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.

ACADEMIC SENATE AGENDA
Wednesday, May 1, 2019 at 4:00 P.M.
Room 132 ·DeBartolo Hall

1. **[4:00 PM] Call to Order/Certification of Quorum**
2. **[4:01 PM] Approval of Agenda**
3. **[4:02 PM] Approval of Minutes from April 3, 2019 meeting** (See attachment)
4. **[4:04 PM] Senate Executive Committee Report** – Chet Cooper, Senate Chair
5. **Ohio Faculty Council Report** – No Report
6. **Charter and Bylaws Committee** – No Report
7. **[4:09 PM] Report of the Elections/Balloting Committee** – Ken Learman, Chair
8. **[4:12 PM] Introduction of Dr. Brien Smith, Provost Select** – President Tressel
9. **[4:25 PM] Reports from Other Senate Committees**
   a. Academic Events Committee – No Report
   b. Academic Programs Committee – Mary Beth Earnheardt, Chair (See attachment)
   c. Academic Research Committee – No Report
   d. Academic Standards Committee – Gary Walker, Chair (See attachment)
   e. General Education Committee – Joe Palardy, Chair (See attachment)
   f. Honors Committee – No Report
   g. Library Committee – Jacob Labendz, Chair (To Be Distributed)
   h. Professional Conduct Committee– No Report
   i. Academic Grievance Committee– Jenn Pintar, Chair (See attachment)
   j. Undergraduate Curriculum Committee – Tom Wakefield, Chair (See attachment)
   k. Program Review – No Report
   l. Technologies Committee – No Report
10. **[4:50 PM] Unfinished Business**
    a. Re-envisioning General Education Working Group – Betty Jo Licatta, Chair (presentation)
    b. Faculty electronic leave reports – Human Resources (presentation)
11. **[5:10 PM] New Business**
    a. Workload Categories/Teaching Hours – Jenn Pintar (See attachment)
    b. Voluntary and Involuntary Medical Leave Policy – Eddie Howard (See Attachment)
12. **[5:30 PM] Adjournment**

NEXT SENATE MEETING:
Wednesday, September 4, 2019 at 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.

ACADEMIC SENATE MINUTES
Wednesday, April 3, 2019 at 4:00 P.M.
Room 132 ·DeBartolo Hall

1. **[4:03 PM] Call to Order/Certification of Quorum**

2. **[4:03 PM] Approval of Agenda**

3. **[4:03 PM] Approval of Minutes from March 6, 2019 meeting**
    motion to accept minutes: K. Schueller, second: P. Reday | motion passed

4. **[4:04 PM] Senate Executive Committee Report** – Chet Cooper, Senate Chair
    ASAP Task Force (Attachment) was discussed. Task force will review policies and procedures associated with the development, implementation and review of university wide program requirements.

5. **Ohio Faculty Council Report** – No Report

6. **Charter and Bylaws Committee** – No Report

7. **[4:08 PM] Report of the Elections/Balloting Committee** – Ken Learman, Chair
    Learman provided update on HHS & Cliffe elections (complete), noted that STEM & Beeghly at-large elections are underway. Question was asked about how part-time elections would be held. Cooper referred question to Provost office.

8. **[4:10 PM] Reports from Other Senate Committees**
    a. Academic Events Committee – (Katherine Garlick, Chair) (see April agenda for report) <u>*Senate approval required*</u>
        Mace barer nominations were introduced and discussed. Motion to approve report passed.
    b. Academic Programs Committee – (Mary Beth Earnheardt, Chair) (see April agenda for report)
    c. Academic Research Committee – No Report
    d. Academic Standards Committee – No Report
    e. General Education Committee – No Report
    f. Honors Committee – No Report
    g. Library Committee – No Report
    h. Professional Conduct Committee– No Report
    i. Academic Grievance Committee– No Report
    j. Undergraduate Curriculum Committee – (Tom Wakefield, Chair) (see April agenda for report)
    k. Program Review – No Report
    l. Technologies Committee – No Report

9. **[4:14 PM] Unfinished Business**
    a. Re-envisioning General Education Working Group **(**Betty Jo Licata, Chair) (see April agenda for slides)
        Licata discussed presentation slide from working group. Slides focused on LEAP learning outcomes, NACE competencies, and common components of 21st century general education learning outcomes. Presented list of questions related to general learning outcomes, etc.

        Noted that Paul Gaston would visit campus April 23 (plenary 10am, Ohio Room, Kilcawley) to speak

on general education; Gen Ed group will meet again to review Gaston's comments April 29.

    b. Student group on Technology Adoption to Augment Student Success (Ernie Barkett, President, SGA) (see April agenda for draft language of policy) discussed review of policy language, including administration and implementation dates. Policy suggests Blackboard will have a final grade for courses. Final grade will be the only grade. Integrated with Banner to only include the grade once (eliminates duplicate input). After question and discussion period, Barkett requested endorsement of policy. Voice vote was questioned, and followed with a call for division count (hand vote). Motion to endorse passed. 32-11

10. **[4:49 PM] New Business**

    a. Noel Levitz Survey – Hillary Fuhrman
Discussed survey, launched March 25. Ask for senators to help get the word out; discussed how YSU uses the data from the survey. Trying to improve on the 8% response rate. ysu.edu/yourvoicematters – students use Y numbers and are entered for $25 gift certificate.

    b. Bookstore Update – Jeff Coldren & Heather White
White reported on the First Day Ready program; saved students over $1 million with a 1% opt-out rate. Coldren discussed First Day Ready program and inclusive access; student book price is folded in with fees. No faculty concerns have been reported; no student complaints.

    c. Human Resources: Change coming to electronic leave reports to include full-time faculty leave. HR reps discussed change in reporting leave; faculty will now report leave through Banner.

11. **[5:04 PM] Adjournment –** Next Senate Meeting**:** Wednesday, May 1, 2019 at 4:00 P.M., Room 132 ·DeBartolo Hall

ASAP Task Force

Senate Executive Committee Action

An academic standards and programs task force (ASAP Task Force) will be established in Summer 2019 to review policies and procedures associated with the development, implementation and review of university wide program requirements. The committee will collect data from various groups to identify challenges and opportunities within the current system that will inform the creation of a document voted on by the Senate in Spring 2020.

The charge of the committee will be as follows:
- Identify current programmatic norms and recommend changes that will allow YSU programs keep up with innovations within higher education;
- Examine best practices of academic programs;
- Detail a list of state program requirements and evaluate how YSU standards fit within the larger Ohio academic community;
- Create a statement of philosophy that states what the shared academic goals and values of YSU programs are;
- Author a document that:
  o Lists relevant policies regarding programs;
  o Identifies further areas for exploration;
  o Provides a statement of philosophy that can guide ongoing discussions.

This approach is needed to provide a holistic view of a process that hasn't been evaluated by the Senate in several decades.

Mary Beth Earnheardt has been appointed as the task force chair.

Subject: APC 10-Day Circulation

Date: Thursday, April 18, 2019 at 10:32:01 AM Eastern Daylight Time

From: Mary Beth Earnheardt

To: Chairs Email Group, Deans Email Group

CC: Chet Cooper

The following courses are approved by the APC and ready for circulation. This email serves as the start of the ten-day circulation period.

APC Chair (35)				
Code	Title	Status	Initiator	Received
154	154: Bachelor of Science in Medical Laboratory Science	Edited	joconnellspalla	4/16/2019
181	181: Bachelor of Science in Education in Special Education: Mild/Moderate Licensure	Edited	jhberger	3/29/2019
184	184: Bachelor of Science in Education in Middle Childhood Education (4-9), Language Arts-Social Studies Concentration	Edited	jhberger	4/15/2019
185	185: Bachelor of Science in Education in Middle Childhood Education (4-9), Science-Social Studies Concentration	Edited	jhberger	4/15/2019
187	187: Bachelor of Science in Education in Middle Childhood Education (4-9), Mathematics-Social Studies Concentration	Edited	jhberger	4/15/2019
191	191: Bachelor of Science in Education in Integrated Social Studies (7-12) - Adolescent License	Edited	jhberger	4/15/2019
196	196: Bachelor of Science in Education in Integrated Mathematics (7-12) - Adolescent License	Edited	jhberger	4/15/2019
197	197: Bachelor of Science in Education in Integrated Language Arts (7-12) - Adolescent License	Edited	jhberger	4/15/2019
199	199: Bachelor of Science in Education in Early Childhood Education/Early Childhood Intervention Specialist	Edited	clratican	4/15/2019
220	220: Minor in Multimedia Reporting	Deleted	mearnheardt	4/1/2019
222	222: Minor in Journalism Studies	Edited	mearnheardt	4/1/2019
242	242: Minor in Interactive Design for Studio Art Majors	Edited	mnelson	4/1/2019
243	243: Minor in Interactive Design for Non-Art Majors	Edited	mnelson	4/1/2019
244	244: Minor in Graphic Design for Studio Art Majors	Edited	mnelson	4/1/2019
245	245: Minor in Graphic Design for Non-Art Majors	Edited	mnelson	4/1/2019
252	252: Bachelor of Fine Arts in Studio Art Graphic + Interactive Design Track	Edited	mnelson	4/1/2019
254	254: Bachelor of Fine Arts in Studio Art 3-Dimensional Studies Track	Edited	mmccormick	4/1/2019
329	329: Minor in Music	Edited	regoldberg	3/18/2019
331	331: Minor in 3-Dimensional Studies for Art Majors	Edited	mmccormick	4/1/2019
389	389: Bachelor of Science in Applied Science in Long-Term Care Administration Completion Track	Added	djvandussen	4/2/2019

[40](#)	[40: Bachelor of Science in Applied Science in Information Technology](#)	Edited	jrsullins	3/26/2019
[400](#)	[400: Bachelor of Science in Education in Health and Physical Education (PK-12) Multi-Age Licensure](#)	Added	mlavine	3/29/2019
[403](#)	[403: Bachelor of Social Work in Social Work](#)	Added	ddavis05	4/11/2019
[411](#)	[411: Bachelor of Science in Business Administration in Management](#)	Added	rveunni	3/29/2019
[42](#)	[42: Associate of Applied Science in Information Technology](#)	Edited	jrsullins	3/26/2019
[52](#)	[52: Bachelor of Science in Biological Sciences BaccMed Track](#)	Edited	dlfagan	4/16/2019
[62](#)	[62: Bachelor of Science in Applied Science in Long Term Care Administration](#)	Edited	djvandussen	3/25/2019

Standards Committee
Revision of Withdrawal Policy

Student withdrawal from any or all courses is permitted through the 60% period of any term or part of term. 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 a term or part of term due to extreme circumstances that 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 withdrawal(s) processed after the 14th day for any courses that are greater than 8 weeks through the 60% period of the term or part of term. For all courses that are 8 weeks or less, a grade of "W" shall appear on a student's academic record for any withdrawal(s) processed after the 7th day through the 60% period of the term or part of term. The 60% period shall be determined by the University Bursar and reflected on the academic calendar.

The last day to add a class for any term or part of term that is greater than 8 weeks will be the 8th day of the term or part of term. The last day to add a class for any term or part of term that is 8 weeks or less will be the 4th day of the term or part of term.

Standards Committee

Dean's List Eligibility Parameter

Full Time Students: The Dean's List is awarded two time per year- Fall and Spring Semester- for students attaining a 3.4 Grade Average with 12 semester hours of credit or more. Summer semesters excluded.

Part-time Students: Part time students are eligible in the spring Semester and only if they are in part-time status for both Fall and Spring Semesters. Eligibility requires a combined earned GPA of at least 3.4 for the Fall and Spring for which there is accumulate a minimum of 12 hours of credit for the two terms.

Note: Grade point averages are truncated, not rounded.

Courses at the 6900 level or above will count toward meeting the Dean's list eligibility requirements.

Grades that make students ineligible are NC (no credit), D, and F

Courses that **do not count toward the undergraduate degree are excluded** from meeting the eligibility criteria.
1. Courses with grades of I, AU, CR, CRX and PR do not count toward the 12 hours requirement. The grades PR, I and CRX do not disqualify students as long as they have an additional 12 hours or more of earned credit at the time of the Dean's calculation.
2. Developmental" courses do not count toward meeting eligibility requirements, and include courses in English, Mathematics, and Reading and Study Skills. Neither the hours nor the grades count toward dean's list eligibility requirements. "Developmental" courses state "Does not count toward a degree" in the course description in the *Undergraduate Catalog*.

Date **April, 2019**   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
John Sarkissian: CLASS, Peter Reday: WCBA, Mary LaVine: EDUC, Alina Lazar: STEM, Paul Louth: CCCAC, Kelly Colwell: HHS

Appointed Members
Dragana Crnjak: AH, Mark Vopat: SPA, W. Johanna Krontiris-Litowitz: NS, Amy Flick: Skills, David Simonelli SS, Hillary Fuhrman: Assessment, Molly Burdette: Advisors

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

1. Summary of new GE courses

Course #	Course Title	Date Received	Domain	Notes
ART 1591	Idea Development and Creativity in Cultural Context	Fall 2018	SPA-DD	
ENGL 1549	Writing 1 with Support	Spring 2019	Writing 1	Writing 1 with a one-hour additional support course embedded
MUEN 004	VOICES OF YSU – University Chorus	Fall 2018	KSS Activity	

2. ROAD Update

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 (2018-2019)

ROAD Update

Spring 2019

Recap of the project

- Students upload papers to Banner from:
  - ENGL 1551
  - An upper-division course in the major

- Papers are scored using two rubrics:
  - Writing
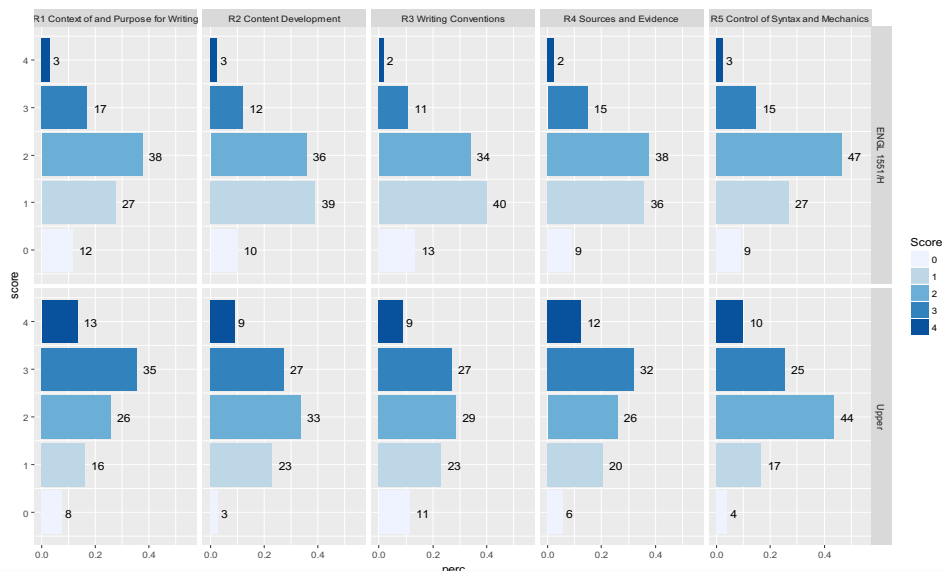 - Critical Thinking

- Analysis of the results

Comparison with AAC&U Multi-State Collaborative

- https://www.aacu.org/OnSolidGroundVALUE
- 2015-2016 Demonstration Year
- Writing, Critical Thinking, and Quantitative Literacy
- 2-year Institutions (see link for list)
    - 840 student artifacts (Critical Thinking)
    - 919 student artifacts (Writing)
    - 45 credit hours + completed
- 4-year Institutions (see link for list)
    - 2,056 student artifacts (Critical Thinking)
    - 1,936 student artifacts (Writing)
    - 90 credit hours + completed

Differences with YSU's ROAD

- YSU was not part of the collaborative
- YSU has approximately 4k artifacts for 2012-2018
- Somewhat different collection points
- YSU currently only has Writing and Critical Thinking
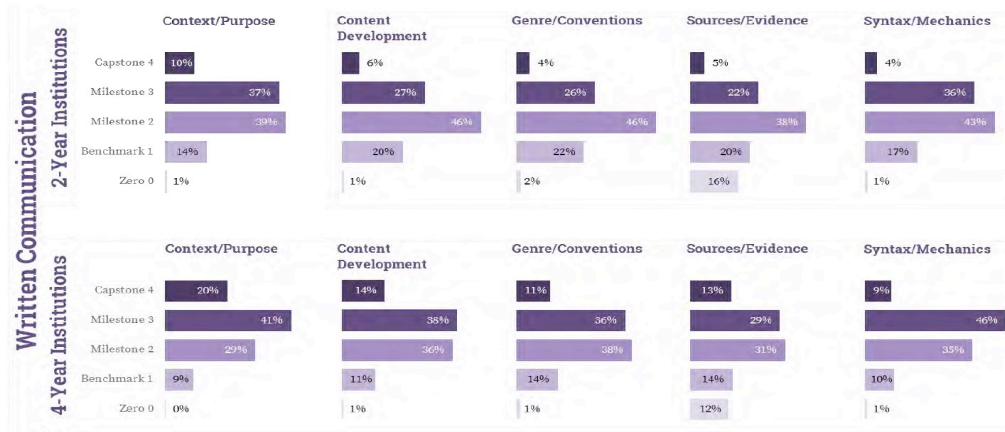- YSU Pilot for Quantitative Literacy in Fall 2019

YSU Writing (2012-2018)

Multi-state Collaborative
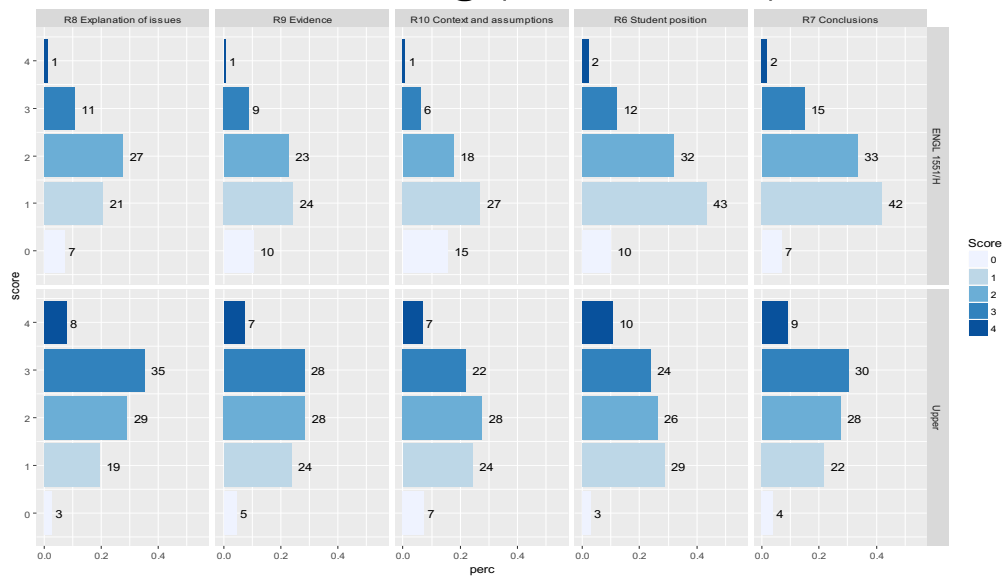
https://www.aacu.org/OnSolidGroundVALUE

Results for the Multi-State Collaborative: 2015-2016 Demonstration Year
75% Completion (2-Year Institutions = 45+ Credit Hours; 4-Year Institutions = 90+Credit Hours)

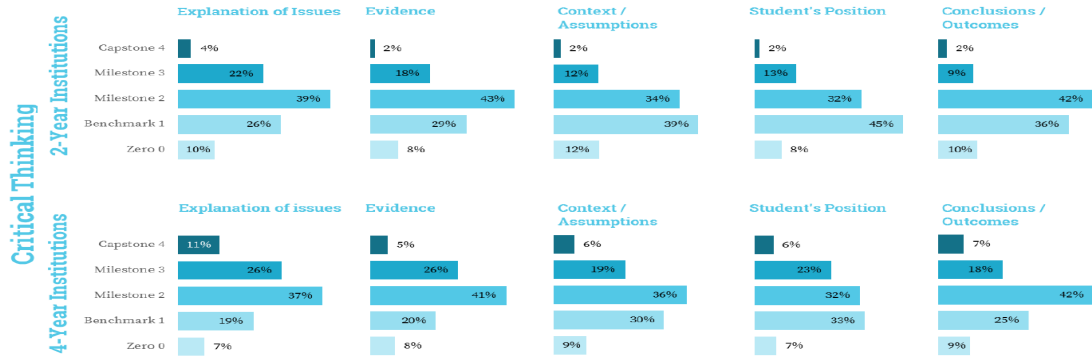

YSU Critical Thinking (2012-2018)

Multi-state Collaborative

https://www.aacu.org/OnSolidGroundVALUE

Results for the Multi-State Collaborative: 2015-2016 Demonstration Year

75% Completion (2-Year Institutions = 45+ Credit Hours; 4-Year Institutions = 90+ Credit Hours)

Other YSU Analysis

- Ordinal Logit Results (unmatched sample)
  - Meaningful and statistically significant:
    - High School GPA
    - English ACT

  - Odds of scoring another level higher are greater for most upper-division courses

  - Large differences between programs
    - Some issues with assignment expectations and quality
- Trend Analysis
  Slight downward trend over the last few years

Writing Assessment Service

Targeted evaluation at the program level including the following:

- Norming session by the Writing Center for the department using the ROAD Writing Rubric
- Scoring session by the department using department papers uploaded to the ROAD
- Outside scores by trained ROAD reviewers for validation
- Analysis of results using covariates from Banner
- Recommendations for writing improvements based on results and the Framework for Success in Postsecondary Writing (WPA)

Academic Dishonesty Cases – Academic Year 2018-2019 as of April 24, 2019

# of Cases	# where student accepted responsibility	# of cases that went to hearing	# of cases that student was found guilty	# of cases that student was found not guilty
56 Fall semester: 47 (84%) Spring semester: 9 (16%)	54	2	1	1

Charges Issued (some multiple charges):
- Plagiarism: 33 (58.9%)
- Unauthorized Tools: 8 (14%)
- Inappropriate Collaboration: 10 (17.8%)
- Multiple Submissions of Work: 4 (7%)
- Complicity: 1 (1.7%)
- Fabricated Data: 1 (1.7%)
- Impersonation: 1 (1.7%)
- Lying for Academic Advantage: 1 (1.7%)

Student Status:
- Domestic: 51 (91%)
  - In-State: 43
  - Out-of-State: 6
- International: 5 (9%)

Colleges:
- BCOE: 5 (9%)
- CCAC: 8 (15%)
- CLASS: 12 (22%)
- HHS: 11 (19%)
- STEM: 12 (22%)
- WCBA: 4 (6%)
- Undeclared: 4 (8%)

Gender:
- Female: 31 (55%)
- Male: 25 (45%)

Class Standing:
- CCP: 3 (5%)
- Freshman: 16 (28.5%)
- Sophomore: 11 (20%)
- Junior: 7 (13%)
- Senior: 16 (28.5%)
- Masters: 3 (5%)

Month of Offense:
- September: 3 (5%)
- October: 2 (3.5%)
- November: 13 (23%)
- December: 29 (52%)
- February: 2 (3.5%)
- March: 5 (9%)
- April: 2 (3.5%)

Date **4/18/2019**_____   Senate Meeting Date 5/1/2019__ Report # (Senate Use Only) _____

Intended Action: **Informational_x__**   **Senate Vote ___**   **Consultative/Advisory___**

Name of Committee Submitting Report: University Curriculum Committee

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

Names of Committee Members

Elected Members

Appointed Members UNIVERSITY CURRICULUM

Tom Wakefield, CSTEM (Chair)

Susan Clutter, BCHHS

Julia Gergits, CLASS

Cicilia Yudha, CCCAC

Nicolette Powe, CLASS

Birsen Karpak, WCBA

Surech Sharma, CSTEM

Jozsi Jalics, CSTEM (non-voting)

Joy Tang, CLASS (non-voting)

Shilpa Bhandari, Student

Mary Beth Earnheardt, Programs Chair (ex officio)

Sue Miller, Admin. (ex officio)

Kristine Blair, Admin. (ex officio)

Jayne Caputo, Admin. (ex officio; courtesy appt.)

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

The list of courses approved at the 4/11/2019 meeting of the UCC is attached.

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?

Introduction and Rationale

Revised Policy/Policies (when applicable)

Recommendation

The committee recommends the attached list of changes to courses be adopted.

Undergrad Curr Committee Chair (142)				
Code	**Title**	**Status**	**Initiator**	**Received**
ADV 3720	ADV 3720: Introduction to Adobe Creative Cloud	Added	bdkeillor	3/29/2019
AERO 1501	AERO 1501: Heritage and Values	Edited	dmaliberti	4/1/2019
AERO 2601	AERO 2601: Team and Leadership Fundamentals	Edited	dmaliberti	4/1/2019
AERO 3701	AERO 3701: Leading People/Effective Communication	Edited	dmaliberti	4/1/2019
AERO 4801	AERO 4801: Leading National Security/Leadership Responsibilities	Edited	dmaliberti	4/1/2019
ART 3759	ART 3759: Interactive Design	Added	mnelson	4/1/2019
ART 3760	ART 3760: Typography	Added	mnelson	4/1/2019
ART 3761	ART 3761: Intermediate Graphic Design	Edited	mnelson	4/1/2019
ART 3769	ART 3769: Intermediate Interactive Design	Edited	mnelson	4/1/2019
ART 4814	ART 4814: Senior Project: Spatial Arts	Deleted	mmccormick	4/1/2019
ART 4842A	ART 4842A: Student Teaching Seminar for Art Education	Added	sadupoku	4/3/2019
ART 4844	ART 4844: Supervised Student Teaching: Art (K-12)	Added	sadupoku	4/3/2019
CHEM 3764	CHEM 3764: Chemical Toxicology	Edited	maserra	3/28/2019
CHEM 3785	CHEM 3785: Biochemistry 1	Edited	maserra	3/28/2019
CHEM 3786	CHEM 3786: Biochemistry 2	Edited	maserra	3/28/2019
CIS 3741	CIS 3741: Business Programming Project	Deleted	jrsullins	4/14/2019
CIS 4810	CIS 4810: Special Topics	Deleted	jrsullins	4/14/2019
CIS 4820	CIS 4820: Computer Center Operations	Deleted	jrsullins	4/14/2019
CSCI	CSCI 3770: Concepts of Programming Languages	Edited	jrsullins	4/14/2019

	Undergrad Curr Committee Chair (142)			
Code	Title	Status	Initiator	Received
3770				
CSIS 1510	CSIS 1510: Global Electronic Information Resources	Deleted	jrsullins	4/14/2019
CSIS 1525	CSIS 1525: Survey of Modern Operating Systems	Edited	jrsullins	4/14/2019
CSIS 1580	CSIS 1580: Technical Presentation and Communication	Deleted	jrsullins	4/14/2019
CSIS 2605	CSIS 2605: Fundamentals of Programming and Problem- Solving 2	Edited	jrsullins	4/14/2019
CSIS 3700	CSIS 3700: Data Structures and Objects	Edited	jrsullins	4/14/2019
CSIS 3701	CSIS 3701: Advanced Object-oriented Programming	Edited	jrsullins	4/14/2019
CSIS 3722	CSIS 3722: Development of Databases	Edited	jrsullins	4/14/2019
CSIS 3755	CSIS 3755: Information Assurance	Edited	jrsullins	4/14/2019
DNCE 1540	DNCE 1540: Modern Dance 1	Edited	awright07	4/3/2019
DNCE 1550	DNCE 1550: Conditioning and Wellness for the Performing Artist	Edited	awright07	4/3/2019
DNCE 1570	DNCE 1570: Jazz Dance 1	Edited	awright07	4/3/2019
DNCE 1571	DNCE 1571: Tap Dance 1	Edited	awright07	4/3/2019
DNCE 1572	DNCE 1572: Ballet 1	Edited	awright07	4/3/2019
DNCE 1575	DNCE 1575: Hip Hop Dance	Added	awright07	4/3/2019
DNCE 2641	DNCE 2641: Modern Dance 2	Added	awright07	4/5/2019
DNCE 2667	DNCE 2667: Musical Comedy	Added	awright07	4/3/2019
DNCE 2670	DNCE 2670: Jazz Dance 2	Added	awright07	4/3/2019
DNCE 2671	DNCE 2671: Tap Dance 2	Added	awright07	4/3/2019

	Undergrad Curr Committee Chair (142)			
Code	**Title**	**Status**	**Initiator**	**Received**
DNCE 2673	DNCE 2673: Ballet 2	Added	awright07	4/5/2019
DNCE 3742	DNCE 3742: Dance Composition 1	Added	awright07	4/5/2019
DNCE 3751	DNCE 3751: Modern Dance 3	Edited	awright07	4/3/2019
DNCE 3770	DNCE 3770: Jazz Dance 3	Edited	awright07	4/3/2019
DNCE 3771	DNCE 3771: Tap Dance 3	Added	awright07	4/5/2019
DNCE 3781	DNCE 3781: Ballet 3	Edited	awright07	4/3/2019
DNCE 3791	DNCE 3791: Dance Participation	Edited	awright07	4/3/2019
DNCE 4851	DNCE 4851: Modern Dance 4	Added	awright07	4/3/2019
DNCE 4881	DNCE 4881: Ballet 4	Edited	awright07	4/3/2019
DNCE 4893	DNCE 4893: Independent Study in Dance	Added	awright07	4/3/2019
ECE 3760	ECE 3760: Cross-Curricular Applications and Classroom Management/Guidance	Edited	jhberger	3/26/2019
ECE 4841	ECE 4841: Supervised Student Teaching: Early Childhood	Edited	jhberger	3/26/2019
ECE 4842	ECE 4842: Student Teaching Seminar in Early Childhood Education	Edited	jhberger	3/19/2019
ECE 4859	ECE 4859: Pre-Kindergarten Teaching Methods and Materials	Deleted	jhberger	3/19/2019
ECIS 2629	ECIS 2629: Best Practices in ECIS	Edited	clratican	3/26/2019
ECIS 3700	ECIS 3700: Integrated Strategies in ECE/ECIS Inclusive Environments	Edited	clratican	3/19/2019
ECIS 3790	ECIS 3790: Assessing Learning in Early Childhood Education PK3	Edited	clratican	3/19/2019
ECIS 4801	ECIS 4801: Teaching of Language Arts and Social Studies: The Early Years	Edited	clratican	3/26/2019
ECIS	ECIS 4802: Teaching of Mathematics and Science:	Edited	jhberger	3/19/2019

	Undergrad Curr Committee Chair (142)			
Code	**Title**	**Status**	**Initiator**	**Received**
4802	The Early Years			
ECIS 4841	ECIS 4841: Supervised Student Teaching: ECE/ECIS	Edited	mjmatanin	3/19/2019
ECIS 4842	ECIS 4842: Student Teaching Seminar in ECE/ECIS	Edited	mjmatanin	3/19/2019
EDFN 1501	EDFN 1501: Introduction to Education	Edited	jhberger	4/1/2019
EDFN 3708	EDFN 3708: Education and Society	Edited	jhberger	4/10/2019
EMCE 4815	EMCE 4815: Seminar in Elementary School Science	Deleted	jhberger	3/19/2019
ENGL 1551	ENGL 1551: Writing 2	Edited	jmgergits	3/26/2019
ENGL 4871	ENGL 4871: The Black Experience in American Literature	Edited	clvigliotti	3/25/2019
ENGL 4882	ENGL 4882: The English Renaissance	Edited	clvigliotti	3/25/2019
ENGL 4887	ENGL 4887: The Romantic Period	Edited	clvigliotti	3/25/2019
ENGL 4896	ENGL 4896: British Literature from World War II to the Present	Edited	clvigliotti	2/25/2019
HEPE 1575	HEPE 1575: Performance and Analysis of Net and Wall Games	Edited	mlavine	3/19/2019
HEPE 3715	HEPE 3715: Teaching of Middle School Health Education	Edited	mlavine	3/28/2019
HEPE 3716	HEPE 3716: Teaching of High School Health Education	Edited	mlavine	3/28/2019
HEPE 3780	HEPE 3780: Methods of Teaching Dance	Edited	jhberger	3/29/2019
HEPE 4808	HEPE 4808: Standards Based Assessment in Health and Physical Education	Edited	mlavine	3/19/2019
ITAL 3726	ITAL 3726: Italian Phonetics and Phonology	Added	jesarkissian	3/25/2019
ITAL 3736	ITAL 3736: Italian Linguistics	Added	jesarkissian	3/25/2019
MATH 1564	MATH 1564: Foundations of Middle School Mathematics 1	Edited	dhpollack	3/27/2019

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Code	**Title**	**Status**	**Initiator**	**Received**
MATH 2665	MATH 2665: Foundations of Middle School Mathematics 2	Edited	dhpollack	4/10/2019
MATH 3767	MATH 3767: Algebra/Geometry for Middle School Teachers 1	Edited	dhpollack	3/27/2019
MATH 3768	MATH 3768: Algebra/Geometry for Middle School Teachers 2	Edited	dhpollack	3/27/2019
MATH 4870	MATH 4870: Mathematics Seminar for Middle School Teachers	Edited	dhpollack	3/27/2019
MET 4810	MET 4810: Manufacturing Systems Analysis	Edited	jdmartin01	3/22/2019
MET 4820	MET 4820: Machine Systems	Edited	jdmartin01	3/22/2019
MKTG 3745	MKTG 3745: Sales and Account Management	Edited	bdkeillor	3/29/2019
MKTG 3749	MKTG 3749: Introduction to Sports Marketing	Added	bdkeillor	3/29/2019
NURS 3725	NURS 3725: Nursing Informatics	Edited	lkrobich	4/1/2019
NURS 3730	NURS 3730: Culture in Nursing	Edited	lkrobich	4/1/2019
NURS 4846	NURS 4846: Community Health Nursing for RNs	Edited	lkrobich	4/1/2019
NURS 4846L	NURS 4846L: Community Health Nursing for RNs Laboratory	Edited	lkrobich	4/1/2019
NURS 4852	NURS 4852: Senior Capstone Seminar	Edited	lkrobich	4/10/2019
NURS 4854	NURS 4854: Nursing Leadership	Edited	lkrobich	4/1/2019
PHLT 4801	PHLT 4801: Field Work in Health Education	Edited	jjmistovich	4/1/2019
PHYS 2617	PHYS 2617: Physical Science for Middle and High School Teachers	Added	wgsturrus	4/10/2019
SED 3706	SED 3706: Principles of Teaching Adolescents	Edited	mlcripe	3/19/2019
SED 4800C	SED 4800C: Science Methods for Adolescent and Young Adult Learners	Edited	mlavine	3/28/2019
SED	SED 4800E: English Methods for Adolescent and	Edited	mlavine	3/28/2019

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4800E	Young Adult Learners			
SED 4800M	SED 4800M: Mathematics Methods for Adolescent and Young Adult Learners	Edited	mlavine	3/29/2019
SED 4800S	SED 4800S: Social Studies Methods for Adolescent and Young Adult Learners	Edited	mlavine	3/29/2019
SED 4827	SED 4827: Supervised Student Teaching: Language (K-12)	Edited	jhberger	3/26/2019
SED 4842	SED 4842: Supervised Student Teaching: High School	Edited	jhberger	3/26/2019
SED 4842A	SED 4842A: Student Teaching Seminar for Secondary Education	Edited	jhberger	3/26/2019
SED 4843	SED 4843: Supervised Student Teaching: Art (K-12)	Edited	jhberger	3/26/2019
SED 4844	SED 4844: Supervised Student Teaching: Music (K-12)	Edited	jhberger	3/26/2019
SED 4845	SED 4845: Supervised Student Teaching: Health (K-12)	Edited	jhberger	3/26/2019
SED 4846	SED 4846: Supervised Student Teaching: Physical Education (K-12)	Edited	jhberger	3/26/2019
SPED 2630	SPED 2630: Individuals with Exceptionalities in Society	Edited	jhberger	3/28/2019
SPED 2630L	SPED 2630L: Individuals with Exceptionalities in Society Laboratory Experience	Added	jhberger	3/29/2019
SPED 2631	SPED 2631: Intervention Strategies with Special Needs Children in Early Childhood	Deleted	jhberger	3/19/2019
SPED 3715	SPED 3715: Characteristics and Needs of Children and Youth with Mild/Moderate Disabilities	Edited	jhberger	3/26/2019
SPED 4828	SPED 4828: Education for Children and Youth with Emotional Behavior Needs	Added	jhberger	3/29/2019
SPED 4833	SPED 4833: Characteristics and Needs of Exceptional Children and Youth with Moderate/Intensive Disabilities	Added	jhberger	3/29/2019
SPED 4834	SPED 4834: Educational Strategies and Methods for Children and Youth with Moderate/Intensive Disabilities	Added	jhberger	3/29/2019
SPED 4835	SPED 4835: Classroom Management for Exceptional Children and Youth	Added	jhberger	3/29/2019

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Code	**Title**	**Status**	**Initiator**	**Received**
SPED 4839	SPED 4839: Supervised Student Teaching: Moderate/Intensive Intervention Specialist	Edited	mlavine	4/10/2019
SPED 4849	SPED 4849: Supervised Student Teaching: Mild Moderate/Disabilities	Edited	mlavine	4/10/2019
SPED 4851	SPED 4851: Transition Planning, Social Skill Development and Health-Related Issues	Added	jhberger	3/29/2019
SPED 4852	SPED 4852: Prog Development Instructional Strategies for Learners with Moderate to Intensive Except Learn Needs	Added	jhberger	3/29/2019
SPED 4853	SPED 4853: Diagnosis and Intervention in Mathematics for Special Education	Added	jhberger	3/29/2019
SPED 4854	SPED 4854: Cross-Curricular Interventions	Edited	jhberger	3/29/2019
SPED 4864	SPED 4864: Service Coordination, Collaboration, and Consultation for Students with Special Needs	Added	jhberger	3/29/2019
SPED 4866	SPED 4866: Assessment and Referral of Exceptional Children and Youth for the Intervention Specialist	Added	jhberger	3/29/2019
SPED 4867	SPED 4867: Intervention and Remediation of Receptive/Expressive Language Dysfunction	Added	jhberger	3/29/2019
SPED 4868	SPED 4868: Mild/Moderate Disabilities Practicum	Added	jhberger	3/29/2019
SPED 4869	SPED 4869: Student Teaching Seminar for Special Education	Edited	jhberger	3/19/2019
SPED 4872	SPED 4872: Assessment and Referral for Children and Youth with Exceptionalities for the Intervention Specialist	Added	jhberger	3/29/2019
SPED 4873	SPED 4873: Communication and Literacy Skills for Learners with Significant Disabilities	Added	jhberger	3/29/2019
TCED 4800L	TCED 4800L: Laboratory Experience for Teaching All Learners	Edited	jhberger	3/29/2019
TEMC 4802	TEMC 4802: Student Teaching: Middle Childhood	Edited	jhberger	4/10/2019
TEMC 4803	TEMC 4803: Student Teaching Seminar for Middle Childhood Education	Edited	jhberger	3/26/2019
TERG 2601	TERG 2601: Reading Application in Content Area Early Years	Edited	jhberger	3/19/2019
TERG 2610	TERG 2610: Reading Application in Content Areas Middle Years	Edited	jhberger	3/19/2019

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Code	**Title**	**Status**	**Initiator**	**Received**
TERG 3701	TERG 3701: Phonics in Reading Instruction	Edited	jhberger	3/19/2019
TERG 3702	TERG 3702: Developmental Reading Instruction	Edited	jhberger	3/19/2019
TERG 3703	TERG 3703: Assessment and Instruction in Reading	Edited	jhberger	3/19/2019
TERG 3711	TERG 3711: Reading Application in Content Areas, Secondary Years	Edited	jhberger	3/19/2019
THTR 1512	THTR 1512: The American Musical	Edited	mfdenison	4/10/2019
THTR 2664	THTR 2664: Musical Theatre Studio	Edited	mfdenison	4/3/2019
THTR 3768	THTR 3768: Script Analysis for Stage and Screen	Edited	kngarlick	4/3/2019

The following courses will be approved pending corrected syllabi received:

ENGL 4831	ENGL 4831: British Genres, Circles, and Movements
ENGL 4860	ENGL 4860: The Medieval World
ENGL 4862	ENGL 4862: Themes in American Literature
ENGL 4864	ENGL 4864: American Literary Conversations
ENGL 4881	ENGL 4881: Shakespeare and His World
ENGL 4886	ENGL 4886: Restoration and Eighteenth Century British Literature
ENGL 4892	ENGL 4892: Nineteenth Century British Literature Studies
ENGL 4895	ENGL 4895: Early Twentieth Century British Studies

As of Friday, March 1, 2019 the following workload categories have been standardized across the colleges/departments:

- **Lecture (LE):** A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques. The courses require no special physical plant facilities but may be offered in any general classroom. The student in such a course receives one (1) hour of academic credit for each hour spent in the classroom. One (1) Teaching Hour (TH) equals one (1) contact hour (50 minutes) of lecture instruction in a course.

  Workload: 1 TH per 1 contact hour

- **Seminar (SE):** A seminar is an educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations. The courses require no special physical plant facilities but may be offered in any general classroom. The student in such a course receives one (1) hour of academic credit for each hour spent in the classroom. One (1) Teaching Hour (TH) equals one (1) contact hour (50 minutes) of seminar instruction in a course.

  Workload: 1 TH per 1 contact hour

- **Recitation (RE):** Use this category to describe small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture. The courses require no special physical plant facilities but may be offered in any general classroom. The student in such a course receives one (1) hour of academic credit for each hour spent in the classroom. One (1) Teaching Hour (TH) equals one (1) contact hour (50 minutes) of recitation instruction in a course.

  Workload: 1 TH per 1 contact hour

- **Practicum (PR):** A practicum is an on- or off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus.

  Workload: 1 TH per 1 contact hour

- **Independent (Individual) Studies (IS):** Course sections in which a faculty member works with a student or small group of students. These courses require the student, under faculty supervision, to conduct individualized research to pursue an individual project. No faculty member may receive more than three (3) TH for independent (individual) study courses during any one term.

  Workload: One (1) TH for each six (6) SCH as reflected by the census point

- **Internship Program (IN):** An internship program is a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work or community service experience and that does both of the following:
    1. Offers internships of specified and definite duration;

2. Evaluates each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer.

An internship program may provide participating students with academic credit upon successful completion of the internship, and may provide students with compensation in the form of wages or salaries, stipends, or scholarships.

(Reporting Note: Internships may be paid and may be for credit; they are usually one off activities rather than alternating as with coops)

Workload: One (1) TH for each fifteen (15) SCH as reflected by the census point.

- **Lab (LB):** A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member. A laboratory requires applied study in a place on campus especially equipped for that purpose. The student is traditionally required to devote a greater number of weekly contact hours in a laboratory than the number of credit hours received for successful completion of the course.

   Workload: 2/3 TH per contact hour

- **Studio (ST):** Studio is used to describe music, performance art, and theater courses. In a studio course there are demonstrations of specific skills, lecture portions are either non-existent or very limited and the class is structured as a practicum of doing with the guidance of instruction from a faculty member. The student is traditionally required to devote a greater number of weekly contact hours in a studio than the number of credit hours received for successful completion of the course.

   Workload: 2/3 TH per contact hour

The following workload categories have yet to be standardized across the colleges/departments:
- Clinical
- Co-op
- Field Experience
- PhD and Master's Classes
- High Enrollment Classes
- Music lessons/ensembles
- Study Abroad
- Student Teaching
- Courses fitting in the "other" category

For Thesis/Dissertation advising, while general guidelines will be developed, it is recommended this be finalized in concert with strategic planning determining the areas within which we will gain national and strategic distinction so this step to finalize is linked to institutional goals/objectives.

Voluntary and Involuntary Medical Leave

What is Medical Leave?

Medical leave is available for all students (undergraduate and graduate-level) with a documented physical or psychological illness of a serious nature that requires them to leave the University mid-semester without completing their coursework, or that requires them to withdraw from the University for up to two consecutive semesters. Students who have reported an incident to the Title IX office **may** also be eligible for a medical withdrawal under this policy. After two consecutive semesters, a student who does not take appropriate steps to return to the University will be deemed officially withdrawn. **Students must intend to withdraw from _all_ coursework to be eligible for medical leave.** Approved medical leave does not guarantee students the ability to return to the University without approval from the Vice President of Student Affairs (VPSA).

- Students attempting to withdraw from an individual summer session should understand that all summer sessions are considered part of a single semester. If a student wishes to withdraw from a specific summer session, they must petition their academic college.
- If a student wishes to switch to part-time status or withdraw from selected courses, they must contact their academic advisor and obtain approval of their college Dean.

Medical Leave Process

Medical leave requests are processed through the Division of Student Experience and approved by the VPSA. The VPSA may grant a student medical leave in place of the student requesting late withdrawal through their academic college. **Requests for medical leave must be submitted on or before the last day of classes (prior to finals week) of the term from which the student wishes to withdraw.** The VPSA will not retroactively withdraw students from previously completed terms. Any subsequent request of a similar nature may be denied at the discretion of the VPSA. Finally, students must follow the existing process to receive a retroactive withdrawal.

Students are encouraged to discuss medical issues with a counselor or care provider as soon as it becomes apparent that their health is preventing them from successfully completing their work. This serves both the best interests of the student and the University. In order for a medical leave request to be considered, students must provide official documentation from a licensed care provider. Students may contact Wick Primary Care and/or Student Counseling Services for treatment, or consult a licensed care provider of their choosing. Documentation may be submitted via fax, U.S. mail, or by dropping off the documents at the VPSA Office. The official documentation must contain the following information:

- The care provider's name on office letterhead
- A brief statement identifying the student as a patient or client
- The date of illness onset
- Dates of medical care
- The general nature of the student's medical condition
- The impact of the student's medical condition on their coursework
- The most recent date that the student was able to attend classes
- The length of time (up to two consecutive semesters) that the student will require medical leave

Upon receipt of the aforementioned information, the VPSA will forward all documents to the Medical Director for Wick Primary Care or the Director of Student Counseling Services for authentication. After the documents have been authenticated, the VPSA will approve or deny the request and notify the student of their decision.

Notification of Medical Leave

When medical leave is approved, the VPSA notifies the Office of the Registrar, the Bursar's Office, Financial Aid, and the student's academic college of their withdrawal.

- The Office of the Registrar will formally withdraw the student from semester courses and their transcript will be notated with a W grade for each class. W grades do not affect GPA or a student's academic standing.
- The Bursar's Office will audit the student's account and bill for any outstanding fees. The audit may take up to 30 days to conclude. If the student has no active balance, or has a credit on their account, they will receive a statement containing this information. Students who are approved for medical leave may be eligible for prorated refunds in accordance with the late withdrawal date established by the Bursar's office.
- If the student lives in University housing, the VPSA will notify the Office of Housing & Residence Life of their medical leave. The student is individually responsible for scheduling a time to vacate their residential space and return room keys.
- If the student receives veteran's benefits, is an international student on a visa, or is an NCAA athlete on scholarship, the student must independently notify the appropriate office(s) to avoid disruption to aid, additional benefits, or eligibility.
- If the student is a dependent, the VPSA does **not** notify their parents/guardians of the medical leave, unless the student signs a release of information waiver.

Involuntary Medical Leave

In order to provide a safe environment in support of the University mission, a student may be required to take involuntary medical leave when their physical or psychological illness, and behavior relative to their illness, is incompatible with the minimum standards of academic performance and community expectations. The VPSA will review information regarding students who may benefit from involuntary medical leave on a case-by-case basis. Students who may be considered for involuntary medical leave are:

- Those who pose a threat to themselves or others. This includes significant risk of suicide, persistent self-harm and homicidal intentions.
- Those whose physical/psychological illness requires specialized services unavailable at the University or locally.
- Those whose behavior is severely disruptive to others. Severe disruption causes significant emotional and/or physical distress to other students, staff, and/or faculty in the campus community. Such disruption may stem from a single incident or a pattern of ongoing behavior.
- Those whose behavior results in damage to property owned by the University or community members.
- Those who do not comply with previously established assessment and/or treatment plans required by University officials. Failure to follow these plans of action increases the likelihood that a student's behavior progresses toward long-term impairment and inability to function as a successful student at the University.

Effective Date of Medical Leave Possible Extension of Leave Status

The effective date of approved or required medical leave is the date when the VPSA receives the leave request and required documentation. A student's one or two-semester leave period will commence on the first day of the subsequent academic semester. A student on a one-semester medical leave may request an additional one-semester extension by submitting a written request to the VPSA prior to the desired semester of continued leave. Additional documentation may be necessary for approval of an extension. A decision approving or denying extended medical leave will follow the same process described in the section entitled "Medical Leave Process." The VPSA has the discretion to alter or extend the return date on a case-by-case basis.

Returning to the University

Students on medical leave are not regarded as having permanently withdrawn from the University and are not required to apply for readmission unless the leave period exceeds two consecutive semesters. Upon departure from the University, a medical leave hold will be placed and remain on a student's account, inhibiting them from registering for courses until all responsibilities have been met for readmission. A student requesting to return from medical leave must:

- Have a licensed care provider provide a specific diagnosis and provide a detailed report discussing the nature of the psychological or medical illness, outlines the major symptoms of the illness, and indicates how the illness affects the student in the University environment.
- Have their licensed care provider establish and outline a treatment plan, including necessary medications and any substantial side effects that could impair the student's ability to return to campus. Any recommended accommodations should be included in the report, if long-term disability exists.
- Sign a release of information allowing the VPSA, Director of Student Outreach & Support, Director of Student Counseling Services, and Medical Director of Wick Primary Care to communicate with the licensed care provider to determine readiness to return to the University.
- Have proof of progress toward or completion of active recommendations from the licensed care provider.
- Complete any required Student Conduct sanctions stemming from prior behavioral incidents, if applicable.
- If approved to return to the University, meet with the Director of Student Outreach & Support for regular check-ins, as requested.
- All records will be maintained in the Maxient database as the main repository.
- Upon final approval, a resolution letter outlining the status of the medical withdrawal and the guidelines for return will be forwarded electronically to the following appropriate offices: Registrar's office, Bursar's office, College Dean and Department Chair, Financial Aid and Scholarships, and Housing and Residence Life.

Upon receipt, appropriate University administrators will review the aforementioned information, determine whether requirements have been satisfied, and establish if the student is ready to return to campus. This decision is final.