: Senate Chairperson Chet Cooper called the meeting to order at 4:03 p.m. It was noted that a quorum was present and that Dr. Max Grubb was sitting in as Parliamentarian for this meeting as Dr. Dan O'Neill was unable to attend this meeting.**
2. **Minutes of the Previous Meeting:**  
  
**Minutes of the May 7, 2014 meeting were approved. To view the minutes, go to <http://www.ysu.edu/academicssenate/wp-content/uploads/2014/09/May-7-2014-Minutes.pdf>**
3. **Nominations for Senate Chair:** Ken Learman, Chair of Elections and Balloting Committee accepted nominations for Academic Senate Chair. Chet Cooper was nominated and accepted the nomination. There were no other nominees. Mr. Learman then conducted a vote, and Chet Cooper was voted Senate Chair.
4. Senate Composition - Chet Cooper, Chair of the Senate, introduced President Tressel

**President James Tressel addressed Academic Senate.** He first discussed the status of the ongoing Provost Search. The search committee conducted Skype interviews with 10 candidates and selected four candidates to invite to campus for further consideration. All four came to campus last week. The evaluations of the candidates that were completed by people who made observations of the candidates at various events during their visits were submitted to President Tressel. On Thursday, there will be a meeting with the Board of Trustees to get their input, as they spent time with each of the candidates as well. The Provost Search Committee also submitted their evaluations of the candidates, identifying pros and cons of each. He is looking to progress toward a final decision in the next four to five days.

- Michael Jerryson asked if there was a chance that none of the four candidates would be selected and the search would continue.
- President Tressel responded that there is always a chance, as there hasn't been an opportunity to talk with everyone involved in the decision.
- Susan Clutter asked if the new Provost would be starting in January.
- President Tressel stated that this had been discussed. A couple of the candidates believed that they could start before the spring term. There were a couple that felt that the second semester was the most logical time to start given their obligations and personal situations.

- It was asked when an offer would be made to a candidate.
- President Tressel stated that they were looking to make an offer by the end of next week.

President Tressel also discussed admissions and retention. Because the campus the campus is raising the bar in terms of admissions, we became an open access institution instead of an open enrollment institution. This year, that resulted 300 plus students that we would typically admit not being granted admissions to the university. We discussed with them other pathways in terms of community colleges and trade schools and advised that we would welcome their applications in the future when they became more ready. 300 plus students is approximately 15% of an incoming freshmen class. As 97% of our revenue comes from students, it is important that we replace that 15% with 15% or more who are better prepared. The only way to do that is to broaden our footprint and being more effective in our recruiting. We have privately raised the funds to begin a direct marketing campaign. We have hired Royal and Company, who has promised to raise our admissions applications 25%. Applications went up 42%. The new student class is actually up 9%. In large part this was because of Royal and our admissions staff. It was also important how the faculty, staff, and student body worked with new students. Attracting excellent students is everyone's work. We all have to be involved in the recruiting of new students and retaining them.

After President Tressel spoke, Chet Cooper requested that, as no one ran against him for Chair, there was no elected Vice- Chair. He requested that Mike Crist continue in that position until the issue could be addressed in the Senate Executive Committee. Chet also announced that he is in the process of appointing people to committees. He placed a handout (also on the website) on the back table listing open positions and requested that if anyone were interested that they email him.

Chet mentioned that the Concur travel system had been adding a fee when booking online. This has since been removed, so the fees are not assessed to an individual's travel funds. However, if you are booking through an agent at Traveline, there is still a fee. The second issue with Concur is that it is labor intensive. Chet is working to address this problem as well.

Additionally, it was requested that Dan O'Neill and Amy Flick be reappointed as Senate Parliamentarian and Secretary respectively.

- This passed

Chet introduced Amy Flick to discuss the newly designed website. The new address and the new layout of the site was discussed. This year, we will also post mp3 files of the Senate Meetings. Lastly, members of Academic Senate are invited to use the site to make announcements pertinent to Senate business.

Michael Jerryson asked if the audio files would be open access or if there would be a separate login. Amy Flick explained that it would be open access.

5. **Report of the Charter and Bylaws Committee** (Francois Fowler, Committee Chair) – **No Report**
6. **Senate Executive Committee Report** – Chet Cooper, Senate Chair
7. **Ohio Faculty Council Report** – Ken Learman, Representative
8. **Report of the Elections and Balloting Committee** – Ken Learman, Committee Chair
  - a. There are elections that are ongoing for at-large Senate positions. Everyone should have received a nomination form about a week ago. Encourage your colleagues to step up and participate.
9. **Reports from Other Senate Committees**
  - a. Academic Events Committee (Tom Wakefield, Chair) – **No Report**
  - b. Academic Programs Committee (Adam Earnhardt, Chair) – [See Attachment 1](#)
    - i. Already approved. This report is for informational purposes only.
  - c. Academic Research Committee (Ken Miller, Chair) – **No Report**
  - d. Academic Standards Committee (Becky Curnalia, Chair) – **No Report**
  - e. General Education Committee (Joe Palardy, Chair) – **No Report**
  - f. Honors Committee (Jill Gifford, Chair) – **No Report**
  - g. Library Committee (Susan Clutter, Chair) – **Verbal report to be given**
    - i. For the past few years, Maag has been concerned about its acquisitions funding. We have been on the decline since 1999. Our annual library allocation is \$966,445, which is .5% of YSU's total budget. Many of our competitors spending between 3-4% of the total budget on library acquisitions.

There has also been a huge cost shift. As we are moving toward more electronic resources, the prices of the electronic resources are skyrocketing. About 80% of our library monies are being spent on electronic resources. We are not buying many print periodicals.

This year, we had an approximately \$80,000 shortfall. We pulled money from books, media, and periodicals section. To do this, we cut any print periodicals that we could get electronically through Ebsco without additional cost. One problem with this is that Ebsco can choose at any time to not continue to carry certain periodicals. So while we may have access to certain periodical now, in 2 or 3 years, Ebsco may decide to not carry that periodical.

We also asked every department on campus to reduce their print and journal allocation budget by 14%.

The library committee has been working on this for a few years. Dr. Clutter reviewed what measures have been taken thus far, including discussing the concept of applying a research fee for graduate students in order to help with this situation until some budget restructuring can take place in future years. They met with Provost Riley, who recommended some ways avoid the fees causing a cut in funding in the following fiscal year. They also asked the Provost's office request an emergency proposal. They have not heard back on this.

They have also involved the press to some extent to make sure that this issue and the problems that can and will arise because of it are known.

If we continue in this manner, we will have to make more significant cuts. We may possibly even have problems paying for our databases.

- Certain JSTOR volumes may be cut.

Michael Jerryson asked inquired about the decision making process that took place when looking at whether a print periodical that could be found on Ebsco could be eliminated. Specifically, he questioned whether they looked at the issues (ex. past 12-18 months) that would be available on Ebsco or whether they just verified that the periodical was available through Ebsco.

Dr. Clutter said she would need to discuss this with Jeff Trimble.

She also wanted to ask that people be patient and respectful to the library staff even if they are frustrated with these cuts.

Donald Priour raised concerns about specific journals that had been cut that are relevant to his field. Dr. Clutter encouraged everyone to appropriately communicate concerns about specific periodicals and cuts. We want the library to understand what we need and what we do, but we also have to be mindful of the financial realities facing the library.

- h. Professional Conduct Committee (Ken Learman, Chair) – **No Report**
- i. Student Academic Affairs Committee (Karen Larwin, Chair) – **No Report**
- j. Student Academic Grievance Committee (Teri Riley, Chair) – **No Report**
- k. Undergraduate Curriculum Committee (Karen Giorgetti, Chair) – [See Attachment 2;](#)
  - i. Approved
  - Report from Carol Lamb on Creating and Submitting Paperless Curriculum Changes- [See Attachment 3](#)
    - Carol Lamb has been working to make the process for curriculum changes paperless. She piloted this program in STEM, and it has been successful. She went over the new process, which has been posted as an instructional PowerPoint on the Senate website. In that PowerPoint, there is also a link to the program (pm.yzu.local) being used to submit curricular changes. Beginning today, all proposals for curriculum

changes must be submitted through this paperless system. For fall, Carol asked that we save and print out the electronic form. This becomes your hard copy. This term, we are going to run the paperless and old system concurrently to ensure that nothing is missed. Program changes or Fast-track changes will still be submitted in paper form. Any problems can be reported to Alina Lazar or Carol Lamb. With this system, we will be able to check the status of the approval process

10. **Unfinished Business-** In April, Michael Jerryson suggested that we look into changing the YSU grade scale from an ABCDF system to a +/- system. The Academic Standards Committee stated at that time that they had looked into it, but that they felt that with the costs and resources necessary to undertake this, they wanted to hold off on any decisions until after the new president had been appointed. Michael Jerryson revisited this issue, asking if any movement had been made since President Tressel had taken office. Chet Cooper explained that committees have not been fully formed for this year and they did not work over the summer, so Academic Standards will begin looking at this again this year.
11. **New Business-** None
12. **Adjournment at 5:03 PM**

**Attachment #1**

Date **May 7, 2014** 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:

David Asch (STEM), Kevin Ball (Admin.), William Buckler (Advising), Jayne Caputo (Admin.), Maria Delost (HHS), Adam Earnhardt (CCAC, chair), Karen Giorgetti (UCC Chair), Karen Henning (Admin.), Loren Lease (CLASS), Zara Rowlands (HHS), Gail A Saunders-Smith (Education), Michael Slavens (Student), Cynthia Vigliotti (CLASS), Xiaolou Yang (WCBA)

*Upcoming Meetings:* This concludes the work of the APC for the 2013-2014 academic year.

*Proposals Reviewed, Approved and Circulated:* Since our last report to the Academic Senate (April 2014) the Academic Programs Committee (APC) approved the following proposals. These proposals are reported for informational purposes only:

<b>Proposals 2013-14 AY</b>	<b>Department</b>	<b>Name/Title</b>
019M-14	Business	International Business Minor
024P-14	Health Professions	Allied Health - BSBA
025M-14	Health Professions	Environmental Health & Safety
026P-14	Health Professions	Medical Coding (delete program)
027P-14	Civil & Chemical Engineering	Chemical Engineering
028M-14	Communication	Minor: Diverse Orgs
029M-14	Communication	Minor: Interpersonal
030M-14	Communication	Minor: Social Media
031M-14	Communication	Minor: Comm Studies
032P-14	Communication	B.A. Communication Studies; Tracks
033P-14	Communication	B.A. Telecommunication Studies; Tracks
034P-14	Teacher Ed	Physical Science (delete program)
035P-14	Teacher Ed	Earth/Space (delete program)
036P-14	Accounting	Electives
037P-14	Finance	Tracks

The following proposals were received by the APC after the final meeting of the 13-14 cycle and will be reviewed in the 14-15 cycle:

<b>Department</b>	<b>Name/Title</b>
Theater and Dance	Theater Studies Concentrations
Theater and Dance	Dance Management

The following proposals received APC approval, but require OBOR notification and/or approval prior to implementation:

<b>Proposals 2013-14 AY</b>	<b>Department</b>	<b>Name/Title</b>
025M-14	Health Professions	Allied Health - BSBA
033P-14	Communication	B.A. Communication Studies; Tracks
034P-14	Communication	B.A. Telecommunication Studies; Tracks
035P-14	Teacher Ed	Physical Science (delete program)
036P-14	Teacher Ed	Earth/Space (delete program)

Chair's Note: Thank you to the committee members for their work and dedication over the last year. We rely heavily on the service and support of the APC members and would not be able to do this work without their help.

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

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**

Report respectfully submitted by:

Adam C. Earnhardt, Chair APC 2013-2014, (Chair, Department of Communication)

**Attachment #2****MEMO**

TO: Senate Members, Faculty, and Administrators  
 FROM: Karen Giorgetti  
 University Curriculum Committee 2013-14  
 RE: Course Proposals for Review  
 Date: April 30, 2014

Key: [A = Add; D = Delete; C = Change; FT = Fast track pre-req change; CL = Cross Listed].

<b><u>UCC #</u></b>	<b><u>Course</u></b>	<b><u>Course Title</u></b>	<b><u>Action</u></b>	<b><u>Cross List</u></b>	<b><u>Decision</u></b>
14-190	HEPE 4808	Assessment Instruments and Strategies in Health and Physical Education	C	N	Approve
14-191	EMCE 5888 change to TCED 5888	Topical Seminar	C	N	Approve
14-192	DHYG 4845	Expanded Functions for Dental Hygienist	A	N	Approve
14-193	DHYG 4845L	Expanded Functions for Dental Hygienist Lab	A	N	Approve
14-194	MRCH 3715	Fashion Promotion and Fashion Show Production	A	N	Approve
14-195	FNUT 1553L	Food Science & Mgmt. Prin. Lab	FT	N	Approve
14-195	FNUT 2603	Medical Nutrition Therapy 1	FT	N	Approve
14-195	FNUT 2603L	Medical Nutrition Therapy 1 Lab	FT	N	Approve
14-195	FNUT 2609L	Food Systems Supervised Practice	FT	N	Approve
14-195	FNUT 2610	Organization and Management	FT	N	Approve
14-195	FNUT 2612	Food Systems	FT	N	Approve
14-195	FNUT 2612 L	Food Systems Lab	FT	N	Approve
14-195	FNUT 2613L	Medical Nutrition Therapy Supervised Practice	FT	N	Approve
14-195	FNUT 2628	Practicum in Dietetic Technology	FT	N	Approve
14-195	FNUT 2650	Seminar in Dietetic Technology	FT	N	Approve
14-195	FNUT 2652L	Nutr Assessmt. Lab	FT	N	Approve
14-195	CHFM 3731	Individual & Family Develop.	FT	N	Approve
14-195	FNUT 3735	Nutritional Biochemistry	FT	N	Approve
14-195	FNUT 3759	Advanced Nutrition	FT	N	Approve
14-195	FNUT 3760	Medical Nutrition Therapy 2	FT	N	Approve
14-195	FNUT 3761	Sci. of Nutr. In Exercise	FT	N	Approve
14-195	FNUT 4802	Research Methods in Dietetics	FT	N	Approve
14-195	FNUT 4802L	Research Methods in Dietetics Lab	FT	N	Approve
14-195	FNUT 4810	Experimental Food	FT	N	Approve
14-195	FNUT 4858	Foodservice Systems Mgt.	FT	N	Approve
14-195	FNUT 4860	Medical Nutrition 3	FT	N	Approve



14-195	FNUT 4874	Community Nutrition & Wellness	<b>FT</b>	<b>N</b>	Approve
14-195	HMEC 4890	Comm. Contempotary Issues (O,P)	<b>FT</b>	<b>N</b>	Approve
14-195	FNUT 4895	DPD Capstone (CA)	<b>FT</b>	<b>N</b>	Approve
14-195	FNUT 4872	Maternal & Child Nutr.	<b>FT</b>	<b>N</b>	Approve
14-195	FNUT 4872L	Maternal & Child Nutr. Lab	<b>FT</b>	<b>N</b>	Approve
14-195	FNUT 4873	Nutrition & Aging.	<b>FT</b>	<b>N</b>	Approve
14-195	FNUT 4885	Practicum in Dietetics (CA)	<b>FT</b>	<b>N</b>	Approve
14-196	PHLT 4810	Agents in Mass Casualty	<b>A</b>	<b>N</b>	Approve
14-197	PHLT 48 12	Crisis Management in Public Health	<b>A</b>	<b>N</b>	Approve
14-198	PHLT 1513	Introduction to Environmental	<b>A</b>	<b>N</b>	Approve
14-199	PHLT 2607	Ethical Issues in Public Health	<b>A</b>	<b>N</b>	Approve
14-200	PHLT 4804	Multicultural Health	<b>A</b>	<b>N</b>	Approve
14-201	PHLT 4891	Public Health Internship	<b>C</b>	<b>N</b>	Approve
14-202	PHLT 4892	Environmental Health and Safety Internship	<b>A</b>	<b>N</b>	Approve

### Attachment #3

#### Creating and Submitting Paperless Curriculum Changes:

1. On a new tab, go to: “pm.yzu.local”

**Please note:** If you need to access the ProcessMaker off campus please establish a VPN connection using the link below. [vpn.yzu.edu](http://vpn.yzu.edu)

2. Login using your YSU user name and password.
3. Select the ‘HOME’ tab along the top.
4. Select ‘Cases’ and then ‘New Case’.
5. Select ‘Curriculum Proposal System (Submit Form)’.
6. Fill in the form completely. You will receive an error if a required field is not filled in, including attaching a syllabus.
7. Once the form is completely filled in, select the ‘Submit’ button at the bottom. You can save the form if you are not finished filling it out so that you do not have to start all over.
8. When the form is submitted, the process flow automatically takes it to the next level, (i.e. department chair, dean, etc.) An email is automatically generated to inform the next required approver that there is a submittal that needs their approval. At any point along the process the originator of the submittal can see the submittal is in the process to final academic senate approval.