

ACADEMIC SENATE MINUTES

Wednesday, April 5 @ 4:00 P.M.

Room 132, DeBartolo Hall

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

Agenda

1. **Call to Order @ 4:02 PM**
2. **Minutes for March 1, 2017 approved**
3. **Senate Executive Committee Report – Chet Cooper, Senate Chair Attachment 1**
 - a. **Withdrawal Policy**
 - i. It was asked whether this was in compliance with bargaining unit verbiage on faculty's concern's over final grade
 1. Pending review of article 28.7 of the union agreement, this policy was accepted
 - b. There will be part time representation on Senate
 - c. Agenda items should be sent to secretary in addition to Chair
 - d. YES committee will be meeting March 6 to develop definition of shared governance and how that will be rolled out to the campus
4. **Report of the Charter and Bylaws Committee**
 - a. Nomination process for at large senators ongoing in several colleges. If you or someone you know is interested, please respond to the emailed request for nominations.
5. **Ohio Faculty Council Report – No Report**
6. **Report of the Elections and Balloting Committee – No Report**
7. **Reports from Other Senate Committees**
 - a. **Academic Events Committee (Taci Turel, Chair)– Graduation Ceremonies**
 - i. "Please see below Academic Events Committee's recommendations to the Provost office regarding the upcoming graduation ceremonies.
 1. **Macebearers** for graduation ceremonies: Spring 2017: Christine Cobb and Gabriel Palmer-Fernandez; Fall 2017: Stephanie Smith
 2. **Commencement speakers** for 2017-2018 academic year (detailed bios on Senate website):

Bill Bodine
Alan Brass
William E. Brown
Pamela Browner White
Laurie Brlas
Sophia Brooks
Barbara Brothers

Paul Brubaker
Marla Mitchell-Cichon
James Cossler
Gary Daichendt
Harold Danko
Larry Davis
Denise DeBartolo-York
John Guffey
Joe Hamrock
Ron Jaworski
Don Lewis
Shirley M. Martin
Brian Wolf"

- Motion passed

- b. Academic Programs Committee (Mary Beth Earnhardt, Chair)– [Attachment 2](#)
 - i. Passed
- c. Academic Research Committee – No Report
- d. Academic Standards Committee (Gary Walker, Chair)– No Report
- e. General Education Committee (Joe Palardy, Chair) – [Attachment 3](#)
 - i. Passed
- f. Honors Committee – No Report
- g. Library Committee (Susan Clutter, Chair) – No Report
- h. Professional Conduct Committee– No Report
- i. Student Academic Affairs Committee – No Report
- j. Student Academic Grievance Committee– No Report
- k. Undergraduate Curriculum Committee (Alina Lazar, Chair)– [Attachment 4](#)
 - i. Passed
- l. Program Review (Corey Andrews, Chair)
 - i. Findings and recommendations for 2016-2017 will be available at May Senate meeting
- m. Academic Senate Technologies Advisory Committee (Mark Vopat, Chair)- No Report

8. Unfinished Business

- a. Jennifer Pintar- Grievance Procedure- [Attachment 5](#)
 - i. It was asked whether there was a verification process for oral testimony. There is not. The committee will decide what is believable or not given the testimony and evidence.
 - ii. It was asked whether this process is the same as for student conduct in terms of using a standard regarding the preponderance of evidence. It was explained that there is no laid out standard regarding preponderance. It was then asked whether the committee would consider such a defined standard. It was explained that a standard like that would be difficult. The Senate Chair then pointed out that there are only four grievable issues under this policy,

- and these issues are often yes or no issues.
- iii. It was also recommended that language reflect the consequences (section 7b 2) become a new line in the policy and it should be stated that the actions will be executed according to the standard HR practice and guidelines laid out by the bargaining unit. This was accepted as a friendly amendment.
 - iv. It was suggested that language be added to in section F 5 G to reflect that findings will be based on the consideration of the preponderance of the evidence
 - 1. There were concerns expressed about whether this could cause legal problems. Mr. Howard stated that any language could become problematic in a legal proceeding, but this language will be helpful and is a measuring stick for both students and faculty.
 - a. This was accepted as a friendly amendment
 - v. Discussions of suspensions and expulsions will be removed. This was accepted as a friendly amendment.
 - vi. It was suggested that Appendix C delete the option for students to write their ssn on the grievance form and college acronyms be corrected. This was accepted as a friendly amendment.
 - 1. Motion passed with amendments.
 - a. One abstention

9. New Business

- a. Kevin Ball- Student Complaint Policy and Process- [Attachment 6](#)
 - i. This is for informational purposes only. It will be submitted for review by the Board of Trustees so at least some data can be collected before the HLC visit.
 - ii. If there are suggestions, please send them to Kevin Ball.
- b. Hillary Fuhrman- Student Satisfaction Survey- [Attachment 9](#)
 - i. Please encourage students to respond
- c. Eddie Howard- [Attachment 7](#) & [8](#)
 - i. It was suggested that language be added to reflect the university's nondiscrimination policy. Mr. Howard accepted this suggestion
 - ii. It was asked that policies pertaining to identification be changed to only speak to general boards
 - iii. It was asked where political information could be posted
 - 1. Mr. Howard explained that we wanted to be politically neutral and general counsel. It was further explained that students can have a table to hand out political materials. The university expressed reservations about materials being left up will eventually seem as though it was being presented by the university. Concerns were then expressed that the university is stifling free speech, intellectual debate, and civic engagement. Mr. Howard said that this could then be brought back to Cindy Kravitz.

10. Adjournment @ 5:01

Attachment 1

Senate Executive Committee Actions – April 5, 2017

To facilitate necessary actions, the following measures were approved by the Senate Executive Committee on behalf of the Academic Senate:

Timing of Withdrawal from Courses:

“Student withdrawal from any or all courses is permitted through the 60% period of Fall or Spring semester, respectively. Withdrawal from Summer semester courses shall be permitted through the 60% period of a given session. If a student does not meet this deadline, he/she shall be considered committed to completing all remaining courses. If a student is unable to complete the semester due to extreme circumstances that first occur after the stated deadline, the student should consult their college dean. In such circumstances, the dean’s decision regarding approval or denial of withdrawal shall be final and non-appealable. A grade of “W” shall appear on a student’s academic record for any course withdrawal(s) processed after the 14th day of the Fall or Spring semester through the 60% period of the semester. For summer semester courses, a grade of “W” shall appear on a student’s academic record for any course withdrawal(s) processed after the 7th day of a session through the 60% period of the session.

The 60% period of a semester or summer session shall be determined by the University Bursar and reported to the Chair of the Academic Senate. When calculating the 60% portion results in a partial number of days, the Bursar will round up giving the students full opportunity to meet the 60% period.”

Seating Part-time Faculty as Members of the Academic Senate:

“Effective for the beginning of the Fall 2017 semester, the composition of the Academic Senate shall be expanded by two positions to be filled by part-time faculty representatives. These representatives shall have all the privileges and responsibilities of being a member of the Academic Senate.”

This language will serve until the Charter and By Laws can be appropriately modified.

Attachment 2

FW: circulation materials from February Academic Program Committee meeting

Mary Beth Earnhardt

Tue 3/14, 9:47 AM Chairs Email Group; Deans Email Group; Chet Cooper; Amy I Flick

Below is the list of programs the Academic Programs Committee acted on during our February 16 meeting. Per Senate rules I'm attaching materials for circulation. The circulation period is 10 days.

Engineering Technology	Drafting and Design Technology AAS	Approve Changes	Passed
Chemistry	B.S. Biochemistry – BaccMed track	Approve Changes	Passed
Biological Sciences	Certificate in Biomed Research	Approve Changes	Passed
Engineering Technology	Power Plant Technology – ATS	Approve Changes	Passed
Engineering Technology	Electrical Engineering Technology – BSAS	Approve Changes	Passed
Engineering Technology	Electrical Engineering Technology – AAS	Approve Changes	Passed
Engineering Technology	Mechanical Engineering Technology – AAS	Approve Changes	Passed
Engineering Technology	Mechanical Engineering Technology – BSAS	Approve Changes	Passed
Counseling, Special Education and School Psychology	Intervention Specialist K-12 Mild/Moderate Disabilities	Approve Changes	Passed
Counseling, Special Education and School Psychology	Intervention Specialist K-12 Moderate/Intensive Disabilities	Approve Changes	Passed
Counseling, Special Education and School	Intervention Specialist K-12 Mild/Moderate and Moderate/Intensive	Approve Changes	Passed

Psychology	Disabilities		
CSIS	Certificate in Multimedia and Web Design	Delete	Passed
CSIS	Certificate in Information System Programming	Delete	Passed
CSIS	Certificate in Electronic Commerce Technology	Delete	Passed
CSIS	Certificate in Computer Database	Delete	Passed
CSIS	Certificate in Computer Networking	Delete	Passed
Engineering Technology	Drafting and Design Technology	Approve Changes	Passed
CSIS	B.S. Computer Information Systems	Approve Changes	Passed

Attachment 3

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

Date **March, 23 2017** Report Number (For Senate Use Only) _____

Name of Committee Submitting Report
General Education Committee

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

Names of Committee Members

Elected Members

Cynthia Vigliotti: CLASS, Peter Reday: WCBA, Mary LaVine: EDUC, Allen Hunter: STEM, Stacie Mickens: FPA, Keisha Tyler Robinson: HHS

Appointed Members

Randall Goldberg: AH, Alan Tomhave: SPA, W. Johanna Krontiris-Litowitz: NS, Guy Shebat: Skills, David Simonelli SS, Hillary Fuhrman: Assessment, Molly Burdette: Advisors, Jacob Shriner-Briggs: Student, Evangelos Sisalouis: Student

Please write a brief summary of the report the Committee is submitting to the Senate:

1. The following proposals were approved by the Gen Ed Committee:

Course #	Course Title	Date Received	Domain	Hearing	Notes
STEM 1520	STEM First Year Orientation	1/27/2017	FYE	3/21/2017	
POL 2660	International Relations	11/1/2017	SS/SPA-IP	11/14/2016	OTM course at most other State Schools. Gen Ed Approval was pending prereq change to comply with TAG.

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

Joseph Palardy, Chair General Education Committee (2016-2017)

Attachment 4

MEMO

TO: Academic Senate

FROM: Alina Lazar, Chair Undergraduate Curriculum Committee

SUBJECT: Course Proposals approved by the UCC

Date: March 26, 2017

The attached course proposals were approved at the 01/24/2017 and 02/15/2017 meetings of the Undergraduate Curriculum Committee and are presented for your review.

UCC#	Course	Course Title	College	Action	CL	Received
17147	PHLT 3725 - C	Topics in Public Health	BCHHS	Change	No	12/6/2016
17162	HPES 3765 - C	Athletic Training 1	BCHHS	Change	No	12/6/2016
15349	ENGL 4821 - D	Advising Student Media	CLASS	Delete	No	12/14/2016
17038	ENGL 2620 - C	African Literature	CLASS	Change	No	12/14/2016
17039	ENGL 4852 - C	Linguistics of Literacy	CLASS	Change	No	12/14/2016
17040	ENGL 4857 - C	TESOL Practicum	CLASS	Change	No	12/14/2016
17052	ECON 1505 - A	Introduction to Personal Finan	CLASS	Add	No	12/14/2016
17064	SOC 2640 - C	Women in Society	CLASS	Change	No	12/14/2016
17112	ENGL 4890 - C	Senior Seminar	CLASS	Change	No	12/14/2016
17125	POL 2660 - C	International Relations	CLASS	Change	No	12/14/2016
16447	MET 3714L - C	Fluid Mechanics Lab	STEM	Change	No	12/30/2016
17172	CCET 1503 - A	CAD Technology	STEM	Add	No	12/30/2016
17174	CCET 1504 - A	Drafting and Plan Reading	STEM	Add	No	12/30/2016
17175	CCET 2607 - A	Civil 3D	STEM	Add	No	12/30/2016
17176	CEEN 4863 - C	Integrated Design Project	STEM	Change	No	12/30/2016
17177	MET 3731 - D	Grant Proposal	STEM	Delete	No	12/30/2016
17178	MET 3735 - D	Hydrogen Productn and Storang	STEM	Delete	No	12/30/2016
17179	MET 3736 - D	Design of Solar Systems 1	STEM	Delete	No	12/30/2016
17180	MET 3737 - D	Design of Solar Systems 2	STEM	Delete	No	12/30/2016
17181	MET 3739 - D	Geothermal Processes	STEM	Delete	No	12/30/2016
17182	MET 3740 - D	Design of Wind Systems 1	STEM	Delete	No	12/30/2016
17183	MET 3742 - D	Biodiesel Processes	STEM	Delete	No	12/30/2016
17184	MET 3743 - D	Fuel Cell Systems	STEM	Delete	No	12/30/2016
17185	MET 2606 - A	Solid Modeling	STEM	Add	No	12/30/2016
17167	DHYG 4840 -	Directed Dent Hygiene	BCHHS	Change	No	1/10/2016
17186	AHLT 5840 - C	Comparative Health Systems	BCHHS	Change	No	1/10/2016
17187	AHLT 4820 - C	Directed Research	BCHHS	Change	No	1/10/2016
17202	PSYC 2617 - C	Research Methods and Stats 1	CLASS	Change	No	2/7/2017
17203	PSYC 2618 - C	Research Methods and Stats 2	CLASS	Change	No	2/7/2017

C#	Course	Course Title	College	Action	Pos	Received o
17216	ECON 5843 - A	Economics of Poverty, Transfers	CLASS	Add	No	2/7/2017
17209	ENGL 1550 - C	Writing 1	CLASS	Change	No	2/7/2017
17208	PSYC 3700H -	Social Psychology	CLASS	Change	No	2/7/2017
17206	PSYC 3700 - C	Social Psychology	CLASS	Change	No	2/7/2017
17205	PSYC 3701 - D	Psychology of Music	CLASS	Delete	No	2/7/2017
17169	GEOG 3730 - C	Global Climates	CLASS	Change	No	2/7/2017
17168	ENGL 3742 - A	Business Writing	CLASS	Add	No	2/7/2017
17060	ADV 4850 - C	Advertising Internship	WCBA	Change	No	1/17/2017
17059	MKTG 4853 -	Sales Internship	WCBA	Change	No	1/17/2017
17046	MUEN 0025 -	Gospel Choir	CCAC	Add	No	2/15/2017
17134	MUTC 1531L -	Musicianship 1 Lab	CCAC	Delete	No	2/15/2017
17138	MUTC 1532L -	Musicianship 2 Lab	CCAC	Delete	No	2/15/2017
17142	MUTC 2631L -	Musicianship 3 Lab	CCAC	Delete	No	2/15/2017
17145	MUTC 2632L -	Musicianship 4 Lab	CCAC	Delete	No	2/15/2017
17151	MUEN 0012P -	Opera Workshop	CCAC	Change	No	2/15/2017
17152	MUED 4823 -	Music Teaching Early Childhood	CCAC	Change	No	2/15/2017
17153	MUED 4824 -	Music Teaching Middle School	CCAC	Change	No	2/15/2017
17154	MUED 4825 -	Music Teaching in High Schol	CCAC	Change	No	2/15/2017
17155	MUED 4826 -	Instrumental Music Education	CCAC	Delete	No	2/15/2017
17156	MUED 4821 -	Instrumental Music Education	CCAC	Add	No	2/15/2017
17157	MUED 4827 -	Choral Music Education	CCAC	Delete	No	2/15/2017
17158	MUED 4822 -	Teaching Choral Music	CCAC	Add	No	2/15/2017
17159	VOIC 2605 - C	Voice	CCAC	Change	No	2/15/2017
17160	VOIC 2606 - C	Voice	CCAC	Change	No	2/15/2017

Attachment 5

UNDERGRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURE*

Youngstown State University strives to resolve undergraduate grievances as they arise. For grievances that cannot be resolved by consultation, a formal process to assure faculty and student actions are evaluated fairly and thoroughly is contained within this document.

Any student or group of students that believe there has been a material breach of faculty contractual obligations to the detriment of the individual student or the entire class is entitled to file a grievance using the Academic Grievance Form submitted to the Office of the Provost.

The process, outlined below, has been designed to recognize a student's right to due process in a fair and equitable manner.

A. Introduction

1. **This document applies to students taking courses in pursuit of an associate or bachelor's degree, and other students taking courses for undergraduate credit.**
2. **Grievances filed concerning academic matters must conform to the process described in this document.**
3. **The Student Academic Grievance Subcommittee, an appointed chartered committee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.**

B. Student Academic Grievance Subcommittee Structure. This committee is drawn from the same committee as the Academic Integrity Hearing Panel as discussed in the Student Code of Conduct with the exception of the graduate school student and faculty representative.

1. Judicial Chair: Associate Provost for Academic Administration or designee appointed by the Provost.
2. Faculty members are appointed by the Academic Senate and serve a two (2) year term. One (1) faculty member shall be selected from each of the six (6) colleges. At least three (3) of these appointees will have graduate faculty status.
3. In consultation with one another, the Student Government Association and the Associate Vice President for Student Experiences shall appoint student committee members who shall serve a two (2) year term. This appointment shall be based upon the criteria

established below. These appointments are subject to approval by the Senate Executive Committee.

- a. Students must complete an application available at the Student Experiences office.
- b. One (1) undergraduate is selected from each of the six (6) Colleges.
- c. Students must have a minimum GPA of 2.5.
- d. Students must not have a previous judicial record.
- e. Students should be sophomore status or above.

C. Academic matters that may be grieved.

1. **Per the YSU–OEA Agreement, Article 20 (current contractual obligations are specified in Appendix A of this document) academic matters that may be grieved are the following:**
 - a. **Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.**
 - b. **Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class (current contractual obligations are specified in Appendix B of this document).**
2. **Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.**

D. Overview of the grievance process.

1. **Depending upon the disposition of the grievance, there are three possible phases of the grievance process.**
 - a. **Pre-Grievance hearing activities**
 - b. **Grievance hearing**
 - c. **Appeal**
2. **Agreement may be reached between the student and the faculty member at any time during the process. The Judicial Chair may also intervene as he or she sees fit to mediate an agreement. Any resulting agreement ends the grievance. A summary of this agreement should be put in writing and distributed to the student, faculty, chair and Dean of the appropriate Department and College.**

E. Phase One: Pre-Grievance hearing activities.

- 1. Upon discovery of an event the student wishes to grieve, the student must first attempt to resolve the conflict through discussion with the faculty member.**
- 2. If the matter is not resolved from any such student/faculty member discussion, the student must then initiate discussion with the department chair.**
 - a. If after five working days (working days are defined as Monday through Friday not including Holidays) the department chair fails to respond to University email correspondence initiated by the student requesting a conference, the student may seek consultation by the dean of the faculty member's college.**
- 3. If the matter is not resolved from the student/chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item four (4) immediately below.**
 - a. If after five working days the college dean fails to respond to University email correspondence initiated by the student requesting a conference, the student may then submit a written statement as outlined in section 4. immediately below**
- 4. If the matter is not settled following these discussions, the student may then submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost, second floor in Tod Hall. A copy of the form is found in Appendix C. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident, even if the student has graduated. Specifically, the Grievance Form for incidents occurring in fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent spring semester; the Grievance Form for incidents occurring in spring or summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent fall semester.**
- 5. The Associate Provost for Academic Administration, or designated Judicial Chair, will assess the grievability of the complaint within fifteen University working days of receipt of the Grievance Form.**
 - a. While assessing grievability, the Judicial Chair will have access to the written documents provided by the student and submitted through the Provost's office. In addition, the Judicial Chair must confirm with the instructor, departmental chairperson, and dean that the**

student has in fact met or has documented evidence of attempting to meet with each party. Furthermore, the Judicial Chair should discuss the grievance with the instructor, chair, and dean either separately or together. The Judicial Chair shall attempt to mediate a resolution to the matter. If no resolution is possible then one of the following will occur:

- i. If after thorough examination of the complaint, it is assessed as non-grievable, the student is informed in writing by the Judicial Chair and the matter is closed.
- ii. If the complaint is assessed as grievable, the Judicial Chair initiates Phase Two of the grievance process below.

F. Phase Two: Grievance hearing

1. Within five University working days of initiating Phase Two of the grievance process, the Judicial Chair shall distribute copies of the completed grievance form to the student, faculty member, department chair, and appropriate dean.
2. Within five university working days of receiving the completed grievance, the faculty member, department chair, and dean must return their responses regarding the student(s) claim(s) to the Judicial Chair via University email. All of these documents together constitute the Grievance Packet.
3. The Judicial Chair shall email the completed Grievance Packet to the entire Student Academic Grievance Subcommittee, the student, faculty member, department chair, and dean within two University working days of receipt of all responses. In addition, at this point a hearing date, time, and place will be established by the Judicial Chair. All affected parties will be notified so as to afford the parties an opportunity to be present. The Grievance Hearing notice shall be sent to the student, faculty, chair and dean using university email. If the faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.
4. Parties directly involved in the grievance procedure
 - a. The parties directly involved in the grievance procedure are as follows:
 - i. Student/Faculty: The party who files the grievance and the party against whom the grievance is filed. At the discretion of the Judicial Chair, grievances involving multiple students can be handled individually or as a group.

- ii. **Department Chair:** The chairperson of the department in which the faculty member resides. The chair is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the chairperson is strongly encouraged.
- iii. **Dean:** The dean of the college in which the faculty member's department is housed. The Dean is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the dean is strongly encouraged
- iv. **Grievance Hearing Panel.** Derived from the membership of the Student Academic Grievance Subcommittee. At minimum, it consists of three faculty members, three undergraduate students, and the Judicial Chair. This panel conducts the formal hearing and renders a decision about the grievance.
- v. **Advisors:** The student and the faculty member may avail themselves of the services of an advisor throughout the grievance process. Such an advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the grievant. They are permitted, however, to give notes or whisper instructions/advice to the student or faculty member involved. Examples of advisors include a parent, attorney, clergy, other faculty member, coach, etc.
- vi. **Witness(es):** Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number who will present repetitive testimony is limited to two witnesses.

5. Grievance hearing principles and procedures

- a. **No member of a Grievance Hearing Panel will hear a case directly affecting him/her.**

- b. The Judicial Chair must be made aware of all parties planning on attending the grievance hearing a minimum of 24 hours prior to the scheduled hearing. This should be done via university email to the Judicial Chair and include the name(s) of any and all witness(es), advisors, chair/dean/faculty/students, attending.**
 - c. Prior to the hearing, the Grievance Hearing Panel members shall have a minimum of five working days to review all written materials in the Grievance Packet submitted by the affected parties.**
 - d. During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to bring witnesses in support of their case; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented.**
 - e. With the exception of advisors and the Grievance Hearing Panel, all parties listed above can be queried by any member of the grievance procedure regarding testimony.**
 - f. The Judicial Chair has the right to limit the amount of time testimony is presented by any given individual; remove disruptive individuals from the room; ensure that only the members of the Grievance Hearing Panel, student, and faculty member are present in the room; ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented.**
 - g. After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision. The panel shall vote using closed ballots tallied by the Judicial Chair. The Judicial Chair will only vote in circumstances of a tie vote among the panel.**
 - h. Matters within the hearing are bound by Family Educational Rights and Privacy Act (FERPA) and, as such, all discussions regarding the hearing should be treated with discretion.**
 - i. An audio recording of all proceedings will be made.**
- 6. Documentation of Grievance Hearing Panel's decision**

- a. A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Judicial Chair.
- b. This written statement of the Grievance Hearing Panel's decision shall be forwarded to the members of the Grievance Hearing Panel, student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.
- c. The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.
- d. A file of all pertinent documents from all grievances shall be kept by the Office of the Provost.
- e. At the discretion of the Judicial Chair, the time lines stated under Phase One and Phase Two may be extended due to extenuating circumstances.
- f. If the Grievance Hearing Panel's decision results in a change in the grade that is not acceptable to the faculty member, chairperson, or dean, the faculty member is still required to complete the grade change form. If the faculty member, chairperson, or dean refuses to sign the form, the provost shall sign the document.
- g. If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Hearing Panel's decision shall be forwarded to the faculty member's official personnel file with the names of the students redacted unless otherwise signed off by the students in accordance with Article 17 of the Collective Bargaining Agreement.

7. Possible Actions

- a. The Grievance Hearing Panel may decide and enforce any of the following options:
 - i. Change the student's grade on the item being grieved (i.e., particular paper, final grade, etc.) by either lowering or raising the grade
 - ii. Enforce a withdraw grade for the class (late or otherwise)
 - iii. Enforce university or program suspensions or expulsions

- iv. Enforce appropriate remedies regarding academic matters.
- b. What the Grievance Hearing Panel cannot decide or enforce:
 - i. Tuition refunds from the University
 - ii. Firing or authorizing disciplinary action against any faculty member (part-time or otherwise). The panel can, however, recommend disciplinary action.
 - iii. Attendance of the provost or president of the university at any panel hearings

G. Phase Three: Appeal

1. A written appeal of the Grievance Hearing Panel's decision is possible if there were procedural violations. If the student or faculty member alleges one or more violations of the procedures leading up to and including the Grievance Hearing, he/she may file a written appeal. Group grievances are appealed by a group only and not by individuals.
2. Such an appeal shall be filed at the Office of the Provost within five university working days of receipt of the written notification of the Grievance Hearing Panel's decision. Information regarding what needs to be submitted for an appeal is located in Appendix D.
3. The Office of the Provost shall forward the written appeal to the Judicial Chair within five university working days.
4. Appeals will be reviewed by the Senate Executive Committee within fifteen University working days of receipt by the Judicial Chair. Such appeals are not heard as original cases and may be concluded on the basis of the written information provided. This panel shall rule only on whether procedural violations occurred.
 - a. If the Senate Executive Committee rules that no procedural violations occurred or that any procedural violations were minor and did not affect the Grievance Hearing Panel's decision, the decision of the Grievance Hearing Panel is upheld and the matter is closed.
 - b. If the Senate Executive Committee rules that procedural violations occurred and were substantive, the case will be reviewed by the Senate Executive Committee. Within fifteen university working days of the Senate Executive Committee's finding of procedural violations, a quorum of the full Senate Executive Committee shall undertake a full examination of the case. The decision reached by the

Senate Executive Committee is final and may not be appealed.

5. Appeal Hearing

- a. No member of the Senate Executive Committee will hear a case directly affecting him/her.**
- b. Prior to the hearing, members of the Senate Executive Committee shall review all materials of the Appeal Packet.**
- c. Only information contained in the Grievance Packet and any materials submitted as part of the appeal shall be considered.**
- d. The chair of the Appeal Panel shall inform both parties of the decision as soon as reasonably possible.**
- e. A written statement of the decision shall be prepared and signed by the chair of the Appeal Panel, forwarded via university email to the student, faculty member, department chair, dean, Judicial Chair and the Provost within five working days of the decision.**
- f. A file of all pertinent documents from all grievances and appeals shall be kept by the Office of the Provost as allowed by the Collective Bargaining Agreement.**
- g. The decision reached by the Appeal Panel is final and may not be appealed.**
- h. At the discretion of the chair of the Appeal Panel, the time lines under G.2 through G.4 above may be extended.**

Graduate Student Academic Grievance Procedure

The Graduate Student Grievance Procedure provides the graduate students at Youngstown State University with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the student may receive assistance in pressing a claim within the organization of the University. The procedure for filing a grievance is set forth in the Youngstown State University Catalog, Graduate Edition, Graduate Student Grievance Procedure. The Graduate Catalog can be found on the Graduate School website.

Appendix A

Article 20: Students

20. 1: Commitment to Students: The Administration and the Association reaffirm their commitment to provide the undergraduate and graduate students of YSU with the highest quality instruction possible within the limits of the resources available to the institution. The parties shall seek to maintain an environment that encourages each student to attain his/her maximum intellectual and emotional development, heightens the individual's awareness of contemporary forces in society and their impact upon the individual, and prepares students for productive careers and responsible citizenship. Accordingly, the parties commit themselves to:

1. The student evaluation of faculty teaching performance, as provided for in Article 14 (Faculty Evaluation).
2. Respect for the vital role of Student Government in representing and protecting the legitimate interests of the student body.
3. The continuation in future negotiations of the consultation and briefing sessions with student leaders.
4. The principle that a student with a legitimate academic grievance has the right to have his/her grievance heard.
5. The tasks, duties, and assignments enumerated in Appendix C.

20.2: Student Academic Grievances: Violations by the student of the timelines established in the Academic Senate or Graduate School policies shall result in the termination of the student's grievance. Academic matters that may be grieved are the following:

1. Material deviation from the instructor's policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
2. Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (see Appendix B), to the detriment of the individual student or the entire class.
3. Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department chair of the faculty

member's department or the dean of the college housing the faculty member's department for further advisement in these situations.

If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Hearing Panel's decision shall be forwarded to the faculty member's official personnel file.

Appendix B

Teaching Rights and Responsibilities

Article 28.3: Course Requirements

Members of the faculty must provide each student access to a course syllabus in each course taught. A printed copy of the syllabus must be provided to the chair no later than seven (7) business days after the beginning of each semester/term whether or not there has been a revision(s) to the syllabus. The course syllabus shall include a clear explanation of the faculty member's policies on grading and class attendance for the course, a list of the days, times and location of scheduled office hours (including the methods of communication for distance education courses). The course syllabus shall be made available to students within seven (7) business days after the beginning of the semester/term. During office hours, a faculty member shall explain a grade to a student who requests such explanation. The faculty member must provide to each student at least one (1) written grade report on a class assignment (test, examination, essay, etc.) at least three (3) weeks before the deadline for student withdrawal from the course. Faculty members shall retain student materials in physical or digital form that have not been returned to the students for one (1) semester. Material from the spring or summer semester should be retained through the following fall semester. Faculty members shall retain grade and attendance records (if kept) for one (1) year. Backup of student materials through the course management system by faculty members will satisfy the materials retention requirement. During the first fourteen (14) calendar days of each term faculty members may be required to identify students who do not attend selected lower level classes. The method utilized to identify such students shall be at the discretion of the faculty member. Faculty members may not penalize a student for missing a class if the student provides advanced documentation that the absence was a result of a University-sponsored activity.

Appendix C

Youngstown State University

Office of the Provost
Undergraduate Student Academic Grievances
Dr. Jennifer A. Pintar, Acting Judicial Administrator
330-941-3655

Student Academic Grievance
UNDERGRADUATE STUDENT'S FORM

Date Grievance Filed _____

SECTION A (Student Information)

Name _____

Banner ID Number or Social Security Number _____

Current Address _____

Phone Number _____ E-mail _____

Your College (please circle) CLASS H&HS EDUC F&PA STEM WCBA

Major _____ Class Rank _____

SECTION B (Instructor Information)

Instructor's Name _____

Instructor's Department _____

Course Number and Title of Class _____

Semester and Year of Course _____

Grade Received _____

SECTION C (Informal Process Information)

1. Have you discussed the grievance with your instructor? (please circle) yes no
If yes, when? _____

2. Have you discussed the grievance with the chair of the department in which the class is taught?
(please circle) yes no

If yes, when? _____

Name of Department Chair

3. Have you discussed the grievance with the dean of the college in which the class is taught?
(please circle) yes no

If yes, when _____

Name of College Dean _____

Please Note: The informal process (Section C) **must** be completed before the formal process can be initiated by the Office of the Provost's Grievance Judicial Officer. Procedures for the Academic Grievance process can be found in the 2011 edition of *The Code of Student Rights, Responsibilities, and Conduct*, Article VIII, Section A.

SECTION D (Formal Grievance Statement Information)

- **Please attach** a comprehensive, **typewritten statement**, describing in your own words, the nature of your grievance including specifics you feel are relevant to this grievance.
- Specify evidence you have to support your grievance.
- **Attach a copy of the class syllabus.**
- State the specific action you would like to see taken on this grievance. (If seeking a grade change, please demonstrate where and how the instructor deviated from the syllabus.)

Will you be bringing an advisor or support person to the hearing? Yes _____ No _____

If yes, my advisor or support person's name is:

Name

Phone

Email

In the event the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member's personnel file. If a grade change is granted to the student, appropriate steps will be initiated. In the event the Hearing Panel rules in favor of the faculty grieved, copies of the findings shall be placed in the student's discipline/grievance file.

I have read and understand the Undergraduate Student Academic Grievance Procedure as outlined in The Code.

Student's Signature

Date

Appeal Documentation Requirements

In your request for an appeal, please include the following:

- Your name and contact information, as well as the case in question.
- Thorough description of how the hearing for the case in question meets the standards for grounds for an appeal.
- Any supporting documentation.

Please note: Your written appeal should be clear, coherent, and limited to no more than four typed pages.

Attachment 6

3356-8-06 Student Complaint Process.

New

Responsible Division/Office:	Student Experience and Academic Affairs
Responsible Officer:	Vice President of Student Experience and Associate Provost, Academic Administration
Revision History:	June 2017
Board Committee:	Academic and Student Affairs
Effective Date:	June 14, 2017
Next Review:	2022

- (A) Policy statement. Youngstown state university (university) is committed to the continuous improvement of the services it provides to its students. Students who have complaints regarding the fairness or quality of service they have received from the university are encouraged to share their concerns pursuant to this policy so that the university may address these concerns in a timely and professional manner.
- (B) Purpose. The purpose of this policy is to establish an effective complaint resolution process for general student complaints and to allow the university to collect and track these complaints.
- (C) Scope. This policy applies to all university divisions, colleges, departments, and units. This policy does not apply to student complaints regarding academic (grading) grievances, disability accommodations, harassment or discrimination, university admission decisions, or complaints or disciplinary action pursuant to the student code of conduct.
- (D) Definitions.
- (1) Student. Any person enrolled at the university in a course offered for credit.
 - (2) Student Complaint. A written and/or documented verbal statement alleging improper, unfair, or arbitrary action relating to the university's delivery of academic, administrative, and support services. A student complaint must be based on a claimed violation of university policy, regulation, or established practice.
 - (3) Academically Related Complaints. A student complaint related to the services and responsibilities provided by the departments within academic affairs, including but not limited to academic colleges, academic departments, distance education, library, mathematics assistance center, reading and study skills, and writing center.
 - (4) Non-Academically Related Complaints. A student complaint related to the services and responsibilities provided by the departments and divisions of budget and finance, enrollment management and planning, equal opportunity and diversity, facilities, human resources, multicultural affairs, student experience, and student success.
- (E) Procedure.

(1) Informal resolution. Students are encouraged, but are not required, to resolve complaints on an informal basis. In seeking informal resolution, a student will speak directly with the staff, faculty, or administrator with whom the student has an issue. This process allows the individual to have an opportunity to hear the student's concerns and work with the student to resolve the issue in a mutually constructive manner. If the student's complaint or concern is not resolved to the student's satisfaction, the student may utilize the formal complaint process.

(2) Formal resolution.

(a) **Complaint Format:** A student complaint page and submission form will be added to the university website for students to submit their complaints in writing to the university. The university will respond to the student within ten (10) business days of the alleged issue. Complaints may also be sent in writing to deans, directors and unit heads, division heads, and the president. Students should describe the nature of the complaint, the remedy sought, and a description of all previous attempts to informally resolve the issue. Students will receive a receipt of complaint and notification of resolution within a timely manner. Students have the right to withdraw a complaint at any time during the process, in which case the complaint will be registered as concluded and noted as withdrawn in the on-line repository. The withdrawal should be submitted in writing, include the student's reasons for the withdrawal, and be directed to the person handling the complaint.

(b) **Complaints via Web Submission:** All academically related complaints will be sent to the Associate Provost for Academic Administration. All non-academically related complaints will be sent to the Associate Vice President for Student Experience. Both parties will ensure a written receipt is sent to the student within two (2) business days to acknowledge the complaint has been received; the complaint will be forwarded to the appropriate department/division for review and resolution.

(c) **Complaints to Deans, Directors, and Unit Heads:** All written complaints will be addressed at the appropriate level at which the complaint was filed. If the complaint is filed with a dean or chair within the colleges or with a director in the divisions of student experience, student success, enrollment management and planning, multicultural affairs and/or a unit head in business and financial services, he or she must acknowledge the complaint in writing to the student and identify the staff member handling the complaint within **five (5) business days** of the complaint being filed. All responses to the complaint will be in writing. The complaint will be documented using the on-line student complaint repository. If the issue is resolved at the departmental level, then documentation using the on-line portal is sufficient. If the issue is not resolved at departmental level, then it will be forwarded to the appropriate division head. The division head making the referral will indicate in the on-line repository that the complaint has been referred.

(d) **Complaints to Division Heads:** All written complaints forwarded to the vice president's and/or associate vice president's office will be addressed within the division in which the complaint was filed. The division head must acknowledge a complaint in writing to the student and identify the staff member handling the complaint within **five (5) business days** of the complaint being filed. Complaints may come directly to the division head or they can be forwarded from an office within the division. All responses to the complaints must be in

writing. The complaint will then be documented using the on-line student complaint repository. If the issue is resolved at the divisional level, then documentation using the on-line portal is sufficient. If the issue is not resolved at the divisional level or requires presidential approval, then it will be forwarded to the president's office for resolution. The division head making the referral will indicate in the on-line repository that the complaint has been referred.

(e) **Complaints to the President:** All written complaints forwarded to the president's office may be addressed by the president or referred to the appropriate division head for resolution. If the complaint is referred to the division head, the division head will follow the same process as outlined in the section above. If the complaint is addressed by the president, the president's office must acknowledge the complaint in writing to the student and identify the staff member handling the complaint within **five (5) business days** of the complaint being filed. All responses to the complaints should be in writing. The complaint will be documented using the on-line student complaint.

(3) **Complaint Resolution:** The university will treat complaints seriously and ensure all processes are clear, prompt, confidential, and fair to all parties and will endeavor to ensure an acceptable resolution.

(4) **Complaint Log:** An on-line student complaint repository will be used to document and track the date the complaint was received, the student's name and contact information, the type of complaint, the date of response, the referral source (if necessary), and the resolution. Designated units receiving complaints under this policy will note the complaint in the on-line repository whether the complaint is received directly or whether the complaint is referred by or to another designated unit. If a complaint is referred to another designated unit, the receiving designated unit will notify the original unit when the matter is resolved. The on-line student complaint repository will securely maintain the student complaint logs with records of resolution for a minimum of ten years.

(5) **Complaint Review:** A student complaint review committee comprised of the Associate Vice President for Student Experience, the Associate Provost for Academic Administration, one faculty member, one staff member, and one student appointed by the Student Government Association will meet once per semester, excluding summer term, to review all submitted complaints and records in the on-line student complaint repository from the previous semester. The committee will review all complaints and resolutions for potential themes/trends. All theme-based complaints will be forwarded to the appropriate department or division for policy and procedure review.

(F) **Retaliation.** Retaliation against a student who makes a complaint in good faith is prohibited and may result in further action up to and including termination for employees and expulsion for students.

Attachment 7

3356-4-17 Campus posting.

Responsible Division/Office:	Facilities Maintenance and Student Experience	Support Services, Division of
Responsible Officer:	Vice President for Finance and Business	Operations
Revision History:	September 2012; March 2017	
Board Committee:	Finance and Facilities	
Effective Date:	March 16, 2017	
Next Review:	2022	

- (A) Policy statement. Youngstown state university (university) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure the sustainability, functionality, and aesthetics of the university physical plant, printed materials must be posted on campus in a manner that is consistent with the mission and values of the university and in accordance with this policy. However, postings on campus do not necessarily represent endorsement or sponsorship by the university.
- (B) Purpose. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.
- (C) Scope. University bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of student information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

This policy also applies to the display of poster boards in the hallways or concourses of Kilcawley center; Andrews's student recreation and wellness center; and residence life and student housing and dining locations. Such areas may be made available for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of student information or ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.

- (D) Parameters. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.
 - (1) Postings may only be displayed on designated bulletin boards, message boards, or other locations specifically identified for the display of printed materials.
 - (2) Printed materials must be affixed in a manner appropriate for the posting location.
 - (3) Postings must clearly provide information or promote the publicized activity, contain the name and contact information of the sponsor, sponsoring group, student organization, department,

office, unit, individual or group and be stamped by the office monitoring the bulletin board with an expiration and/or removal date.

- (4) Materials advertising an event must be removed following the event.
- (5) Multiple postings of the same information at the same location are discouraged and may be removed.

(6) Bulletin boards designated for the specific use of a division, department, office, or unit are available only for that specific use and shall be monitored by that division, department, office, or unit in accordance with applicable university policies and state and federal law.

(7) The division of student experience is designated to approve and monitor postings for Kilcawley center, Andrews's student recreation and wellness center, residence life and student housing and dining locations, and student activities, and may impose additional reasonable restrictions and/or requirements with respect to time, place and manner of display or posting activities in accordance with university policies and state and federal law.

(8) Materials displayed for special occasions, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.

(9) Damage caused by improper posting and/or the cost of removal will be charged to the department, activity, individual, or organization responsible for displaying the printed material.

(10) All materials on bulletin boards or other specific locations will be removed on a scheduled basis.

(11) Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.

(E) Prohibited postings.

(1) The placement of posters, flyers, signs or other similar materials on any permanent university structures; including but not limited to buildings, walls, windows, doors, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces, or any other area not specifically designated by the university as appropriate for posting is prohibited.

(2) As a tax-exempt, non-profit institution the university is prohibited from direct involvement in the political process and from using university resources to support or oppose any federal, state, or local political party, candidate, political action committee or ballot issue. Therefore, in order to avoid university political endorsement or the appearance of university political endorsement, political campaign materials directed toward the success or failure of any federal, state, or local political party, candidate, political action committee or ballot issue are prohibited.

Individuals and groups may, however, engage in the free and orderly exchange of ideas on campus, including but not limited to political views and endorsements, by utilizing generally accessible outdoor areas pursuant to rule 3356-4-21 of the Administrative Code (university policy 3356-4-21/Public use of university grounds for expressive activity).

(F) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material posting at the university. Anyone posting on campus must be aware of current laws regarding libel,

defamation, obscenity and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

(G) Violations. Postings in violation of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, loss of recognition for registered student organizations and other student disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.

(H) Expressive activity and commercial solicitation. Individuals wishing to access university grounds for expressive activity should consult rule 3356-4-21 of the Administrative Code (university policy 3356-4-21). Individuals wishing to access the campus for purposes of commercial solicitation or advertising should consult rule 3356-7-19 of the administrative code (university policy 3356-7-19).

Attachment 8

3356-4-17 Display of posters and other printed materials Campus posting.

Previous Policy Number: ~~4015.01 (new)~~
Responsible Division/Office: ~~Finance and Administration~~ Facilities Maintenance and Support Services,
Division of Student Experience
Responsible Officer: Vice President for Finance and Administration Business Operations
Revision History: September 2012; March 2017
Board Committee: Finance and Facilities
Effective Date: ~~September 28, 2012~~ March 16, 2017
Next Review: ~~2017~~ 22

- (A) Policy statement. The Youngstown state university (university) board of trustees recognizes the use of designated posting areas as an important means of communication within the university community. In order to insure is committed to the sustainability, functionality, and aesthetics of the university physical plant, printed materials must be posted on campus in a manner that is consistent with the mission and values of the university and in accordance with this policy. Therefore, posters and other printed materials must be displayed in appropriate locations and must be affixed in an appropriate manner. However, postings on campus do not necessarily represent endorsement or sponsorship by the university.
- (B) Purpose. To provide guidelines and procedures by which the university community can share and promote campus news, information, ideas, programs, and events while also maintaining the overall aesthetic appearance of the campus and ensuring appropriate use of available space.
- (C) Scope. University bulletin boards are available for postings for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of student information and ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.
This policy also applies to the display of poster boards in the hallways or concourses of Kilcawley center; Andrews's student recreation and wellness center; and residence life and student housing and dining locations. Such areas may be made available for official university events or activities; events or activities sponsored or co-sponsored by a recognized university student organization, university department, program or office; for the exchange of student information or ideas; and for events or activities sponsored by an individual or non-university group which may benefit or interest the campus community.
- (BD) Parameters/procedures. The university acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to posting on campus. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner for display or posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.
- (1) Postings Students, employees, and visitors may only be displayed printed materials on designated public bulletin boards.
 - (2) Materials must be displayed in appropriate places:

~~(a) On bulletin boards, message boards, or other locations specifically identified for the display of printed materials.~~

~~(b) Doors, windows, stairwells, elevators, or other locations where it interferes with safety shall not have materials posted.~~

(32) Printed materials must be affixed in an ~~appropriate~~ manner appropriate for the posting location:

~~(a) On surfaces specifically designed to display printed materials.~~

~~(3) Postings must clearly provide information or promote the publicized activity, contain the name and contact information of the sponsor, sponsoring group, student organization, department, office, unit, individual or group and be stamped by the office monitoring the bulletin board with an expiration and/or removal date.~~

~~(4) Materials advertising an event must be removed following the event.~~

~~(5) Multiple postings of the same information at the same location are discouraged and may be removed.~~

~~(b) With methods of fixture that are appropriate to the surface being utilized.~~

~~(e) In no case can printed materials be affixed to walls, _____ windows, doors, elevators or other building surfaces when _____ such surfaces have not been designated and properly _____ prepared to affix printed materials.~~

~~(4) Printed materials not meeting the above standards will be immediately removed.~~

~~(6) Bulletin boards designated for the specific use of a division, _____ department, office, or unit are available only for that specific use _____ and shall be monitored by that division, department, office, or unit _____ in accordance with applicable university policies and state and _____ federal law.~~

~~(7) The division of student experience is designated to approve and _____ monitor postings for Kilcawley center, Andrews's student _____ recreation and wellness center, residence life and student housing _____ and dining locations, and student activities, and may impose _____ additional reasonable restrictions and/or requirements with respect _____ to time, place and manner of display or posting activities in _____ accordance with university policies and state and federal law.~~

~~(58) Materials displayed for special occasions, for example, such as red and white day, must not damage surfaces and must be carefully removed in a timely manner.~~

~~(69) Damage caused by improper posting and/or the cost of removal will be charged to the department, activity, individual, or organization responsible for displaying the printed material.~~

~~(710) All materials on public bulletin boards or other specific locations will be removed on a scheduled basis.~~

~~(11) Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to applicable sanctions and/or disciplinary action and could be subject to criminal charges.~~

~~(E) Prohibited postings.~~

(1) The placement of posters, flyers, signs or other similar materials on any permanent university structures; including but not limited to buildings, walls, windows, doors, traffic signs, light poles, fences, emergency call boxes, trees, or brick, glass or painted surfaces, or any other area not specifically designated by the university as appropriate for posting is prohibited.

(2) As a tax-exempt, non-profit institution the university is prohibited from direct involvement in the political process and from using university resources to support or oppose Political campaign material endorsing any federal, state, or local political party, candidate, political action committee or ballot issue. may not be posted. Therefore, in order to avoid university political endorsement or the appearance of university political endorsement, political campaign materials directed toward the success or failure of any federal, state, or local political party, candidate, political action committee or ballot issue are prohibited.

Individuals and groups may, however, engage in the free and orderly exchange of ideas on campus, including but not limited to political views and endorsements, by utilizing generally accessible outdoor areas pursuant to rule 3356-4-21 of the Administrative Code (university policy 3356-4-21/Public use of university grounds for expressive activity). -

(F) Disclaimer. Youngstown state university disclaims all responsibility for the contents of material posting at the university. Anyone posting on campus must be aware of current laws regarding libel, defamation, obscenity and fair labor relations or other applicable laws. Postings promoting the sale or consumption of alcohol will not be permitted; however, postings promoting alcohol awareness and responsible decision making are permitted.

(G) Violations. Postings in violation of this policy will be removed. Violations of this policy or any specific building posting policy may result in the loss of posting privileges and/or facilities use privileges, loss of recognition for registered student organizations and other student disciplinary and/or educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the university.

(H) Expressive activity and commercial solicitation. Individuals wishing to access university grounds for expressive activity should consult rule 3356-4-21 of the Administrative Code (university policy 3356-4-21). Individuals wishing to access the campus for purposes of commercial solicitation or advertising should consult rule 3356-7-19 of the administrative code (university policy 3356-7-19).

Attachment 9

Student Satisfaction Survey—Promotion Assistance Requested

Attention all students!

SPEAK YOUR MIND

20-MINUTE SURVEY
Let us know how to improve YSU!

March 27, 2017 - April 21, 2017

TAKE SURVEY -
Check your email or visit
<http://bit.ly/YSUpeakyourmind>

PRIZES -
Every student completing the survey will be entered in a drawing. Prizes include 50 - \$25 gift cards and 5 sets of 2017 YSU Football tickets.

<http://bit.ly/YSUpeakyourmind>

RUFFALO
NOEL LEVITZ

- The Noel Levitz Student Satisfaction Inventory provides us an opportunity to gauge importance and satisfaction of items to students in nine scales:
 - Academic Advising Effectiveness
 - Campus Climate
 - Campus Life
 - Campus Support Services
 - Institutional Effectiveness
 - Recruitment and Financial Aid Effectiveness
 - Registration Effectiveness
 - Safety and Security
 - Student Centeredness.

- Data will be broken down by college, and with high levels of participation can also be broken down by major/program
 - Highest Participation During Week 1 (for traditionally aged students): Teacher Education (58 students) & Biological Sciences (45 students)
 - Highest Participation During Week 1 (for adult and graduate students): Counseling, Special Education, & School Psychology (23 students) & Masters in Business Administration (16 students)
- All traditionally aged undergraduate students were invited to participate through email. Graduate and non-traditional students were invited to take a modified version of the survey, the Adult Student Priorities Survey.
- The survey is being administered from **March 27, 2017 -April 21, 2017**

How Faculty can help:

- Send an email from you to all students to personally invite them to participate. Direct them to this link: bit.ly/YSUspeakyourmind. When students are invited by someone they know they are more likely to respond.
- Share survey information through social media channels

Academic Senate Meeting Sign-In Sheet: April 5, 2017

Administrative Senators

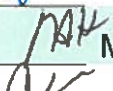
_____ Martin Abraham, Provost/VP

 _____ Kevin Ball, Associate Provost

 _____ Wim Steelant, Dean, STEM

_____ Charles Howell, Dean, BCOE

 _____ Eddie Howard, Assoc. VP, Stud. Exp.

 _____ Mike Hripko, Assoc. VP, Research


 _____ Amy Cossentino, Dir., Univ. Scholars

_____ Betty Jo Licata, Dean, WCBA

_____ Phyllis Paul, Dean, CACC

_____ Mike Reagle, Assoc. VP, Stud. Suc.

 _____ Kristine Blair, Dean, CLASS


 _____ Gary Swegan, Assoc. VP, Enrollment

 _____ Sal Sanders, Dean, Grad. Studies

 _____ Sylvia Imler, Ex. Dir., Diver. Multi. Aff.

_____ Joseph Mosca, Dean, BCHHS


Student Senators

 _____ Gabriella Gessler SGA President
_____ Jacob Schriener-Briggs, Exec. Vice. Pres.

_____ Hannah Elliott, CSTEM

 _____ Kyle Marshall, BCHHS

_____ Erica Ivack, WCBA

 _____ Kelly Matanin, CLASS

 _____ Brian Lyons, CLASS


_____ Nicholas Chretien, WCBA

_____ Selena Chandler, CSTEM (proxy)

_____ Evangelos Sisalouis, CLASS

_____ Kelly Jerina, BCOE

_____ Lukas Darling, CLASS

 _____ Andrew Morgan, CSTEM

_____ Ricardo Garcia, CSTEM

_____ Shannon Maple, CLASS

 _____ Jonathon Burns, CSTEM

_____ Larry Melton, CSTEM (proxy)

Other (Non-Voting) Attendees/Visitors


_____ James Tressel, YSU President

 _____ Alina Lazar, Curriculum Chair

_____ Mary Beth Earnhardt, Prog. Chair


_____ Tomi Ovaska, Senate Exec. Comm.

_____ Gary Walker, Acad. Stds. Chair

 _____ Jennifer Pintar, St. Ac. Gr. Sub. Chair

_____ Amy Weaver, Honors Chair

 _____ Carol Lamb, Senate Exec. Comm.



 _____ Dan O'Neill, Senate Parliamentarian

 _____ Joe Palardy, General Education Chair

 _____ Adam Earnhardt, Sen. Exec. Comm.

 _____ Taci Turel, Acad. Events Chair

_____ Thomas Madsen, Stu. Ac. Aff. Chair

 _____ Anthony Fumman
 _____ B. Palich

Academic Senate Meeting Sign-In Sheet: April 5, 2017

College Science, Technology, Engineering and Mathematics (CSTEM)

Senator Name	Department	Type of Senator	Term
<i>JKL</i> Jodie Krontiris-Litowitz	Biological Sciences	At Large	2016-2017
<i>GW</i> Gary Walker	Biological Sciences	At Large	2016-2017
<i>DKA</i> Dave Asch	Biological Sciences	At Large	2016-2017
<i>JJC</i> Joe Sanson	Engineering Technology	At Large	2016-2017
Bonita Sharif	CSIS	At Large	2016-2017
<i>DP</i> Don Priour	Physics and Astronomy	At Large	2016-2017
<i>J. Amin</i> Isam Amin	Geology and Env. Sci.	Departmental	2015-2017
<i>rw</i> Bob Kramer	Comp. Sci. Inf. Sys.	Departmental	2015-2017
<i>CC</i> Chet Cooper	Biological Sciences	Departmental	2015-2017
<i>NS</i> Nina Stourman	Chemistry	Departmental	2015-2017
Jamal Tartir	Mathematics/Statistics	Departmental	2015-2017
Kyosung Choo	Mech. Industrial Eng.	Departmental	2016-2018
<i>SB</i> Snjezana Balaz	Physics and Astronomy	Departmental	2016-2018
<i>FM</i> Faramarz Mossayebi	Elec. Computer Eng.	Departmental	2016-2018
John Martin	Engineering Technology	Departmental	2016-2018
<i>AV</i> Tony Vercellino	Civil Env. Chem. Eng.	Departmental	2016-2018

Beeghly College of Education (BCOE)

Senator Name	Department	Type of Senator	Term
Jennifer Vaschak	Counseling Spec. Ed.	At Large	2016-2017
<i>PS.</i> Patrick Spearman	Ed. Found. RTL	At Large	2016-2017
<i>AW</i> Amy Williams	Counseling Spec. Ed.	At Large	2016-2017
<i>KA</i> Kathleen Aspiranti	Counseling Spec. Ed.	At Large	2016-2017
Mary LaVine	Teacher Education.	At Large	2016-2017
Victoria Kress	Counseling Spec. Ed.	Departmental	2016-2018
Jane Beese	Ed. Found. RTL	Departmental	2016-2018
Crystal Ratican	Teacher Education	Departmental	2016-2018

Academic Senate Meeting Sign-In Sheet: April 5, 2017

Williamson College of Business Administration (WCBA)

Senator Name	Department	Type of Senator	Term
Peter Reday	Marketing	At Large	2016-2017
<i>WV</i> William Vendemia	Management	At Large	2016-2017
Ramesh Dangol	Accounting and Finance	At Large	2016-2017
Christina Saenger	Marketing	At Large	2016-2017
<i>PK</i> Birsen Karpak	Accounting and Finance	At Large	2016-2017
<i>EU</i> Emre Ulusoy	Marketing	Departmental	2015-2017
Rebecca Badawy	Management	Departmental	2016-2018
Peter Woodlock	Accounting and Finance	Departmental	2016-2018

Bitonte College of Health and Human Services (BCHHS)

Senator Name	Department	Type of Senator	Term
<i>DD</i> Dana Davis	Social Work	At Large	2016-2017
<i>KL</i> Ken Learman	Physical Therapy	At Large	2016-2017
Susan Clutter	Criminal Justice	At Large	2016-2017
Jessica Wallace	HPES	At Large	2016-2017
<i>CBP</i> Cathy Bieber Parrott	Physical Therapy	At Large	2016-2017
Amanda Roby	Health Professions	At Large	2016-2017
<i>R</i> Richard Rogers	Criminal Justice	Departmental	2015-2017
<i>SR</i> Stephanie Rhee	Social Work	Departmental	2015-2017
<i>DG</i> Dave Griswold	Physical Therapy	Departmental	2015-2017
Cynthia Daniels	Nursing	Departmental	2015-2017
<i>SMS</i> Suzanne Smith	Health Professions	Departmental	2016-2018
<i>FB</i> Frank Bosso	Human Perf. Exer. Sci.	Departmental	2016-2018
<i>AW</i> Abel Waithaka	Human Ecology	Departmental	2016-2018

Academic Senate Meeting Sign-In Sheet: April 5, 2017

College of Liberal Arts and Social Sciences (CLASS)

Senator Name	Department	Type of Senator	Term
Joy Tang	Psychology	At Large	2016-2017
<i>AF</i> Amy Flick	English	At Large	2016-2017
<i>LS</i> Linda Strom	English	At Large	2016-2017
Tim Francisco	English	At Large	2016-2017
<i>WB</i> Bill Buckler	Geography	At Large	2016-2017
<i>LB</i> Laura Beadling	English	At Large	2016-2017
<i>DA</i> Diana Awad Scrocco	English	Departmental	2015-2017
Mark Vopat	Philosophy and Religion	Departmental	2015-2017
<i>KL</i> Keith Lepak	Political Science	Departmental	2015-2017
<i>MF</i> Mandy Fehlbaum	Sociology/Anthropology	Departmental	2015-2017
<i>TO</i> Tomi Ovaska	Economics	Departmental	2016-2018
Gina Villamizar	Foreign Language	Departmental	2016-2018
Dawna Cerney	Geography	Departmental	2016-2018
Donna DeBlasio	History	Departmental	2016-2018
James Juergensen	Psychology	Departmental	2016-2018

College of Creative Arts and Communication (CCAC)

Senator Name	Department	Type of Senator	Term
<i>MG</i> Max Grubb	Communications	At Large	2016-2017
<i>KG</i> Katherine Garlick	Theater and Dance	At Large	2016-2017
Missy McCormick	Art	At Large	2016-2017
<i>HJL</i> Hae-Jong Lee	Music	At Large	2016-2017
Lillian Lewis	Art	At Large	2016-2017
<i>SR</i> Stephen Reale	Music	At Large	2016-2017
Ellen Jones	Theater and Dance	Departmental	2015-2017
<i>AC</i> Amy Crawford	Communication	Departmental	2016-2018
<i>CY</i> Cicilia Yudha	Music	Departmental	2015-2017
Claudia Berlinski	Art	Departmental	2016-2018