



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, March 3, 2021 at 4:00 P.M.

Virtual Attendance Only at the Following URL:

<https://ysu.webex.com/ysu/j.php?MTID=m939089d9dda906dc17f46081d48a1650>

Meeting number (access code): 160 959 9239

Meeting password: dGJpqDRG344

Cohosts: Adam Earnhardt; Max Grubb

1. **[4:00 PM] Call to Order/Certification of Quorum**
2. **[4:01 PM] Approval of Agenda**
3. **[4:02 PM] Video Recording of WebEx Senate Meeting of February 3, 2021**
<https://ysu.webex.com/recordingservice/sites/ysu/recording/dbafa9b55d7546be967a3ba65349584b/playback> [hard-copy of transcript available upon request]
Attendance Sheet: See attached (WebEx attendees; Senators present)
4. **[4:04 PM] Chair/Senate Executive Committee Report**
 - a. YES Committee update
 - b. Review of academic integrity process
 - c. Common Syllabus Link: <https://ysu.edu/institute-teaching-and-learning/ysu-common-syllabus>; also link placed on Senate web page (<https://ysu.edu/academic-senate/forms>)
5. **Ohio Faculty Council Report – No Report**
6. **[4:08 PM] Charter and Bylaws Committee – Carol Lamb (see attachment)**
7. **[4:12 PM] Report of the Elections/Balloting Committee – Chet Cooper (see attachment)**
8. **[4:17 PM] Reports from Senate Committees**
 - a. Undergraduate Curriculum Committee – Tom Wakefield, Chair (see attachment)
 - b. Academic Programs – Mary Beth Earnhardt, Chair (see attachment)
 - c. First Year Experience – Nicolette Powe (see attachment)
9. **[4:27 PM] Provost Smith**
10. **[4:40 PM] Unfinished Business**
 - a. Update: CR/NC Option for Spring 2021/Summer 2021 – Jeanne Herman, Registrar
11. **[4:45 PM] New Business**
 - a. Proposed Curriculum Services Team – Mary Beth Earnhardt, Chair (see attachment)
12. **[5:00 PM] Adjournment**

**NEXT SENATE MEETING:
Wednesday, April 7, 2021 at 4:00 P.M.**

Academic Senate Sign-In Sheet: February 3, 2021

Allen through Fenton

Present?	Senator Name	Department	Type of Senator	Term
WebEx	Allen, Jeffrey	Dean, BCHHS	Administration	2020-2021
WebEx	Amin, Isam	Geology and Env. Sci.	Departmental	2019-2021
WebEx	Arntsen, Christopher	Chemistry	Departmental	2019-2021
WebEx	Bagley, Morgan	Kinesiol. & Sport Sci.	Departmental	2020-2022
WebEx	Balaz, Snjezana	Physics & Astronomy	At Large	2020-2021
WebEx	Ball, Kevin	Associate Provost	Administration	2020-2021
WebEx	Benedict, Jim	Physical Therapy	Departmental	2019-2021
	Bennett, Carol	AP, Div., Eq. and Incl.	Administration	2020-2021
WebEx	Berardini, Claire	AP, Student Success	Administration	2020-2021
WebEx	Boczkowaska, Ewelina	Music	At Large	2020-2021
	Bradford, Nyia		Student Govt.	2020-2021
WebEx	Brahmandam, Balakrishna	STEM	Student Govt.	2020-2021
WebEx	Briley, Margaret	Counseling, SP & EL	At Large	2019-2020
WebEx	Bruns, Kristin	Counseling, SP & EL	At Large	2019-2020
	Cahn-Lipman, Kivie	Music	At Large	2020-2021
WebEx	Caven, Robert	Elec. Computer Eng.	Departmental	2020-2022
WebEx	Congdon, Eleanor	History	At Large	2019-2020
WebEx	Cooper, Chet	Biological Sciences	Departmental	2019-2021
WebEx	Cossentino, Amy	Dean, Honors College	Administration	2020-2021
	Costarell, Mike	Engineering Technol.	Departmental	2020-2022
Excused	Crescimanno, Mike	Physics and Astronomy	Departmental	2020-2022
Excused	Cripe, Kathleen	Teacher Education	Departmental	2019-2021
WebEx	Donnachie, Katharine	STEM	Student Govt.	2020-2021
WebEx	Earnhardt, Adam	Communication	Departmental	2020-2022
WebEx	Epler, Pam	Counseling, SP & EL	At Large	2019-2020
WebEx	Faerber-Ovaska, Rachel	Foreign Languages	Part-Time	
WebEx	Farris, Johnathan	Art	At Large	2020-2021
WebEx	Fenton, Jonquil		Student Govt.	2020-2021

Academic Senate Sign-In Sheet: February 3, 2021

Fluker through Licata

Present?	Senator Name	Department	Type of Senator	Term
WebEx	Fluker, Amy	History	Departmental	2020-2022
WebEx	Fuhrman, Hillary	Int. Dir., Inst. T&L	Administration	2020-2021
WebEx	Fusillo, Ida	Health Professions	At Large	2019-2020
WebEx	Garlick, Katherine	Theater and Dance	Departmental	2019-2021
WebEx	Ge, Weiqing	Physical Therapy	At Large	2019-2020
	Gitimu, Priscilla	Human Ecology	Departmental	2018-2020
WebEx	Grubb, Max	Communications	At Large	2020-2021
	Han-Hass, Helen	Management	Departmental	2020-2022
WebEx	Henderson, Kerri	Accounting & Finance	Departmental	2020-2022
WebEx	Herman, Jeanne	Registrar	Administration	2020-2021
WebEx	Howard, Avery	CSTEM [Exec. VP]	Student Govt.	2020-2021
WebEx	Howell, Charles	Dean, BCLASSE	Administration	2020-2021
WebEx	Jackson, Carrie	Counseling, SP & EL	Departmental	2020-2022
WebEx	Jackson, John	Chemistry	At Large	2020-2021
WebEx	Jackson Leftwich, Chryshanna	Political Science	Departmental	2019-2021
WebEx	Jiang, Qi	Sociology/Anthropology	Departmental	2019-2021
WebEx	Juergensen, James	Psychology	Departmental	2018-2020
WebEx	Karpak, Birsen	Accounting & Finance	At Large	2019-2020
WebEx	Keillor, Bruce	Marketing	Departmental	2019-2021
	Khalayleh, Daniah	BCHHS [VP Pub. Rel.]	Student Govt.	2020-2021
WebEx	Khavari, Sepideh	Math & Statistics	Departmental	2019-2021
WebEx	Kimosop, Peter	Geography	Departmental	2020-2022
WebEx	Kirova, Alena	Foreign Language	Departmental	2020-2022
	Koupiaris, Nicholas	WCBA	Student Govt.	2020-2021
WebEx	Kramer, Bob	Comp. Sci. Inf. Sys.	At Large	2020-2021
WebEx	Kress, Victoria	Counseling, SP & EL	At Large	2019-2020
WebEx	Lamb, Carol	Engineering Technology	At Large	2020-2021
WebEx	Licata, Betty Jo	Dean, WCBA	Administration	2020-2021

Academic Senate Sign-In Sheet: February 3, 2021

Marie through Shama

Present?	Senator Name	Department	Type of Senator	Term
WebEx	Marie, Hazel	Mech. Industrial Eng.	Departmental	2020-2022
WebEx	McEvoy, Brendan		Student Govt.	2020-2021
	Merill, Monica	Criminal Justice	Departmental	2019-2021
WebEx	Mir, Mustansir	Philosophy and Religion	Departmental	2019-2021
WebEx	Mitchell, Andrew	Music	Departmental	2019-2021
WebEx	Morgan, Dave	Music	At Large	2020-2021
WebEx	Naples, Daniel	WCBA	Student Govt.	2020-2021
	Olshanski, Nicole	Nursing	Departmental	2019-2021
WebEx	Oltmanns, Caroline	Music	At Large	2020-2021
WebEx	Ovaska, Tomi	Economics	Departmental	2020-2022
WebEx	Palich, Ruth	Health Professions	Departmental	2020-2022
WebEx	Park, Byung-Wook	Civil Env. Chem. Eng.	Departmental	2020-2022
	Paul, Phyllis	Dean, CCCA	Administration	2020-2021
	Pintar, Jenn	Associate Provost	Administration	2020-2021
WebEx	Pompeo, Mark	WCBA	Student Govt.	2020-2021
WebEx	Powe, Nicolette	Health Professions	At Large	2019-2020
WebEx	Randolph-Bettura, Derek	WCBA	Student Govt.	2020-2021
WebEx	Reday, Peter	Marketing	At Large	2019-2020
WebEx	Roby, Amanda	Health Professions	At Large	2019-2020
WebEx	Root, Jena	Music	At Large	2020-2021
WebEx	Ruse, Elaine		Administration	2020-2021
WebEx	Sacco, Michael	BCLASSE	Student Govt.	2020-2021
WebEx	Sanders, Sal	Dean, Grad. Stud.	Administration	2020-2021
WebEx	Schueller, Kriss	Comp. Sci. Inf. Sys.	Departmental	2019-2021
WebEx	Scrocco, Diana Awad	English	Departmental	2019-2021
WebEx	Sebastiano, Taylor	STEM	Student Govt.	2020-2021
	Sethi, Swati	Psychology	At Large	2019-2020
WebEx	Sharma, Suresh	Civil Engineering	At Large	2020-2021

Academic Senate Sign-In Sheet: February 3, 2021

Shaughnessy through Williams

Present?	Senator Name	Department	Type of Senator	Term
WebEx	Shaughnessy, Justin	GRAD [President]	Student Govt.	2020-2021
WebEx	Smith, Brien	Provost	Administration	2020-2021
WebEx	Smith, Suzanne	Health Professions	At Large	2019-2020
	Sperry, Dana	Art	Departmental	2020-2022
	Steelant, Wim	Dean, CSTEM	Administration	2020-2021
WebEx	Sumell, AJ	Economics	At Large	2019-2020
WebEx	Ulusoy, Emre	Marketing	At Large	2019-2020
WebEx	Vaughn, Mariko	BCLASSE	Student Govt.	2020-2021
WebEx	Vendemia, Bill	Management	At Large	2019-2020
WebEx	Venkataraman, Meena	Social Work	Departmental	2019-2021
WebEx	Villano, Michael	Accounting & Finance	At Large	2019-2020
WebEx	Walker, Gary	Biological Sciences	At Large	2020-2021
	Walker, Jason	Mech. Industrial Eng.	At-Large	2020-2021
WebEx	Williams, Amy	Counseling, SP & EL	At Large	2019-2020
	VACANT	CLASS	At Large	2020-2021
	VACANT	CLASS	At Large	2020-2021
	VACANT	CLASS	At Large	2019-2021
	VACANT	TBD	Part-Time	

Guests (non-Senators)

Present:
By WebEX: See attached list
By Phone:

Academic Senate WebEx Attendees and Time of Attendance
(alphabetical by first name)

February 3, 2021

7246****41	4:04 PM - 5:12 PM
Adam Earnhardt	3:50 PM - 5:12 PM
Albert Sumell	4:03 PM - 5:12 PM
Alena Kirova	4:07 PM - 5:12 PM
Alison Kaufman	3:58 PM - 4:16 PM
Amanda Roby	3:56 PM - 5:12 PM
Amy Cossentino	3:56 PM - 5:12 PM
Amy Crawford	3:58 PM - 5:12 PM
Amy Fluker	3:54 PM - 5:12 PM
Amy Weaver	3:59 PM - 5:12 PM
Amy Williams	3:57 PM - 4:57 PM
Andrew Mitchell	3:54 PM - 5:12 PM
Avery Howard	3:58 PM - 5:12 PM
Balakrishna Brahmandam	3:56 PM - 5:00 PM
Betty Jo Licata	4:07 PM - 5:12 PM
Birsen Karpak	4:04 PM - 5:12 PM
Brendan McEvoy	3:52 PM - 5:12 PM
Brian Wells	3:56 PM - 5:02 PM
Brien Smith	3:58 PM - 5:12 PM
Bruce Keillor	4:00 PM - 5:12 PM
Byung-Wook Park	4:00 PM - 5:12 PM
Carol Lamb	3:56 PM - 5:12 PM
Caroline Oltmanns	3:57 PM - 5:11 PM
Carrie Jackson	3:49 PM - 5:12 PM
Cary Wecht	4:00 PM - 5:12 PM
Charles Howell	4:06 PM - 5:12 PM
Chet Cooper	3:22 PM - 5:12 PM
Christopher Arntsen	4:00 PM - 5:12 PM
Claire Berardini	4:01 PM - 5:12 PM
Cryshanna Jackson Leftwich	3:57 PM - 5:12 PM
Dan Naples	4:02 PM - 4:27 PM
Dave Morgan	4:02 PM - 4:59 PM
Dawna Cerney	3:54 PM - 5:12 PM
Debora Kucharski	3:50 PM - 5:12 PM
Denise Walters-Dobson	3:57 PM - 5:12 PM
Derek Jacob Randolph	4:02 PM - 4:36 PM
Derek Randolph	4:34 PM - 5:12 PM
Elaine Ruse	4:02 PM - 5:12 PM
Eleanor Congdon	4:02 PM - 5:12 PM
Emre Ulusoy	3:59 PM - 5:12 PM
Ewelina Boczkowska	4:01 PM - 4:58 PM

Academic Senate WebEx Attendees and Time of Attendance, February 3, 2021

Gary R. Walker	3:50 PM - 5:12 PM
Hazel Marie	4:59 PM - 5:12 PM
Hillary Fuhrman	3:58 PM - 5:12 PM
Ida R Fusillo	4:02 PM - 5:12 PM
irsorriento	3:59 PM - 4:02 PM
Isam Amin	3:57 PM - 5:12 PM
J. Dana Sperry	3:54 PM - 4:53 PM
Jacob Labendz	3:51 PM - 5:12 PM
James Juergensen	3:56 PM - 5:12 PM
Jason Walker	4:01 PM - 5:05 PM
Jeanne Herman	3:56 PM - 5:12 PM
Jeff Allen	4:03 PM - 5:12 PM
Jeffrey Coldren	4:01 PM - 5:00 PM
Jeffrey Tyus	4:07 PM - 4:58 PM
Jim Benedict	3:56 PM - 5:12 PM
John Hazy	3:57 PM - 5:12 PM
John Jackson	4:00 PM - 5:11 PM
Johnathan Farris	3:44 PM - 5:12 PM
Jonquil Fenton	3:47 PM - 5:12 PM
Joseph Palardy	3:59 PM - 5:12 PM
Joy Byers	4:07 PM - 5:12 PM
Joy Christiansen Erb	3:55 PM - 5:12 PM
jroot@ysu.edu	4:08 PM - 4:14 PM
Justin Edwards	3:59 PM - 5:12 PM
Justin Shaughnessy	4:00 PM - 5:12 PM
Katharine Donnachie	3:53 PM - 5:12 PM
Katherine Garlick	3:53 PM - 5:12 PM
Kelly Colwell	3:53 PM - 5:12 PM
Kerri Henderson	3:55 PM - 5:12 PM
Kevin Ball	3:57 PM - 5:12 PM
Kriss Schueller	4:01 PM - 5:12 PM
Kristin Bruns	3:55 PM - 4:39 PM
Lauren Cummins	3:47 PM - 4:41 PM
Laurie Paul	3:53 PM - 4:58 PM
Margaret Briley	4:03 PM - 5:12 PM
Mariko Vaughn	3:58 PM - 5:08 PM
Mark Pompeo	3:59 PM - 5:01 PM
Mark Vopat	3:59 PM - 5:12 PM
Mary Beth Earnhardt	3:58 PM - 5:12 PM
Max Grubb	3:24 PM - 5:12 PM
Meenakshi Venkataraman	3:59 PM - 5:12 PM
Michael Sacco	3:54 PM - 5:12 PM
Michael Villano	3:59 PM - 5:12 PM
Mike Ekoniak	4:00 PM - 5:12 PM
Mike Sherman	3:59 PM - 5:12 PM
Molly Burdette	3:51 PM - 5:12 PM

Academic Senate WebEx Attendees and Time of Attendance, February 3, 2021

Morgan Bagley	3:53 PM - 5:12 PM
Mustansir Mir	4:03 PM - 5:12 PM
Nancy Landgraff	3:59 PM - 5:07 PM
Nancy Wagner	4:19 PM - 5:12 PM
Nicole Wells	3:53 PM - 5:12 PM
Nicolette Powe	3:49 PM - 5:12 PM
nolshanski	4:05 PM - 5:12 PM
Pam Epler	4:00 PM - 5:12 PM
Peter Kimosop	3:55 PM - 5:12 PM
Peter Reday	3:50 PM - 5:12 PM
Qi Jiang	4:05 PM - 5:03 PM
Rachel Faerber-Ovaska	3:50 PM - 5:12 PM
Rebecca Curnalia	3:58 PM - 5:12 PM
Robert Caven	3:53 PM - 5:12 PM
Robert Kramer	3:58 PM - 5:12 PM
rpalich	3:55 PM - 5:12 PM
Sal Sanders	3:59 PM - 5:03 PM
Sepideh Khavari	3:59 PM - 5:12 PM
Sharon Schroeder	3:55 PM - 5:12 PM
Shelley Blundell	3:57 PM - 5:12 PM
Snjezana Balaz	3:57 PM - 5:12 PM
Suresh Sharma	4:01 PM - 5:12 PM
Susan Carfolo	4:01 PM - 4:25 PM
Susan Clutter	3:54 PM - 5:12 PM
Suzanne Smith	3:54 PM - 5:12 PM
Tammy A. King	4:03 PM - 5:12 PM
Taylor H Sebastiano	3:53 PM - 5:12 PM
Thomas Wakefield	4:15 PM - 4:57 PM
Timothy Wagner	3:56 PM - 5:12 PM
Tomi Ovaska	4:00 PM - 5:12 PM
TRoberts	4:00 PM - 5:12 PM
Tysa Egleton	3:52 PM - 5:12 PM
Victoria Kress	4:01 PM - 4:57 PM
Weiqing Ge	3:57 PM - 5:12 PM
William Vendemia	3:54 PM - 5:12 PM

YOUNGSTOWN STATE UNIVERSITY ACADEMIC SENATE BYLAWS

Approved May 1, 2012; Amended September 4, 2013; Amended February 5, 2020, [*Amended April ?, 2021*]

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:

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

Note: The BCLASSE and CSTEM will hold a special election in 2021 to serve out 2020 – 2023 session. This will resolve issues created during the Summer 2020 reorganization.

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 chartered 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) his 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) IAI 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 *Robert's Rules of Order Newly Revised* (12th Edition) 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 *Robert's 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.

Returning Faculty Departmental/At-Large Senators for 2021-2022 and Positions Open for Election

BCLASSE	
Psychological Sciences and Counseling	Carrie Jackson (2020-2022)
Humanities and Social Sciences	Amy Fluker (2020-2022)
English & World Languages	Alena Kirova (2020-2022)
Teacher Education and Leadership Studies	To Be Elected: 2021-2023 Term
At-Large Senator	Peter Kimosop (2021-2022)
Remaining At-Large Positions	7 (To Be Elected: 2021-2022 Term)
BCHHS	
Criminal Justice and Consumer Sciences	To Be Elected: 2021-2023 Term
Graduate Studies in Health and Rehabilitation Sciences	To Be Elected: 2021-2023 Term
Health Professions	Ruth Palich (2020-2022)
Human Services	To Be Elected: 2021-2023 Term
Nursing	To Be Elected: 2021-2023 Term
At-Large Senator	Morgan Bagley (2021-2022)
Remaining At-Large Positions	4 (To Be Elected: 2021-2022 Term)
CCCA	
Dana School of Music	To Be Elected: 2021-2023 Term
Visual and Dramatic Arts	Dana Sperry (2020-2022)
Remaining At-Large Positions	4 (To Be Elected: 2021-2022 Term)
CSTEM	
Chemical and Biological Sciences	To Be Elected: 2021-2023 Term
Mathematics and Statistics	To Be Elected: 2021-2023 Term
Physics, Astronomy, Geology, and Environmental Sciences	To Be Elected: 2021-2023 Term
Rayen School of Engineering	Hazel Marie (2020-2022)
School of Computer Science, Information, and Engineering Technology	Mike Costarell (2020-2022)
At-Large Senator	Robert Caven (2021-2022)
At-Large Senator	Byung-Wook Park (2021-2022)
Remaining At-Large Positions	5 (To Be Elected: 2021-2022 Term)
WCBA	
Accounting & Finance	Kerri Henderson (2020-2022)
Communication	Adam Earnhardt (2020-2022)
Management & Marketing	Helen Han-Hass (2020-2022)
At-Large Senator	Tomi Ovaska (2021-2022)
Remaining At-Large Positions	6 (To Be Elected: 2021-2022 Term)

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

Date **2/16/2021** _____ Senate Meeting Date 3/3/2021 __ Report # (Senate Use Only) _____

Intended Action: **Informational** **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

University Curriculum	
Name/College or Area Represented	Email Address
Tom Wakefield, CSTEM (Chair)	tpwakefield@ysu.edu
Karen Larwin, BCLASSE	khlarwin@ysu.edu
Susan Clutter, BCHHS	swclutter@ysu.edu
Karen Giorgetti, BCLASSE	kgiorgetti@ysu.edu
Christine McCollough, CCCA	cmccullough@ysu.edu
Birsen Karpak, WCBA	bkarpak@ysu.edu
Jozsi Jalics, CSTEM	jalics@ysu.edu
Sepideh Khavari, CSTEM (non-voting)	skhavari@ysu.edu
Daniel Naples, Student	dpnacles@student.ysu.edu
Dana Davis, BCHHS	ddavis05@ysu.edu
Mary Beth Earnhardt, Programs Chair (courtesy, email only)	mearnhardt@ysu.edu
Jenn Pintar, Admin. (ex officio)	japintar@ysu.edu
Michele Schaper, Admin. (courtesy)	mlschaper@ysu.edu
Jayne Caputo, Admin. (ex officio)	jecaputo@ysu.edu
Susanne Miller	smmiller04@ysu.edu

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

The list of courses approved at the 2/16/2021 meeting of the UCC is attached. UCC also requests Senate input on the following actions:

1. Removing the requirement that upper-division courses require a prerequisite.

- Investigating a “fast-track” approval process for pre-req changes to courses. Such changes could be initiated and approved at the Department level and then sent to UCC for review without a syllabus 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 following courses were approved by UCC.

Undergrad Curr Committee Chair (20)				
Code	Title	Status	Initiator	Received
CCET 1503	CCET 1503: CAD Technology	Edited	rjkorenic	1/28/2021
CCET 1504	CCET 1504: Drafting and Plan Reading	Edited	rjkorenic	1/28/2021
CCET 2604	CCET 2604: Properties and Strength of Materials	Edited	rjkorenic	1/28/2021
CCET 3706	CCET 3706: Structural Design	Edited	rjkorenic	1/28/2021
CCET 3709	CCET 3709: Structural Analysis 1	Edited	rjkorenic	1/28/2021
CCET 3711	CCET 3711: Specifications and Estimating	Edited	rjkorenic	1/28/2021
CCET 3724	CCET 3724: Hydraulics and Land Development	Edited	rjkorenic	1/28/2021
ECEN 4820	ECEN 4820: 5G Wireless Networks	Added	fahmadi	2/3/2021
ENTC 1501	ENTC 1501: Introduction to Engineering Technology	Deleted	cmlamb	2/9/2021
GEOL 3755	GEOL 3755: Geological Research Methods and Data Analysis	Added	wgsturuss	2/15/2021
MET 1515	MET 1515: Mechanics 1	Edited	cmlamb	1/28/2021
MET 2630	MET 2630: Manufacturing Techniques	Edited	cmlamb	1/28/2021

The following courses are being held, pending questions about lab credit hours:

NURS 2643	NURS 2643: Health Assessment	Edited	nhwagner	10/28/2020
NURS 2643L	NURS 2643L: Health Assessment Laboratory	Edited	nhwagner	10/28/2020
NURS 3731	NURS 3731: Child Bearing, Family, and Women's Health Nursing	Edited	nhwagner	10/28/2020
NURS 3731L	NURS 3731L: Childbearing, Family, and Women's Health Nursing Laboratory	Edited	nhwagner	10/28/2020
NURS 3741	NURS 3741: Professional Nursing 2	Edited	nhwagner	10/28/2020
NURS 3741L	NURS 3741L: Professional Nursing 2 Laboratory	Edited	nhwagner	10/28/2020
NURS 3743	NURS 3743: Professional Nursing 3	Edited	nhwagner	10/28/2020
NURS 3743L	NURS 3743L: Professional Nursing 3 Laboratory	Edited	nhwagner	10/28/2020

Date **March 3, 2021** Report Number (For Senate Use Only) _____

Name of Committee Submitting Report
Academic Programs Committee

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

Names of Committee Members:

Mary Beth Earnhardt (Chair), Monica M Merrill, Margie Briley, Mike Costarell, Yogesh Uppal, Katherine Donnachie, Omer Genc, Thomas P. Wakefield (email), Julie I Felix, Jayne E Caputo, Kevin E Ball, Dave Asch, Michelle Nelson, Bill Buckler, Joe Palardy, Michele Schaper

Upcoming Meetings:

Monday, March 8 at 12 p.m.

Friday, March 26 at 10 a.m.

Proposals Approved: Since our last report to the Academic Senate the Academic Programs Committee (APC) approved the following proposals. At this time the proposals are still in 10-day circulation. That ends on March 8. These proposals are reported for informational purposes only.

Code	Title	Status
139	139: Bachelor of Science in Applied Science in Food and Nutrition-Graduate Track	Edited
141	141: Associate of Applied Science in Dietetic Technician	Deleted

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**

NOTES:

- **The committee will not consider any proposal that is not in the workflow of the APC chair on or before March 1, 2021. Proposals that come in after this deadline will remain in the system until Senate committee work resumes in Fall 2021.**

Report respectfully submitted by:

Mary Beth Earnhardt, Chair APC 2020-21 (Department of Communication)

NAME OF COMMITTEE: First Year Experience Committee

CLASSIFICATION: Senate Standing Committee

REPORTS TO: Senate Executive Council

CHARGE: The First Year Experience Committee is responsible for:

Reviewing best practices of FYE;

Make recommendations for FYE course and other first year activities;

Ensure the FYE at YSU aligns with the university mission

PROPOSED CHANGES TO CHARGE: None

COMPOSITION:

1 full-time faculty member representative from each of the undergraduate colleges (2 year terms, staggered)

An ex-officio representative of the University Wide FYE Office and the Center for Student Progress (1 year term)

3 administrators appointed by the Provost and 2 students appointed by SGA (1 year terms)

PROPOSED CHANGES TO COMPOSTION:

NA

LIST OF MEMBERS/VACANCIES (asterisk identifies current Senate members):

First Year Experience	
Name/College or Area Represented	
Nicolette Powe, BCHHS (Chair)	nwpowe@ysu.edu
Shelly Blundell, WCBA	sblundell@ysu.edu
Patrick Spearman, BCLASSE	ptspearman@ysu.edu
Carol Lamb, CSTEM	cmlamb@ysu.edu
Kyle Starkey, BCLASSE	ktstarkey@ysu.edu
Bill Vendemia, WCBA	wgvendemia@ysu.edu
VACANT, CCCA	
VACANT, Student	
VACANT, Student	
Claire Berardini (Student Success), Admin.	cberardini@ysu.edu
Becky Varian, Rep of CSP (ex-officio)	blvarian@ysu.edu
Carol Bennett, Admin	clbennett04@ysu.edu

QUALIFICATIONS OF COMMITTEE MEMBERS: Committee members should have an interest in first year students and student success strategies.

TERM: 2020-2021

MEANS OF APPOINTMENT: Senate Chair, through Governance Committee

FIRST MEETING CALL BY DATE: August 2020

STANDARD MEETING TIME: TBD

CHAIR RESPONSIBILITIES: Meet a minimum of two times each semester. Report any significant business to the Senate. Ensure minutes are kept.

COMMENTS:

FYE Objectives:

- Designed to assist incoming students during their transition from high school to college.
- Assist students transferring from a different university.

Learning Goals and Outcomes:

Goal 1:

Students will participate in a culture of community.

Outcomes:

1. Identify and participate in student organizations, academic support services, and co-curricular activities that fit their interests and goals.
2. Establish working relationships with faculty, advisors, and student support services, including an understanding of The Student Code of Conduct and Student Handbook.
3. Evaluate issues of living in a diverse society.
4. Engage in and reflect on a common, University-wide experience.

Goal 2:

Students will learn skills that promote academic and professional growth.

Outcomes:

1. Conduct an exploration and development of their academic interests and career pathways.
2. Practice skills needed to manage their financial resources and situation.
3. Practice skills needed to improve written communication and develop critical thinking.

Meetings

Fall Semester 2020 – September 11, 2020 Meeting Summary:

The FYE Committee’s focus at this meeting was reviewing the focus group assessment data categorization from the Comparative Analysis of First Year Experience Courses in Health and Human Services project, conducted by FYE Committee Chair Dr. Nicolette Powe. The major themes that emerged from data collection were organized into four primary categories, each of which contained several subgroups. These are:

Personal Health and Safety

- Personal Development & Personal Responsibility
 - Provide stress and anxiety management options for students
 - Provide healthy eating information
 - Teach study skills/ techniques
 - Provide/educate in financial management
 - More engagement in small groups in the classroom
 - Create application-based learning

Diversity & Inclusion

- More talks held at various times of day and with various focus areas
- Intentionally exposing students to different religions, holidays, viewpoints and etc.

Involvement

- Interest/Motivation/Incentives
- Assist students with maintaining motivation through connecting students to the campus and by creating an obtainable plan

Academic Development

- Assist students with time management skills, planning and organization
- Teach study techniques, and/or create an environment for peer-to-peer learning
 - Time- Management and Self-Management
 - Time- Management and Self- Management/Course Management
 - Study Skills
 - Study Major

Other

- Create FYE based “How to navigate” YSU Financial Aid system
- Plan around how to demystify departments/parking services/ financial aid/registration
- Opportunities/events/ that cater to non -traditional students/ (offered after 5:00 pm)

As discussed during the meeting, committee members would take the above data into consideration when moving forward on course discussions and potential revision considerations.

Spring Semester 2021 – January 15, 2021 Meeting Summary:

The FYE Committee's focus at this meeting was discussing the Student Success (hereinafter YSU 1500) course development process.

Some committee members expressed concerns about the lack of transparency in the development of the YSU 1500 course and inquired how the course's learning outcomes and its overall success (i.e., its impact on student persistence from the first to the second semester at YSU) were being evaluated. One suggestion regarding improving future iterations of the course was to consider the use of open-source education resources in lieu of the current course textbook. Committee member Becky Varian, Director for the YSU Center for Student Progress, works with the Strong Start conditional admit program for students and welcomed the opportunity to review and potentially revise textbook and course outcomes.

The committee also discussed the advisement requirements for YSU 1500 course instructors. As explained by committee member Dr. Claire Berardini, associate provost for Student Success at YSU, embedding advisement within YSU 1500 is intended to increase the amount of time first-year students spend with an academic advisor and the level of engagement in the advising process for these students. Presently, the course model moves traditional first year advising time/engagement from once per semester (averaging 20 minutes of engagement) to a semester-long embedded experience throughout YSU 1500, with the goal of such advising increasing student retention and persistence toward graduation rates.

To assess the effectiveness of this initiative and others embedded in YSU 1500, the committee recommended reviewing the course learning outcomes to assess what is working and identify areas for improvement moving forward. The committee also recommended a review of all YSU 1500 assessment and evaluation data and the consequent development of an assessment and evaluation report to assess the achievement of course learning outcomes and the course's impact on student persistence rates beyond the first semester, further recommending that any revision decisions to YSU 1500 be based in part on the assessment and evaluation data.

Additionally, the committee recommended a review of course syllabus and materials to ascertain their alignment with achievement of course learning outcomes and identify areas where improvements could be made to help students achieve course learning outcomes. It was also suggested that representatives from YSU's Office of Housing and Residence Life be invited to future committee meetings to discuss first year

experience activities traditionally offered in Fall and Spring semesters designed to increase residence learning opportunities.

PROPOSED CHANGES TO ANY AREA OTHER THAN CHARGE AND COMPOSITION:

The Academic Senate First Year Experience Committee and the YSU Student Success Taskforce should be required to work together to evaluate course learning outcomes and coordinate student engagement activities that support academic success and student persistence beyond the first year at YSU.

YSU Division of Student Success [<https://ysu.edu/student-success>]

Charges

<i>First Year Experience Committee</i>	<i>Student Success Taskforce</i>
<ul style="list-style-type: none"> • Reviewing best practices of FYE. • Make recommendations for FYE course and other first year activities. • Ensure the FYE (including YSU 1500) at YSU aligns with the university mission. 	<ul style="list-style-type: none"> • To generate appropriate recommendations to the Academic Senate for objectives, strategies, and academic policies that would help guide student success. • This task force is not intended to supersede the charge of the Academic Standards Committee, but rather to complement its work.

University Division of Student Affairs Mission:

We enhance students’ collegiate experience by creating an inclusive environment which cultivates relationships, fosters a sense of belonging, encourages personal growth and responsibility, and strengthens their interpersonal and professional skills.

CORE VALUES

We will help students become their best selves by integrating these core values into the programs and services we offer:

- BELONGING:* Creating and maintaining connections to the YSU community
- INCLUSION:* Developing a campus community that fosters and celebrates differences and encourages cultural awareness
- INTEGRITY:* Aligning one’s values and actions, along with a willingness to hold others in the community accountable
- AUTONOMY:* Encouraging independence through promotion and education of healthy lifestyle choices
- RESPECT:* Valuing each member’s contributions towards our collective successes while treating others how you would like to be treated
- PASSION:* Helping students identify their passion as well as pursue it appropriately
- SERVICE:* Creating a sense of institutional pride that encourages community and civic engagement

Source: YSU Division of Student Affairs Mission Statement: <https://ysu.edu/student-experience/mission-statement>

Members

<i>First Year Experience Committee</i>	<i>Student Success Taskforce</i>
<ul style="list-style-type: none"> • Nicolette Powe, BCHHS (Chair) • Shelley Blundell, WCBA • Patrick Spearman, BCLASSE • Carol Lamb, CSTEM • Kyle Starkey, BCLASSE • Bill Vendemia, WCBA • VACANT, CCCA • VACANT, Student • VACANT, Student • Claire Berardini (Student Success), Admin. • Becky Varian, Rep of CSP (ex-officio) • Carol Bennett, Admin. 	<ul style="list-style-type: none"> • Jeff Coldren, BCLASSE (Chair) • AJ Sumell, WCBA • Morgan Bagley, BCHHS • Max Grubb, WCBA • Christina Saenger, WCBA • Alicia Prieto, CSTEM • Patrick Spearman, BCLASSE • VACANT, CCCA • Noor Khalayieh, Student • Charles Howell, Admin. • Jeanne Herman, Admin. • Claire Berardini, Admin.

Recommendations: (Note: The recommendations were developed based on meeting discussions which included individual meetings with FYE committee members and the chair of the Student Success Taskforce).

FYE Committee and Student Success Taskforce

- A review of the First Year Experience Committee and Student Success Taskforce charges and members to determine how the committee and taskforce members can work together to increase student retention and engagement.
- Updates to the YSU First Year Services website to reflect what has happened since YSU 1500 and other FYE changes were introduced in Fall 2020: <https://ysu.edu/first-year-student-services>

Course Implementation

- Continue offering YSU 1500, with appropriate revisions and adjustments made to the course syllabus (or curriculum) based on the review of all YSU 1500 assessment and evaluation data and the consequent development of an assessment and evaluation report to assess the achievement of course learning outcomes and the course's impact on student persistence rates beyond the first semester, further recommending that any revision decisions to YSU 1500 be based in part on the assessment and evaluation data.

- Continue the three Success Seminar courses started in Fall 2020, with continued and comprehensive course evaluation in all three seminars comparable to assessment and evaluation initiatives used for YSU 1500.
 - Strong Start (SS 1500) - Conditionally admitted students are advised by course instructor.
 - Honors 1500 - Prepares students for the expectations and requirements of the Honors Program.
 - YSU 1500 - Helps first-year students establish connections and become comfortable on campus.
- Coordinate additional activities to support YSU 1500, (i.e., Penguin Think).

Requirements

- Continue to allow transfer students with more than 30 semester credit hours to opt out of taking YSU 1500.
- Do not recommend making Success Seminar a graduation or general education requirement until after a comprehensive evaluation of all course data. Thus, no replacement course is needed.

Advisement

- CRM Advise_ DegreeWorks [which replaced UACHIEVE]– This program will help students identify degree progress throughout their enrollment.
- Academic advising should be personalized as much as possible so that the needs of the students, and the problems they are facing can be addressed early and in concert with additional student support services, further supporting student success.

Next Steps

- Develop a detailed strategic plan designed to promote diversity, equity and inclusion with the goal of improving enrollment and graduation rates.
- Identify meaningful strategies for involving the Office of Diversity, Equity, and Inclusion in the Student Success Taskforce and its initiatives.
- Develop comprehensive plan for each year of student enrollment.

- Review predicted future enrollment number for YSU metrics/analyses.

Activities to Support YSU 1500

- Reinstate Penguin Think (or comparable initiatives) to continue the common intellectual experience. The goals of PenguinThink are:
 - Involving incoming students with the campus and community through a mutual investigation of a common topic or theme.
 - Promoting Interdisciplinary collaboration and providing conference-style presentations for incoming students.
 - Providing opportunity for colleges and programs to collaborate and share ideas with students across campus.
- Continue requiring students to complete a Career Planning module by undergoing a career assessment and reviewing the outcomes with a staff member from the Office of Career and Academic Advising, or with staff members from college-specific career advisers or centers (i.e., WCBA Office of Career Management). Module objectives include:
 - Identifying students' interests, personality, and values
 - Recognizing self-awareness
 - Exploring career fields
 - Identifying in-demand careers
 - Developing self-reflection skills
- Based on assessment data and course evaluation, revise the Sexual Violence/Alcohol Awareness: Think About It program to meet the Campus SaVE Act requirement that colleges and universities provide sexual assault prevention and bystander intervention training. Module objectives include:
 - Form healthy relationships
 - Prevent sexual violence
 - Understand "hooking up" and sex in college
- Promote campus awareness programs, services, and activities (PenguinThink).

Assessment Benchmarks/Evaluation Metrics:

- Learning outcomes of the student success course (# of students met outcomes):
 - How was the achievement of learning outcomes assessed (graded submissions, # of students who developed four-year plan)?
- Evaluating student course completion rate (number of students enrolled (pass/fail rate, drop rate, withdrawal rate)).
 - How is the course monitored and tracked (students who completed the course, student GPA, student involvement with other university activities/services, # advisor meetings)?
- Evaluate course effectiveness and overall course impact (course instructor feedback, focus groups, # of course schedule changes by students)
- Course instructors return rate (how many instructors continue to teach the course).
- Fall 2020 ITL focus group with YSU 1500 course participants results.
- Assessment of student evaluations of course (will aid understanding of whether students found the course helpful, their assessment of instructor responsiveness, students' perceived value of the course, etc.).

Date **February 2021** Report Number (For Senate Use Only) _____

Name of Committee Submitting Report

**Joint Report from the Chairs of:
Academic Programs Committee
General Education Committee
University Curriculum Committee**

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

Appointed Chartered

Names of Members:

Tom Wakefield, Joe Palardy, Mary Beth Earnhardt

Upcoming Meetings:

None

Proposal:

Establish a University Curriculum Services Team that would provide leadership over matters involving all areas of curriculum process management.

The team would provide the following service to YSU:

- Lead university-wide curricular initiatives;
- Prepare proposals for Senate committees to consider;
- Communicate changes to curricular processes and rules;
- Provide technical assistance to faculty regarding the CIM program and process.

The team would consist of:

- UCC Chair (Tom Wakefield)
- Gen Ed Chair (Joe Palardy)
- APC Chair (Mary Beth Earnhardt)
- Provost Office Rep (Kevin Ball or Jenn Pintar)
- Registrar (Jeanne Herman)
- Registrar Staff (as deemed appropriate to the mission)
- Marketing Office Rep
- 1 administrative rep from each of the undergraduate colleges (either the Dean, or his/her preferred rep)
- 1 faculty rep from each of the undergraduate colleges (should be chair of the College Curriculum committee, unless this committee is chaired by an administrator)

Do you anticipate making a formal motion relative to the report? **Yes, we ask that Senate endorse this proposal.**

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**

NOTES: The various offices/committees that are charged with curricular planning and changes have no central organizing body. This has led to missed opportunities to create university-wide program models, a lack of holistic understanding of the curriculum process and concentration of knowledge in a few people. Many other universities have a curriculum team that serves as a solution to the problems listed above.

Report respectfully submitted by:

Mary Beth Earnhardt, Chair APC 2020-21 (Department of Communication)

Joe Palardy, Chair General Education Committee 2020-21 (Lariccia School of Accounting and Finance)

Tom Wakefield, Chair University Curriculum Committee 2020-21 (Department of Mathematics and Statistics)