



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, February 5, 2020 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 December 4, 2019 meeting**
4. **[4:04 PM] Senate Executive Committee Report** – Chet Cooper, Senate Chair
 - a. *Special set meeting 2/19 – here at 4:00 pm – discuss adjustments to the conduct policy and entertain input and putting misconduct reports on transcripts – this is a policy change and likely have a significant impact on our campus.*
 - b. *Last day of senate is Wednesday of finals week. Move the meeting to previous Wednesday 4/29.*
5. **Ohio Faculty Council Report** – No Report
6. **[Charter and Bylaws Committee – Mary Beth Earnhardt (Attachment 1)]**
 - a. **Discussion/action/revision:**
 - *Rachel Q: who meets faculty – PT? and each college has a seat? Above the 70?*
 - *A: how many PT senators are foreseen – 2 positions*
 - *Recommendation from committee to accept : bylaws were approve unanimously. This is a major change for senate.*
7. **[4:10 PM] Report of the Elections/Balloting Committee** – No Report
8. **[4:15 PM] Reports from Other Senate Committees**
 - a. Academic Events Committee – No Report
 - b. Academic Programs Committee – No Report
 - *ASAP – acad stand and prog task force*
 - *Form an acad publications committee: there is not a body looking over the course catalog, which is our agreement with the students. Build an acad policies and procedures manual, which will make it easier to look at all of the policies at the same time, there should be faculty involved in this process, which is what this committee would be over.*
 - *Form committee: passed,*
 - *Processing of all policies and procedures – this would feed into this senate policies manual. It would allow any faculty to submit suggestions to change current policy.*
 - *Form committee: passed*
 - *Form a senate chairs committee: allow chairs of senate committees to discuss and share information.*
 - *Q. McCormick – art – the chairs of the committees will meet, not all of the committee members.*
 - *A. yes*
 - *Form committee: passed*
 - *Modify definitions of a ‘major’ and ‘minor’ (Chet’s slide) – proposed changes to the ‘minor’ “a minor consists of at least 12 hours (but not more than 19 hours) of an approved set of courses”. We most the 18 hour minor, but wanted to give a cap.*
 - *Q. Betty Jo: what will the 12 hour be on certificates. There is no defined hours on*

certificates. That will be the next step as there is a lot of guidelines for certificates. We have yet to define

- *Q. AJ. What is the change? What is the difference?*
- *A. minor consists of at least of 18 hours, with not cap.*
- *Q. AJ how did you determine 19?*
- *A. discussed and came to 19, as the state*
- *Q. if there is a cap, are there programs that would need to go above?*
- *A. these programs should switch to offering a certificate.*
- *Q. Sal – grad – will the current fat minors have to go on a diet*
- *A. some implementation plan of existing minors, the curriculum sheets would also have to change. Yes the fat minors would need to look at reducing. Fatest minor currently at 26? hours.*
- *Q. Jake – history – we cannot double count courses twice. What is the logic?*
- *A. Do not know why it is this way. Maybe we need to discuss and look at changing.*
- *Q. Jolene – economics – we need to look at how this could be interpreted. Does the program determine what courses that count?.*
- *A. This sentence is out of context. Need to read the attachment that was with the agenda.*
- *Q. Bob Kramer – CSIS – what about students that have 2 separate majors.*
- *Table this – for next regular senate meeting.*

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) (Attachment 2) *approved*

k. Program Review – No Report

l. Technologies Committee – No Report

9. [4:20 PM] Unfinished Business

Susan Clutter: course fees – did not show

10. [4:45 PM] New Business

a. Provost Smith (Attachment 3)

- *Program assessment – HLC requires and demonstrate that we tie to decisions that we make in programs. Opportunity to grow and be innovative. Invite external consultant to assist with the process. BoT has tasked academic affairs by March board meeting to come up with a plan. They have proposals from 4 companies and we are currently being interviewing.*
- *Q. Jonathan Ferris Art – wondering what the parameters for additional investment, is it what industry is looking for, is it what infrastructure that exists in the university already.*
- *A. normally look at competitor analysis (Kent, Akron), where students are getting jobs, performance measures (enrollment over time, cost of performance), what students are looking for. Trying to be proactive to avoid as much of elimination as possible. Dropping programs does gain millions of \$.*
- *Q. Jonathan – student placement in industry – liberal arts and arts are concerned.*
- *A. some of these companies look at the skills that the employees need at a job, this maybe different than just a single curriculum.*
- *A. correct – the group that we engage with are not involved in making the decision or telling us what to do. They are consultants in helping us set up the process. Hopeful they will partner with us and assist us.*

- *Q. Amy – communication – are peer institutions being compared?*
- *A. One proposal let us pick both peer and competitive institutions.*
- *Q. Nicole – HHS – timeline?*
- *A. already looking at vendors – 2/17 they will choose the consultant and develop the process to present by March 4 BoT meeting.*
- *Q. Birsen – mgmt. – we may have specific strengths over peer/competitors and we can differentiate ourselves.*
- *Q. Snow – physics – state of Ohio has data on demand jobs. State has funding for students who are pursuing these demand jobs.*
- *Q. all departments have been putting together as to what we are good at and what we know we do well. How does these consultants know our strengths, but the departments know this.*
- *A. Provost did look at this information and did become aware of some things he did not know about specific departments. We do have unique opportunities in the digital age. Do what we can to promote each department. The slide decks do not give enough information to make these decisions*
- *Q. will the companies have access to the slide decks?*
- *A. they will have access to us, faculty and can provide the slide decks.*

[5:00 PM] Adjournment – Next Senate Meeting: Wednesday, March 4, 2020 at 4:00 P.M., Room 132 ·DeBartolo Hall

ATTACHMENT 1

Approved May 1, 2012; Amended September 4, 2013: *Amended Feb. 5, 2020*

BYLAW 1 PURPOSE

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

BYLAW 2 FACULTY SENATORS

Section 1. Responsibilities

A faculty senator is a communication channel between the Senate and their constituent group. A Senator's responsibilities include, but are not limited to, preparing for and regularly attending meetings, adhering to deadlines appropriate to a Senator's role, and reporting to constituent group in a timely manner. Faculty senators are expected to contribute to the Senate through committee work and other activities.

Section 2. Eligibility

(a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.

(b) The academic department and college of the faculty member are determined by the Elections and Balloting Committee.

Section 3. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college is assigned four seats, the total sum of which will be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of November 1 from [the prior academic year's] budget data provided by the office of Institutional Research. The Elections and Balloting Committee will compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 4. Election Procedures

(a) Nomination

A faculty member will become a nominee in either a departmental or at-large election, or both, by self-nomination or acceptance of a nomination by another. All nominees must consent to a nomination.

(b) Time of Elections

(1) Departmental Elections shall be conducted by the department and the results certified and reported to the Elections and Balloting Committee by March 1 [of the academic year prior to the term to be served].

(2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the Elections and Balloting Committee by April 1 [of the academic year prior to the term to be served].

(c) Term of Office

The term of office for departmental Senators shall be two years, beginning August 15 [of the new academic year]. The term of office for at-large Senators shall be one year, beginning August 15 [of the new academic year]. Departmental senators may serve a total of three consecutive terms. At-large Senators may serve without limit.

(d) Inability to Complete a Term

In the event that a faculty member is unable to fulfill a term, the Chair of the Elections and Balloting Committee will consult with the Chair of the Academic Senate to determine how the position is to be filled (see Bylaw 10).

BYLAW 3 OTHER ELECTIONS

Section 1. Chair and Vice Chair of the Senate

(a) All Senate members are eligible for election as Chair of the Senate. Nominations for Chair of the Senate will be taken at the first senate meeting.

(b) The Elections and Balloting committee is responsible for seeking nominations for the position of Chair of the Senate and for the proper conduct of the election, the results of which are announced no later than seven calendar days prior to the scheduled November Senate meeting.

(c) The successful candidate shall have a majority of valid votes cast. If no candidate obtains a majority, a run-off election shall be held between the two candidates receiving the most votes. In the event of a tie, the run-off candidate will be determined by drawing lots. The term of office of the Chair and Vice Chair will be for one year beginning at the conclusion of the December Senate meeting or, in the absence thereof, on January 1.

(d) The runner-up shall be designated as the Vice Chair. In the event of a tie, the run-off candidate will be determined by drawing lots.

(e) In the event the election does not produce a Vice Chair, the Senate Executive Committee will select a candidate for approval by majority vote of the body.

Section 2. The Elections and Balloting Committee

(a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.

(b) The Elections and Balloting Committee shall be responsible for overseeing elections in general, and specifically at-large senators.

(c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning August 15 of the current academic year.

Section 3. The Charter and Bylaws Committee

(a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.

(b) The Elections and Balloting committee shall be responsible for seeking nominations for vacant positions on the committee and for the proper conduct of the election.

(c) The term of office for members of the Charter and Bylaws Committee shall be two years, upon election, beginning no later than October 1 of the current academic year.

Section 4. The Executive Committee

(a) Eligibility of Faculty Senators

All Senators from a given college shall be eligible for election to the Executive Committee.

(b) Election of Faculty Members

After the election of faculty to the Senate, the Elections and Balloting Committee shall hold elections for Executive Committee by May 1 [of the academic year prior to the term to be served].

(c)Term and Rotation

College representatives shall be elected to the Executive Committee for three year terms beginning August 15 [of the upcoming academic year]. Elections shall be on a rotating basis for the following terms:

Table 1

College Terms
2017-2020 Beeghly College of Education College of Science, Technology, Engineering and Mathematics
2018-2021 Bitonte College of Health and Human Services Cliffe College of Creative Arts and Communication
2019 – 2022 College of Liberal Arts and Social Sciences Williamson College of Business Administration
2020 – 2023 Beeghly College of Education College of Science, Technology, Engineering and Mathematics
2021 – 2024 Bitonte College of Health and Human Services Cliffe College of Creative Arts and Communication
2022 – 2025 College of Liberal Arts and Social Sciences Williamson College of Business Administration

This three-year rotation shall continue indefinitely.

(d) Administrative and Student Members

(1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee by August 31.

(2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning August 15 [of the current academic year].

Section 5. The Ohio Faculty Council

(a) There will be two representatives to the Ohio Faculty Council: the Chair of the Senate and one representative elected at-large from the faculty. In addition, an alternate representative to the Ohio Faculty council will be elected. The alternate will represent the Academic Senate at any meeting of the Ohio Faculty Council that either the Chair or at-large representative is unable to attend.

(b) Faculty eligible for Senate membership shall be eligible for election as an at-large or alternate representative.

(c) Candidates for both the at-large and alternate representative shall be nominated at the the first Senate meeting with the election to follow.

(d) The term of the at-large and alternate representative shall be two years beginning October 1 [of the academic year in which the election is held]. There is no term limit.

BYLAW 4 ELECTION AND BALLOTING PROCEDURES

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Nominations and Eligibility to Serve on Committees

- (a) A call for nominations will go to departments in the first week of the Fall semester for elected committees. In addition, nominations may be made from the Senate floor at the organizational meeting.
- (b) All nominations must be confirmed.
- (c) All persons nominated shall have the opportunity to appear on a subsequent electoral ballot.
- (d) In all elections, every effort will be made to secure at least twice the number of nominees as there are positions.
- (e) Confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.
- (f) Faculty and student members are eligible to serve on more than one committee.

Section 2. Tellers and Counting of Ballots

- (a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.
- (b) At a meeting of the Academic Senate when a written ballot is utilized, the Chair of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chair of the Senate, will appoint sufficient tellers to distribute ballots, collect, and tally the

same, and report the results to the Chair of the Senate. The Chair of the Senate, or the Chair of Elections and Balloting, will announce the results.

(c) No person shall count ballots in any election where he or she is a candidate.

Section 3. Ballots

(a) Each Department is responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed and closed within ten calendar days. Prior to the electronic distribution of ballots, the distribution list will be reviewed and measures taken to ensure all members receive ballots. The Chair of the Elections and Balloting Committee, in conjunction with the Senate Executive Committee, will agree upon the platform used for the electronic balloting process used for elections in addition to any changes in that process.

(b) On all election ballots, with the exception of those for At-Large Senators, the names shall be listed in alphabetical order. On ballots for At-Large Senators the order of names shall be determined by the drawing of lots of nominees' names by the college's Election and Balloting Committee representative.

(c) All ballots must include a statement about the maximum number for which to vote, which is equivalent to the number to be elected and instructions for returning the ballot. For those ballots where a normal alphabetical order is not used, the ordering system used shall be identified. Ballots shall be distributed, collected, and counted in such a manner as to protect the privacy of the vote.

Section 4. Balloting Disputes

The Elections and Balloting Committee will resolve all balloting disputes, the determinations of which are final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.

Section 5. Ties

All ties shall be resolved by drawing lots. Ties and their resolutions shall be noted in the appropriate election report. Runoff elections will only be conducted for the position of Senate Chair, as described in Bylaw 3, Section 1 (c).

Section 6. Reporting and Disposition of Elections and Balloting Results

(a) The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All paper ballots or a printed copy of the itemized results of the electronic ballots will be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results.

(b) Data from all Senate elections will be stored electronically in a permanent database that is accessible to the Chair and members of the Elections and Balloting Committee. In order to maintain the integrity of the data to be electronically stored, all data will be electronically stored and backed-up in a secure environment.

(c) Ballots and electronic results may be inspected by any member of the university community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chair

- (a) The Chair shall preside at all Senate meetings and perform such other duties as are required.
- (b) The Chair shall be responsible for the communication of all Senate action to the Administration.
- (c) The Chair shall ensure that an updated copy of the Charter and Bylaws of the Academic Senate is available.
- (d) The Chair, as per the Bylaws of the Board of Trustees (Article 4.F.1.d.), shall be a nonvoting member of the Academic Excellence and Student Success Committee. In the event that the chair of the YSU Academic Senate is not a member of the University's faculty, then the faculty member holding the highest ranking position within the YSU Academic Senate leadership shall hold this position.

Section 2. Vice Chair

- (a) The Vice Chair shall assume the duties of the Chair, in the event the Chair is temporarily unable to perform them.
- (b) The Vice Chair shall be the Chair of the Governance Committee. If there is no Vice Chair or he/she is unable to preside over this committee, another member of the Executive Committee will be appointed Chair of the Governance Committee by the Chair.

Section 3 Secretary

- (a) The Secretary shall coordinate with the Provost's Office to circulate of materials as prescribed in Article III, Section 5 (c) of the Charter.
- (b) The secretary shall manage a permanent file of the results of all balloting.
- (c) The Secretary shall maintain a record of attendance at all Senate meetings, as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

- (d) The Secretary shall collect minutes from all committee meetings and distribute such minutes to the Executive Committee and others as directed by the Executive Committee.
- (e) All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda.
- (f) Both agenda and minutes shall be available electronically through the Academic Senate website.

Section 4. Parliamentarian

The parliamentarian shall advise the chair, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 ELECTED CHARTERED COMMITTEES

Section 1. List of Elected Committees

There are three elected committees of the Senate:

- Senate Executive Committee
- Elections and Balloting Committee
- Charter and Bylaws Committee

Section 2. Elected Chartered Committees

- (a) The elected chartered committees of the Senate are the Senate Executive Committee, the Elections and Balloting Committee and the Charter and Bylaws Committee.
- (b) The composition, eligibility rules and charge of the elected chartered committees is contained in the Charter and Bylaws of the Academic Senate.

BYLAW 7 APPOINTED AND ELECTED/APPOINTED CHARTERED COMMITTEES

Section 1. General Provisions:

- (a) The membership of each committee, except for the Professional Conduct Committee, shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, all administrative members, except for the Student Academic Grievances Committee and the Professional Conduct Committee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership, except for the Professional Conduct Committee.
- (b) An appointed committee and an Ad-Hoc committee (See Bylaw 8) may be deactivated or activated by the Senate Executive Committee. If the activation or deactivation is continuous

for a period of three years, the Senate Executive Committee must set forth a motion changing the Bylaws and/or Charter to the Bylaws and Charter Committee making the change permanent. If this is not done, the committee structure reverts to that laid forth in the existing bylaws.

Section 2. Governance Committee

- (a) The Senate will establish a Governance Committee which will be charged with placing faculty members and department chairs on various committees within the Senate and on other university committees seeking Senate representation.
- (b) This committee will keep and maintain a worksheet for each committee that includes: the name of the committee, the classification of the committee (Senate, University, etc.), the membership composition and means of appointment, the qualifications for and terms of service, the chair and current members, the charge for this committee, and other information as deemed pertinent.
- (c) All worksheets for an upcoming senate term should be introduced to the entire Senate at the April meeting of the previous term (with the exception of ad hoc committees which can be established at any time).
- (d) Before the April meeting and in consultation with the existing membership of the committees, the Governance Committee will update any changes, including filling vacancies and reworking the charge.
- (e) If a person is placed on a committee and refuses to participate in the work of that committee, regardless of reason, the chair of the committee may petition to the Governance Committee to have that member removed. The Governance Committee will have final say on this and the removal will be indicated in the records of the Governance Committee.
- (f) If a new, non-Senate committee is established during the course of the year, this committee will work with the Senate Executive Committee to fill the need.
- (g) If a committee is charged with including a representative from each college and the college cannot find a willing faculty member to serve, the position will be left vacant.
- (h) The administrative member shall be appointed by the Office of Academic Affairs no later than March 15.
- (i) The Student Government Association will appoint a student member to the committee.
- (j) The charge for the committee must be introduced to each senate at the April meeting and will be in effect for one full senate term.

Section 3. List of Senate Chartered Committees

These committees will be maintained using the worksheets of the Governance Committee. The charge and other information for the committee must be introduced to each senate at the April

meeting and will be in effect for one full senate term.

- Academic Programs Committee
- Undergraduate Curriculum Committee
- Honors Committee
- Integrated Technologies Committee
- Library Committee
- Academic Research Committee
- Academic Standards Committee
- Student Academic Grievances Committee
- Academic Events Committee
- Professional Conduct Committee
- General Education Committee
- Teaching and Learning Committee
- First Year Experience Committee
- Diversity and Inclusion Committee
- Strategic Planning Committee
- Academic Publications Committee

BYLAW 8 AD HOC AND NON-SENATE COMMITTEES

Section 1. Formation

As the needs of the academic unit deem necessary, the Senate Executive Committee will approve a charge for an ad hoc committee. These groups will be temporary, but will be administered by the Governance Committee with consultation and approval of the Senate Executive Committee.

Section 2. Membership

In order to participate in the shared governance of the university as a whole, the Governance Committee will appoint faculty (both senators and appointed from the faculty at large) to ad hoc and non-Senate committees.

BYLAW 9 COMMITTEE MEETINGS AND MINUTES

Section 1. General Requirements.

- (a) All Senate Committees shall meet as often as necessary to complete their charge, but no less than twice during every semester of the academic year.
- (b) All committees shall record minutes of their meetings and shall distribute copies of their approved reports to the Secretary for proper distribution.

Section 2. Conduct of Committees

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

BYLAW 10 VACANCIES

Section 1. Notifications

Vacancies should be reported to the Chair within 30 days. Vacancies are determined by missing two consecutive meetings (unexcused), by a member alerting the Chair about approved University leave or resignation.

Section 2. Vacancies of Chair and Vice Chair.

- (a) In the event the Chair's position becomes vacant (through resignation or other means), the Vice Chair shall assume the Chair.
- (b) In the event the Vice Chair becomes vacant during his/her term, the Elections and Balloting Committee will determine how to fill the position.

Section 3. Determining Vacancies in Elected Committees

(a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one semester or longer) basis, as specified herein.

(b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 3. Filling Vacancies

(a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.

(b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.

(c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 4. Other Faculty Vacancies

The matter of such vacancies as not here provided, including those that cannot be filled per Sections 2 and 3 of this Bylaw, shall be referred to the Executive Committee of the Senate for disposition.

Section 5. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of Article III in the Charter of the Academic Senate.

Section 6.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 11 SENATE MEETINGS

Section 1. Organizational Meeting

The organizational meeting for the new academic year is called by the Chair of the Senate, or, if unavailable, by a member of the Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the members of the

Charter and Bylaws Committee.

Section 2. Regular meetings

The order of business

Call to order

Approval of the minutes of the last meeting

Report of the Chair and Executive Committee

Reports of Senate committees (order to be determined by Executive Committee)

Old business

New business

Adjournment

Section 3. Emergency Meetings

An emergency meeting is a special meeting that convenes when a situation requires immediate official action. If the Executive Committee calls an emergency meeting, it must immediately notify all of the media outlets that have specifically requested such notice. The notice must include the time, place, and purpose of the emergency meeting.

BYLAW 12 RULES OF ORDER

Section 1.

The rules of order specified in the latest edition of Roberts' Rules of Order Newly Revised () shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2.

Any member of the University community shall have the right to address the Senate, provided he or she has notified the chair, in writing, of his or her intent, and has arranged with the chair for a suitable time at which he or she may be recognized. A member or guest of the Senate may speak at such times as he or she is recognized by the chair.

Section 3.

All meetings of the Senate and its committees shall be open in accordance with State of Ohio Open Meetings Laws and the exemptions specified therein.

Section 4.

Senate business shall be conducted by informal consideration, except following affirmation of a motion “to consider formally.” Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

Section 5.

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate’s business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate’s business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion “to fix the time to which to adjourn.”

Section 6.

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

Section 7.

A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate. The procedure to be followed will be as specified in Roberts’ Rules of Order.

BYLAW 13 AMENDMENTS

Section 1.

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

Section 2.

A proposed amendment to the Bylaws shall be distributed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.

Section 3.

At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chair shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

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

Date **1/222020** _____ Senate Meeting Date 2/5/2020 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)

Karen Larwin, BCOE

Susan Clutter, BCHHS

Julia Gergits, CLASS

Christine McCullough, CCAC

Dana Davis, BCHHS

Nicolette Powe, BCHHS

Birsen Karpak, WCBA

Jozsi Jalics, CSTEM

Sepideh Khavari, CSTEM (non-voting)

Jay Lilley, Student

Mary Beth Earnhardt, Programs Chair (ex officio)

Sue Miller, Admin. (ex officio)

Jenn Pintar, Admin. (ex officio)

Michele Schaper, 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 1/22/2020 meeting of the UCC is attached. Astr 3711 and 3712 are approved pending receipt of syllabi with learning outcomes provided and the DHYG courses are approved pending clarification on course type and hours.

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

Table 2

Undergraduate Curriculum Committee Report (63)

Code	Title	Status	Initiator	Received
ART 1555	ART 1555: ART 1555: Introduction to Art Education	Added	lilewis02	1/7/2020
ART 4829	ART 4829: Senior Project: Printmaking	Deleted	jchristiansenerb	12/5/2019
ART 4883	ART 4883: Introduction to Museum Practices	Deleted	jchristiansenerb	12/5/2019
ART 4885	ART 4885: Museum Registration Methods/Collections Management	Deleted	jchristiansenerb	12/5/2019
ASTR 3711	ASTR 3711: Astrophysics 1	Edited	wgsturrus	1/13/2020
ASTR 3712	ASTR 3712: Astrophysics 2	Edited	wgsturrus	1/13/2020
CHEM 3739	CHEM 3739: Physical Chemistry 1	Edited	maserra	11/28/2019
CHEM 3740	CHEM 3740: Physical Chemistry 2	Edited	maserra	1/21/2020
CJFS 4803	CJFS 4803: Correctional Case Management and Treatment	Edited	swclutter	12/10/2019
DHYG 2602L	DHYG 2602L: Clinical Dental Hygiene 2	Edited	smsmith05	12/10/2019
DHYG 3703L	DHYG 3703L: Clinical Dental Hygiene 3	Edited	smsmith05	12/10/2019
DHYG 3704L	DHYG 3704L: Clinical Dental Hygiene 4	Edited	smsmith05	12/10/2019
DHYG 4805L	DHYG 4805L: Clinical Dental Hygiene 5	Edited	smsmith05	12/10/2019
DHYG 4806L	DHYG 4806L: Clinical Dental Hygiene 6	Edited	smsmith05	12/10/2019
EET 3715	EET 3715: Industrial Instrumentation and Control	Added	trbosela	11/22/2019
EET 4812	EET 4812: Automation Systems Integration	Added	trbosela	11/22/2019
EUT 2699	EUT 2699: Electric Utility Co-op	Deleted	dpcoyne	1/21/2020
KSS 2618	KSS 2618: Physical Education Practicum	Deleted	sbmichaliszyn	12/10/2019
KSS 2625	KSS 2625: Pedagogical Aspects of Exercise Science	Edited	sbmichaliszyn	12/10/2019
KSS 3700	KSS 3700: Exercise Testing and Prescription 1	Edited	sbmichaliszyn	12/10/2019
KSS 3705	KSS 3705: Statistics Research in Exercise Science	Edited	sbmichaliszyn	12/10/2019
KSS 3710	KSS 3710: Physiology of Exercise	Edited	sbmichaliszyn	12/10/2019

Code	Title	Status	Initiator	Received
KSS 3720L	KSS 3720L: Kinesiology and Applied Anatomy Laboratory	Deleted	sbmichaliszyn	12/10/2019
KSS 3730	KSS 3730: Exercise Testing and Prescription 2	Edited	sbmichaliszyn	12/10/2019
MATH 1570	MATH 1570: Applied Calculus 1	Edited	tpwakefield	12/18/2019
MATH 3785	MATH 3785: Numerical Methods	Deleted	tpwakefield	11/17/2019
MKTG 3703	MKTG 3703: Marketing Concepts and Practice	Edited	bdkeillor	1/17/2020
MUAC 3759	MUAC 3759: Voice Methods	Edited	cjsarnowski	12/5/2019
MUEN 0002P	MUEN 0002P: Dana Chorale	Deleted	regoldberg	12/23/2019
MUEN 0003P	MUEN 0003P: Dana Madrigal	Deleted	regoldberg	12/23/2019
MUEN 0004P	MUEN 0004P: University Chorus	Deleted	regoldberg	12/23/2019
MUEN 0005P	MUEN 0005P: Concert Band	Deleted	regoldberg	12/23/2019
MUEN 0006P	MUEN 0006P: Marching Band	Deleted	regoldberg	12/23/2019
MUEN 0007P	MUEN 0007P: Wind Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0008P	MUEN 0008P: Symphony Orchestra	Deleted	regoldberg	12/23/2019
MUEN 0009P	MUEN 0009P: Percussion Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0010P	MUEN 0010P: String Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0011P	MUEN 0011P: Men's Chorus	Deleted	regoldberg	12/23/2019
MUEN 0012P	MUEN 0012P: Dana Opera Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0013P	MUEN 0013P: Contemporary Ensembles	Deleted	regoldberg	12/23/2019
MUEN 0014P	MUEN 0014P: Women's Chorus	Deleted	regoldberg	12/23/2019
MUEN 0015P	MUEN 0015P: Early Music Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0016P	MUEN 0016P: Woodwind Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0017P	MUEN 0017P: Brass Ensemble	Deleted	regoldberg	12/23/2019

Code	Title	Status	Initiator	Received
MUEN 0018P	MUEN 0018P: Horn Choir	Deleted	regoldberg	12/23/2019
MUEN 0019P	MUEN 0019P: Trombone Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0020P	MUEN 0020P: Tuba Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0021P	MUEN 0021P: Brass Chamber Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0022P	MUEN 0022P: Trumpet Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0023P	MUEN 0023P: Jazz Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0024P	MUEN 0024P: Composer's Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0026P	MUEN 0026P: Chamber Orchestra	Deleted	regoldberg	12/23/2019
MUEN 0028P	MUEN 0028P: Chamber Winds	Deleted	regoldberg	12/23/2019
MUEN 0029P	MUEN 0029P: Guitar Ensemble	Deleted	regoldberg	12/23/2019
MUEN 0030P	MUEN 0030P: Jazz Combo	Deleted	regoldberg	12/23/2019
MUEN 0035P	MUEN 0035P: Saxophone Quartet	Deleted	regoldberg	12/23/2019
MUEN 0040P	MUEN 0040P: University Band	Deleted	regoldberg	12/23/2019
MUEN 0041P	MUEN 0041P: Basketball Pep Band	Deleted	regoldberg	12/23/2019
MUEN 0051P	MUEN 0051P: Piano Chamber	Deleted	regoldberg	12/23/2019
STAT 4812	STAT 4812: Statistical Analysis System for Data and Analytics	Deleted	tpwakefield	11/15/2019
TCOM 1570	TCOM 1570: Introduction to Electronic Sports Media	Edited	gharrison	12/5/2019
THTR 2670	THTR 2670: Oral Interpretation	Deleted	ssmith	12/5/2019
THTR 3791	THTR 3791: Rehearsal and Performance	Deleted	ssmith	12/5/2019

Provost Report

Academic Senate

February 5, 2020

The Higher Learning Commission as well as the State of Ohio mandates academic program assessment to continuously improve academic excellence and student success and to assure teaching/learning, scholarship and service serve the mission of the university. The recent HLC report anticipates an interaction in 2021 related to such an assessment. In addition, such an assessment is expected to be a strategy associated with the continuous improvement goal of the *Plan for Strategic Actions to Take Charge of Our Future*. I envision the development of this process would be inclusive of campus stakeholders, open and transparent, and data informed.

We will be seeking the assistance of an external consultant to provide guidance developing and implementing such a process. A faculty team is involved in assessing responses to a Request for Proposals [[Link](#)]. The team consists of Professors Cooper and Sumell, Professor and Chair Sturrus, Dean Sanders, Associate Provost Pintar, Vice President Sherman, and Provost Smith. You will be updated at each Academic Senate meeting and input sought as advised by Chair Cooper.