

RECEIVED

MAY 26 1978

FOREIGN LANGUAGES

DYKEMA, CHRISTINE R.

FOREIGN LANGUAGES

TO : Full-Service Faculty, Administrators, and Student Government

FROM: Virginia Phillips, Secretary of the Senate

RE : SENATE MEETING
June 2, 1978, Schwebel Auditorium
4:00 p.m.

*Call Virginia Phillips
M/K*

~~May 23, 1978~~

AGENDA

1. Call to Order
2. ~~Approval of Minutes of May 26, 1978 Senate Meeting~~
3. ~~Report of the Charter and ByLaws Committee~~
4. Report of the Executive Committee
5. Report of the Elections and Balloting Committee
6. Reports of other Senate Committees
 - 778-33 Academic Affairs Committee - Change in Recalculation of GPA
 - 778-34 Academic Affairs Committee - Labor Studies Technology Program
 - 778-30 Academic Events Committee - Recognition of Retirees
 - 778-32 University Curriculum Committee - Child Care Technology Program
 - 778-35 Ad Hoc Calendar Committee - Early Semester System

7. Unfinished Business

8. New Business

9. Adjournment

*questions on reports of
Acad. Events
Senate Research*

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

Date 4-21-78

Report Number (For Senate Use Only) 778-33

Name of Committee Submitting Report Academic Affairs Committee

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

Appointed Chartered

Names of Committee members: Vice President Edgar, Dean Scriven, professors Kouzl, Khawaja, Hill, Quinby, Richley, Shuster, Skarcte, Vogel; Mr. Curry


Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The Committee recommends a change in Recalculation of Point Average as it appears on page 43 of the current undergraduate catalog.

Do you anticipate making a formal motion relative to the report? Yes

If so, state the motion: Move that the attached recommended change in Recalculation of the Point Average be approved.

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? Make decision at Senate meeting

Other relevant data: _____



Chairman (please initial)

Proposed change in policy:

Current catalog entry under Recalculation of Point Average on page 43.

"When a current undergraduate student repeats a course, the student may petition the dean of the school for a recalculation of the grade point average reflecting that repetition. Although courses are not deleted from the permanent record, the record is adjusted to reflect the inclusion of only the higher grade in the computation of the point average. The hours credited toward degree hours completed are those earned with the higher grades. Only undergraduate students currently enrolled in the University may request this recalculation privilege. A post-baccalaureate student is not eligible to petition for a recalculation unless both the course and the repetition are completed subsequent to the conferring of the degree. A student holding the two-year associate degree may petition after receiving the associate degree only if currently pursuing a baccalaureate degree."

Proposed change:

"A current undergraduate student may petition the dean of his school for a recalculation of his grade point average when he has legitimately repeated a course once and earned a higher grade in a course in which he previously received a grade of C or lower. If a student has received permission from his dean to repeat a course more than once and earns a higher grade, then all previous grades in that course will, upon an approved petition, be deducted from the calculation of the grade point average and only the last grade will be used in computation of the grade point average. In the case of the latter, the hours credited toward a degree will be those earned with the last grade. Although this policy provides for the recalculation of the grade point average, the student's permanent record will include all grades earned.

A post-baccalaureate student taking undergraduate courses is not eligible to petition for a recalculation unless both the course and the repetition are completed subsequent to the conferring of the degree. A student who has earned an associate degree may petition if currently pursuing a baccalaureate degree."

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

Date May 23, 1978

Report Number (For Senate Use Only) 778-34

Name of Committee Submitting Report Academic Affairs Committee

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

Appointed Chartered

Names of Committee members: Vice President Edgar, Dean Scriven, professors Kougl, Khawaja, Hill, Quinby, Richley, Shuster, Skarote, Vogel; Mr. Curry

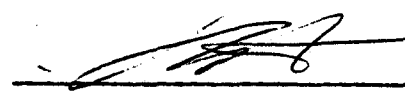
Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) A recommendation to approve a Labor Studies Technology Program as described in the attached documents.

Do you anticipate making a formal motion relative to the report? _____

If so, state the motion: To approve the Labor Studies Technology Program as attached to the agenda

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? Make the decision at the Senate meeting

Other relevant data: _____



Chairman (please initial)

7
Academic Senate Report
5-23-78

The attached Labor Studies Technology Program is recommended to include the following:

1. Cross-listing L.S. 501 between C.A.S.T. and History
2. Cross-listing L.S. 520 and 530 between Economics and C.A.S.T. (Note proposed change of L.S. 520 to L.S. 515)
3. An advisory council to Dean Paraska to make recommendations generally concerning the entire program and specifically make recommendations for the topics to be included in and the staffing for L.S. 640. The council would be composed of one representative each from Economics, History, Business Administration, and Labor Studies. Representatives would be appointed by the respective deans.

INTER-OFFICE CORRESPONDENCE

TO C.A.S.T. Curriculum Committee

DATE November 1, 1977

FROM N. Paraska

SUBJECT Labor Studies Technology

On March 17, 1977, the C.A.S.T. Curriculum Committee approved the proposed program in Labor Studies Technology and the new courses needed. Since that time the program has been under consideration by the University Academic Affairs Committee and the University Curriculum Committee.

Two programs have been approved by the Board of Regents (University of Toledo and Sinclair Community College). In each case, the program was approved to award the degree Associate in Labor Studies. Dr. Lerner, Vice-Chancellor for Two-Year Programs, informs me that all Labor Studies Technology programs will be approved by the Board of Regents to award the Associate in Labor Studies degree.

I have revised the original proposal to show this degree change. I am also including the updated curriculum and courses.

Please reconsider this program for award of the Associate in Labor Studies degree.

N. Paraska
N. Paraska

NP:lv

Enclosures:A/S

cc: Dr. Edgar

Approved 11-21-77
Gary L. Pilcher
GARY L. PILCHER
C.A.S.T. ACADEMIC
AFFAIRS COMMITTEE

Approved DEC 2 1977
N. Paraska

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-158	DATE REC'D; MAR 21 1977	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. (Department)

DELETION of _____ (Complete A and C) _____ (Chairperson's Sig./Date)

ADDITION of 640 (Complete B and C) _____ Coordinator

CHANGE of _____ (Complete A, B, and C), _____

W. Swank MAR 17 1977
(Dean's Signature/Date)

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

640. Labor Studies Seminar. Study of selected issues and problems on the basis of interest and need. May be repeated for a maximum of 12 q.h. Prereq or concurrent with: LS 501

1 - 4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Dr. Swan and others are qualified to teach this course.

APPROVALS:

<u>Henry J. Pelt</u>	_____	_____
School/College CC)	(UCC, if appropriate)	(Academic Senate)

<u>3-17-77</u>	_____	_____
(Date)	(Date)	(Date)

Returned

Circulated

Objected to

Appended to Senate minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-156	DATE REC'D: MAY 9 1977	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____
(Chairperson's Sig./Date)

ADDITION of 620 (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C),

(Dean's Signature/Date)
REVISED MAY 9 1977 *Thursha*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

620. Contract Administration. Study of contract content: fringe benefit areas and non-fringe areas of the contract; working conditions; training local union representatives to administer the contract; human relations at the workplace; fair representation; the grievance procedure and its function.
Prereq: LS 520

TP 3/4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Drs. Swan and Shipka are qualified to teach this course.

TP AND OTHER FACULTY

APPROVALS:

<u><i>Angie J. P. [Signature]</i></u> (School/College CC)	_____ (UCC, if appropriate)	_____ (Academic Senate)
<u>3-17-77</u> (Date)	_____ (Date)	_____ (Date)

returned
Circulated
Objected to
Appended to
Senate minutes

CURRICULUM PROPOSAL:
 YOUNGSTOWN STATE UNIVERSITY

UCC # 77-155	DATE REC'D: MAY 9 1978	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____
 (Chairperson's Sig./Date)

ADDITION of 610 (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C),

 (Dean's Signature/Date)

REVISED MAY 9 1978 *Draska*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

610. Administration of Unions. A general study of the characteristics of democratic leadership; jurisdictional lines, finances; administration (local, international, elections, constitutional conventions, membership); checks and balances; federations; political action. Prereq. or concurrent with: LS 501

W 3/4 q. h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Dr. Shipka is qualified to teach this course.

AND OTHER FACULTY ARE

APPROVALS:

John J. Blakely
 _____ (UCC, if appropriate) _____ (Academic Senate)
 School/College CC)

3-17-77 _____
 (Date) (Date) (Date)

Returned
 Circulated
 Objected to
 Senate minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-154	DATE REC'D: MAY 9 1979	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____ (Chairperson's Sig./Date)

ADDITION of 530 _____ (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C)

[Signature]
(Dean's Signature/Date)

REVISED MAY 9 1979

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

530. Negotiations. Review of the background of collective bargaining; bargaining goals (union and management); legal basis; wages-prices-profits-productivity; preparation of collective bargaining proposals, responsibilities of the parties in the bargaining process; strike procedures in bargaining. Prereq: LS 520

4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Drs. Shipka and Swan are qualified to teach this course.

TR AND OTHER FACULTY

APPROVALS:

[Signature]

(School/College CC) (UCC, if appropriate) (Academic Senate)

3-17-77

(Date) (Date) (Date)

Returned
Circulated
Objected to
Approved to
Senate Minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-153	DATE REC'D: MAY 11 1977	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

_____ C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____
(Chairperson's Sig./Date)

ADDITION of 520 (Complete B and C) _____
Coordinator

CHANGE of _____ (Complete A, B, and C) _____

[Signature] 11/1/77
(Dean's Signature/Date)
REVISED MAY 9 1977 *Marasha*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

520. Labor Law. A preliminary study of the legal agencies of government as they relate to the labor movement. Federal and state labor law--statutory and common--and how it applies to unions, employees, and employers. Prereq:LS 501

no 3/4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Dr. Swan is qualified to teach this course.

YP AND OTHER FACULTY ARE

APPROVALS:

<i>[Signature]</i> _____ (School/College CC)	_____ (UCC, if appropriate)	_____ (Academic Senate)
<i>3-17-77</i> _____ (Date)	_____ (Date)	_____ (Date)

Returned

Circulated

Objected to

Senate minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-152	DATE REC'D: MAY 11 1977	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T.

(Department)

DELETION of _____ (Complete A and C) _____
(Chairperson's Sig./Date)

ADDITION of 510 (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C)

(Dean's Signature/Date)

REVISED MAY 9 1977

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

510. Union Leadership Skills. An introduction to basic leadership skills, with emphasis on human relations, motivation, communication skills, decision-making, problem solving, parliamentary procedure.

TP ³ q. h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Dr. Robinson is qualified to teach this course.

TP AND OTHER FACULTY ARE

APPROVALS:

Ang L. P.H.
(School/College CC)

(UCC, if appropriate)

(Academic Senate)

3-17-77
(Date)

(Date)

(Date)

Returned
Circulated
Objected to
Senate Minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-151	DATE REC'D:	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. (Department)

DELETION of _____ (Complete A and C) _____ (Chairperson's Sig./Date)

ADDITION of 501 (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C)

[Signature] (Dean's Signature/Date)

REVISED MAY 9 1977 *[Signature]*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

501. Introduction to Organized Labor. An overview of the Labor Studies program designed to introduce the student to the many facets of the labor movement; growth of the working class, the industrial revolution, the development of unions.

4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Drs. Swan and Shipka are qualified to teach this course.

SWAN AND OTHER FACULTY

APPROVALS:

<i>[Signature]</i>	_____	_____
School/College (CC)	(UCC, if appropriate)	(Academic Senate)
<u>3-11-77</u>	_____	_____
(Date)	(Date)	(Date)

Returned
Circulated
Objected to
Approved by Senate Minutes

LABOR STUDIES TECHNOLOGY

<u>FIRST QUARTER</u>	<u>Class Hours</u>		<u>Credit Hours</u>			
	<u>Class</u>	<u>Lab</u>	<u>Basic</u>	<u>Non-Tech</u>	<u>Tech</u>	
English 550-Basic Composition I	4			4		
Psych 560-General Psychology	4		4			
L.S. 501-Introduction to Organized Labor	4				4	
L.S. 510-Leadership Skills	3				3	
	<u>15</u>		<u>4</u>	<u>4</u>	<u>7</u>	15 q.h.
<u>SECOND QUARTER</u>						
English 551-Basic Composition II	4			4		
Econ 520-Principles of Economics I	3		3			
L.S. 520-Labor Law	3				3	
PolitSc 600-Elements of Politics	3		3			
Socio 500-Fundamentals of Sociology	4		4			
	<u>17</u>		<u>10</u>	<u>4</u>	<u>3</u>	17 q.h.
<u>THIRD QUARTER</u>						
Econ 621-Principles of Economics II	3		3			
Acctg 605-Elementary Accounting	5				5	
L.S. 530-Negotiations	4				4	
Math Elective	5		5			
	<u>17</u>		<u>8</u>		<u>9</u>	17 q.h.
<u>FOURTH QUARTER</u>						
L.S. 610-Administration of Unions	3				3	
Speech 652-Business and Professional Speaking	3				3	
Science Elective	4		4			
Humanities Elective	4			4		
Elective	3			3		
	<u>17</u>		<u>4</u>	<u>7</u>	<u>6</u>	17 q.h.
<u>FIFTH QUARTER</u>						
L.S. 620-Contract Administration	3				3	
Mgmt 725-Fundamentals of Management	4				4	
H&Pe 590-Health Education	3			3		
Technical Elective	4				4	
Elective	3			3		
	<u>17</u>			<u>6</u>	<u>11</u>	17 q.h.
<u>SIXTH QUARTER</u>						
L.S. 630-Grievance Procedure	3				3	
L.S. 640-Labor Studies Seminar	1-4				1-4	
Technical Elective	4				4	
Elective	4-7			4-7		
	<u>15</u>			<u>4-7</u>	<u>8-11</u>	15 q.h.
<u>GRAND TOTAL</u>			26	25-28	44-47	98 q.h.

V. PROSPECTIVE ENROLLMENT

A survey of 393 union members in the Mahoning-Trumbull area resulted in 136 responses. 63 of these respondents indicated an interest to pursue the associate degree program, 89 indicated a desire to participate in selected Labor Studies courses, and 120 indicated they would encourage other members of their local to participate. This was a random sample of the more than 50,000 labor union members in this area. An initial enrollment of about 30 students is anticipated. Course offerings will be expanded to meet the needs of interested individuals as enrollments increase.

VI. REQUIRED RESOURCES

The eight new courses being added do not require any added physical facilities. It is proposed to use faculty already employed by the university supplemented by part-time faculty during the initial stage. Additional full-service faculty would be employed only when the workload would justify such action.

VII. SUMMARY AND CLASSIFICATION OF CURRICULUM

The proposed Labor Studies Technology curriculum is attached. The courses in the curriculum are classified as required by the Board of Regents staff. The course descriptions of the eight new courses are included. The curriculum is designed to conform to the associate degree program requirements of Youngstown State University and the criteria of the Ohio Board of Regents.

16

ASSOCIATE IN LABOR STUDIES DEGREE PROGRAM IN LABOR STUDIES

The College of Applied Science and Technology proposes to offer a two-year program in Labor Studies Technology to start admitting students in the Fall Quarter 1977. The information presented herein is a condensed version of the proposal to be submitted to the Ohio Board of Regents for approval.

I. THE PROPOSAL

It is proposed that a two-year program leading to the degree Associate in Labor Studies be established in

LABOR STUDIES TECHNOLOGY

Similar programs are being developed by The University of Akron, Cuyhoga Community College, Miami University (Hamilton Branch), Sinclair Community College and the University of Toledo.

II. THE PROPOSED CURRICULUM

The proposed curriculum attached hereto meets university requirements and the Ohio Board of Regents criteria for associate degree programs. Eight new courses are being added.

III. PROGRAM ADMINISTRATION

The proposed program will be administered by the College of Applied Science and Technology which is responsible for two year technical education programs.

IV. PROGRAM JUSTIFICATION

The six institutions developing these programs, led by the University of Toledo, have persuaded the Board of Regents staff to add Labor Studies Technology to the list of associate degree programs. Very strong pressure from the labor movement, particularly the United Auto Workers and United Rubber Workers, convinced the Ohio Board of Regents to authorize the development of Labor Studies programs by these six institutions. A survey of local union members shows strong support for such a program. This program will:

A. Provide a broader understanding and perspective of economic, social and political problems of our society and the role which unions and workers play in it;

B. Provide educational opportunities for individual growth and advancement; and

C. Equip members of labor organizations with technical skills needed to exercise their union and civic responsibilities, especially those arising in urban areas.

INTER-OFFICE CORRESPONDENCE

TO Dr. James Steele, Chairman, University Curriculum
CommitteeDATE May 4, 1978FROM N. Paraska

SUBJECT Labor Studies Courses

Submitted herewith are copies of course proposals for LS 501, LS 515 (formerly 520), and LS 530 with cross-listing added in conformance with the approval action of the Academic Affairs Committee. The number change of LS 520 to LS 515 is made to facilitate cross-listing with Economics Department where 520 is already used for another course.

The remaining Labor Studies courses remain as revised May 9, 1977.


N. Paraska

NP:gy

Enclosures: A/S

CC: Dr. Edgar
Dean Yozwiak
Dr. Beelen
Mrs. Mackall
✓ Dr. Hill

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-151	DATE REC'D:	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. (Department)

DELETION of _____ (Complete A and C) _____ (Chairperson's Sig./Date)

ADDITION of 501 (Complete B and C) Coordinator

CHANGE of _____ (Complete A, B, and C)

[Signature]
(Dean's Signature/Date)

REVISED MAY 9 1978

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

501. Introduction to Organized Labor. An overview of the Labor Studies program designed to introduce the student to the many facets of the labor movement; growth of the working class, the industrial revolution, the development of unions. **CROSS-LISTED AND IDENTICAL WITH HIST. 501.**

4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Drs. Swan and Shipka are qualified to teach this course.

TP AND OTHER FACULTY

CROSS-LISTING ADDED. 4 MAY 78

[Signature]

APPROVALS:

<i>[Signature]</i> _____ (School/College CC)	_____ (UCC, if appropriate)	_____ (Academic Senate)
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<u>3-11-78</u> _____ (Date)	_____ (Date)	_____ (Date)
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Returned
Circulated
Objected to
Senate Minutes

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-153	DATE REC'D:	IR CODE:
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----- DO NOT WRITE ABOVE THIS LINE-----

19 Returned

The following change in curriculum is hereby proposed:

_____ C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____
(Chairperson's Sig./Date)

ADDITION of ~~520~~ 515 (Complete B and C) _____
Coordinator

CHANGE of _____ (Complete A, B, and C) _____

(Dean's Signature/Date)
REVISED MAY 8 1977 *Maraska*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

⁵¹⁵
~~520~~ Labor Law. A preliminary study of the legal agencies of government as they relate to the labor movement. Federal and state labor law--statutory and common--and how it applies to unions, employees, and employers. Prereq:LS 501

CROSS-LISTED AND IDENTICAL WITH ECON. 515 70 ³/₄ q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Dr. Swan is qualified to teach this course.

VP AND OTHER FACULTY ARE

NUMBER CHANGED AND CROSSLISTING ADDED.

4 MAY 78
Maraska

APPROVALS:

<i>4 May 78</i> _____ (School/College CC)	_____ (UCC, if appropriate)	_____ (Academic Senate)
---	--------------------------------	----------------------------

<i>3-17-77</i> _____ (Date)	_____ (Date)	_____ (Date)
-----------------------------------	-----------------	-----------------

CURRICULUM PROPOSAL:

YOUNGSTOWN STATE UNIVERSITY

UCC # 77-154	DATE REC'D:	IR CODE:
-----------------	----------------------	----------

----- DO NOT WRITE ABOVE THIS LINE-----

The following change in curriculum is hereby proposed:

C.A.S.T. _____ (Department)

DELETION of _____ (Complete A and C) _____ (Chairperson's Sig./Date)

ADDITION of 530 (Complete B and C) _____ Coordinator

CHANGE of _____ (Complete A, B, and C) _____

(Dean's Signature/Date)

REVISED MAY 9 1978 *Paraske*

SECTION A:

If you propose to DELETE or CHANGE an existing course, use the blank space to the right to paste in a clear photocopy of the course description, as it appears in the current YSU catalog.

SECTION B:

If you propose to ADD or CHANGE a course, provide the course description below, precisely as you would expect it to appear in the next issue of the YSU catalog.

530. Negotiations. Review of the background of collective bargaining; bargaining goals (union and management); legal basis; wages-prices-profits-productivity; preparation of collective bargaining proposals, responsibilities of the parties in the bargaining process; strike procedures in bargaining. Prereq: LS ~~520~~ 515

CROSS-LISTED AND IDENTICAL WITH ECON 530.

4 q.h.

SECTION C:

Provide below your justification for the curriculum proposal you have offered, using additional sheets if necessary. If the proposal is for a new course, list faculty qualified to offer the course. If you propose a new or changed course which will require special library and/or physical plant facilities, give assurances that these support services are or will be available.

This course is part of an associate degree program in Labor Studies being developed to meet needs of labor organizations. Drs. Shipka and Swan are qualified to teach this course.

AND OTHER FACULTY

PREREQ NO. CORRECTED AND CROSS-LISTING ADDED, 4 MAY 78

APPROVALS:

John J. Blat.

(School/College CC)

(UCC, if appropriate)

Paraske

(Academic Senate)

3-17-77

(Date)

(Date)

(Date)

20 Returned

Circulated

Objected to

Senate Minutes

Date 5/17/78

Report Number _____

Name of Committee Submitting Report Academic Events Committee

Committee Status: Chartered

Names of Committee members Floyd Barger, Gail Hedrick, Morris Slavin
Bill Hulsopple, Jaunita Roderick, Elmer Folvary, Don Byo, Charles Reid
Bernice Brownlee, Nini Rossi (student)

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

The Academic Events committee met on Wednesday, May 10 with Taylor Alderman. He responded to the questionnaire sent to many faculty members about ways to implement recognition of retirees. He shared with us the variety of ways faculty are recognized and questioned if one faculty ceremonial event each year might become an annual spring event. Discussion followed.

The following was stated as a recommendation to the Senate:

A faculty dinner and ^{ceremonial} event should be planned each year. The cost of the retirees dinners being absorbed by others attending. Individuals to be honored that evening would include: Faculty retirees, [Ten distinguished professors, Watson award recipients, Nine ~~Sabbatical~~ ^{of Ten} research professors, Faculty promotions.] The most appropriate month for this to occur is May. The location should be Kilcawley facility. This event would not deter in any way separate functions for retirees held by individual departments. Plans for the event should be under the direction of vice president for personnel, Taylor Alderman.

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? YES

Gail Hedrick
Chairman

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

Date May 19, 1978 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report University Curriculum Committee

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

Names of Committee members: Dr. Margaret Braden, John Grim, Dr. William Jenkins, Roger Krause, Dr. Ronald Jonas, Dr. Philip Munro, Dr. David Robinson, Dr. James Sreele, Dr. Calvin Swank, Harold Yiannaki

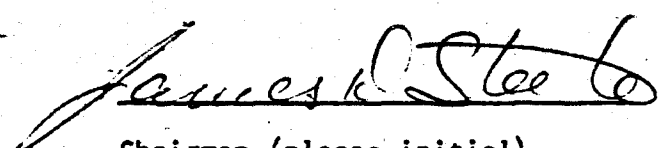
Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Shortly after the first of the year, H.E. submitted to the UCC a program in Child Care Technology. This program generated many objections. This is to report on the disposition of those objections.

Do you anticipate making a formal motion relative to the report? I will request a motion to be made.

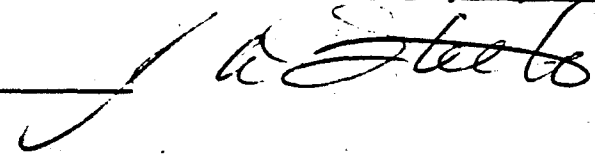
If so, state the motion: I request the following motion: "The recommendations of the UCC be accepted regarding Home Economics 531, 532, 631, 706 and 707."

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? Yes

Other relevant data: _____


Chairman (please initial)

INTER-OFFICE CORRESPONDENCE

TO Virginia PhillipsDATE May 19, 1978FROM Dr. James Steele, UCC Chairman

SUBJECT

The H.E. courses of the Child Care Technology Programs were circulated in the prescribed manner, and they generated objections from Elementary Ed Guidance and Counseling, Sociology and Anthropology and Psychology. Consequently, an informal meeting was arranged for all involved in order for compromises/explanations to be made. Subsequent to that meeting H.E. sent a memo (on 4-19-78) to all involved modifying their position on some courses, withdrawing others, and standing fast on others.

As a result of this memo, all objections were withdrawn except from Psychology to H.E. 531, 532, 631, 706 and 707.

On May 8, the UCC called for a hearing involving H.E. and Psychology. On essence, Psychology argued that the courses were duplicative and H.E. argued that the proposed courses were not academically oriented but highly technical. Subsequent discussion led to a slight change in the titles of three courses to indicate their technical orientation.

Psychology indicated that their concerns were largely met especially if ~~some~~ minor changes were made in course syllabi.

Psychology withdrew their objections to 706 and the following actions were taken by the UCC:

1. The U.C.C. recommends to the University Senate that HE. 512, 531, and 532 as amended be added to the University inventory of courses.
2. The U.C.C. recommends to the senate that H.E. 707 remains a cross listed course and that no change take place as to where the course is "housed".

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

Date May 22, 1978

Report Number (For Senate Use Only) 778-35

Name of Committee Submitting Report Ad Hoc Calendar Committee

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

Ad Hoc

Names of Committee members: Barbara Brothers, James Dale, Richard Jones, N. Paraska (Chairman), Lowell Satre, James Scriven, Robert Smith, Anthony Koury, Barbara Gazdik, Bill Yeaton

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The committee reviewed the results of previous studies, polled the faculty and students, obtained information about the trends in changes in academic calendars, and considered advantages and disadvantages of a change to an early semester calendar. The committee is recommending a change to an early semester calendar no earlier than fall 1980 and submits recommendations for making the conversion.

Do you anticipate making a formal motion relative to the report? Yes

If so, state the motion: 1.) Move that YSU change from the present Quarter calendar to an early semester calendar no earlier than fall 1980.

2.) Move that the senate accept the Committee's report as its recommendation to the president for the conversion.

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? No

Other relevant data: The Committee has fulfilled its mission.

N. Paraska

Chairman (please initial)

REPORT

Ad hoc Calendar Committee

The Ad hoc Calendar Committee was appointed in the fall of 1977 by President John Coffelt at the request of the Academic Senate to study the desirability of adopting the early semester system at Youngstown State University, to make a recommendation to the Academic Senate and to report its findings to the President.

The committee was guided in the study by the suggestions contained in the memorandum from Robert Ameduri to President Coffelt, dated April 20, 1977 (Appendix A). Included herein are the summaries which provide information on a sample calendar, estimated administrative cost savings, information from Miami University on their experience making the conversion, the results of faculty and student polls, and educational advantages and disadvantages of the semester system. The most relevant information we could find in educational philosophy was that faculty at other major universities as well as our own faculty, who were to have responded to the poll on the basis of their judgement about the academic desirability of such a system, find the system preferable. No departments were asked to study the conversion process since it can be done as evidenced by departments at Miami, Akron, and Kent who have already completed the changes.

The committee voted unanimously in favor of Youngstown State University adopting the early semester system.

Background

Calendar changes are fairly common. One survey found that between 1970 and 1974 about half of America's colleges and universities underwent calendar changes. National trends in calendar changes are tabulated below.

<u>Prior To</u>	<u>No. Inst. Reporting</u>	<u>Traditional Semester</u>	<u>Early Semester</u>	<u>Quarter</u>	<u>Trimester</u>	<u>4-1-4</u>	<u>Other</u>
1967-68	2316	1756-76%	71-3%	360-16%	81-3%	6-0 %	42-2%
1970-71	2475	895-36%	680-27%	539-22%	73-3%	186-8 %	102-4%
1971-72	2475	637-26%	860-35%	542-22%	77-33%	236-9 %	123-5%
1972-73	2450	354-15%	976-40%	585-24%	81-3%	329-13%	125-5%
1973-74	2722	308-12%	1170-43%	653-24%	77-3%	393-14%	121-4%
1976-77		7%	48%	24%	3%	13%	

Most of the colleges in western Pennsylvania now use either the early semester or 4-1-4 systems. In Ohio, Miami University adopted the early semester system in 1976, the University of Akron adopted it effective fall 1978 and Kent State University will adopt it in fall 1979.

The history of this issue at Youngstown is summarized below.

Till 1967 - Use of the traditional semester system.

1967 - Adoption of the quarter system when joining the Ohio State System in compliance with a Board of Regents regulation that all members of the state system use the quarter system.

1974 - Modification of the above regulation to permit use of either the quarter or early semester system.

1975 - Survey of departments conducted by Vice-President Edgar. This survey showed a mixed response with no preference for changing systems.

1976 - Appointment of a Senate Committee to study the issue extensively. This committee attempted to isolate all the variables that would be affected by changing systems, estimate the effect on each variable, then determine faculty and student response to these effects.

1977 - Senate Committee presented a 30-page report. The general conclusions were:

- 1. A faculty poll showed considerable support for the variable changes that would be produced by an early semester system.
- 2. A student poll showed opposition to changes in variables that were clearly related to changing systems but support for many of the variable changes less clearly related to changing systems.
- 3. A survey of administrators produced estimates that an early semester system would save around \$50,000 and a large amount of administrative effort.
- 4. Greater utilization of University facilities appear possible.
- 5. There was enough support for a calendar change to justify more extensive study of the issue.

1977 - Appointment of a Presidential Committee to study the issue in more detail. This report presents the results of the committee's deliberations.

ADVANTAGES AND DISADVANTAGES OF THE EARLY SEMESTER CALENDAR

The report of the earlier ad hoc Calendar Committee (November 18, 1978) presented as a conclusion that the long-term effect of a change to the early semester calendar would be beneficial overall, based on a variety of data collected by the Committee, including the results of questionnaires completed by students, faculty and administrators on this campus.

Benefits of the early semester calendar as perceived by the present ad hoc Calendar Committee are essentially the same as those noted by the earlier Committee and by other institutions, including Miami University (Ohio). These advantages and corresponding disadvantages are:

Advantages

1. The early semester calendar is generally consistent with K-12 systems.
2. Possible benefits and savings may result from classes not being in session during severe weather.
3. The spring term ends in May, affording better opportunities for summer employment.
4. The number of final exam periods is reduced from three to two.
5. The spring term contains a one week vacation.
6. More time between terms for reporting grades, notifying students of their status, and preparing for the next term's classes.
7. One less term beginning and ending which reduces advising, registration, orienting and adjusting to new students, syllabi, finals, etc.
8. More time to get to know the students and to evaluate them and for material to be assimilated.

Disadvantages

1. The fall term ends very close to Christmas.
2. The fall terms start soon after summer school ends.
3. Students ordinarily take more courses each term and thus take more final exams each time.
4. The fall term will run for sixteen weeks with only a four day break at Thanksgiving.
5. Fewer opportunities for students to change courses, majors, career goals.
6. Fewer courses will be offered, each with greater course content.
7. Fewer terms available to work through series of courses involving prerequisites.

CALENDAR (continued)Advantages

9. More consistent with textbooks which are usually written for semesters.
10. Longer terms favor developmental teaching style.
11. Possible fuller utilization of classrooms by eliminating the empty days often created by our current average course which meets four days a week.
12. Greater possibility of scheduling days with no classes.
13. Most courses meet every other day providing more time for material to be absorbed.
14. Change of average teaching load from nine to eight courses per year.
15. Curricular housecleaning will be possible.
16. The earlier Committee's report indicated possible annual savings of \$50,000 per year in some administrative functions.
17. The cash flow for the University will be improved.

Disadvantages

8. Students will have to pay their annual tuition in two payments instead of three.
9. Change of average full teaching load from three to four courses per term.
10. A great deal of work results.

Procedure for Conversion

The Ad Hoc Calendar Committee strongly recommends that several ad hoc committees be set up to aid in the transition to the early semester calendar. The proposed committees, including their responsibilities and membership, are as follows:

Reporting to the Senate:

Co-ordinating Committee. A co-ordinating committee, representing the various interests of the university community, must be set up to coordinate the transitional activities. This committee would determine what decisions need to be made, assign tasks to the proper people and/or committees, and have authority to recommend the instituting of additional committees. Membership should include a dean, a chairperson, four faculty members, each from a different college; graduate dean; two students; and a representative of the Office of Admissions and Records and the Vice-President of Financial Affairs. At least some of this membership should be drawn from the present Ad Hoc Calendar Committee, in order to provide some continuity.

Reporting to Co-ordination Committee:

1. Conversion Guidelines Committee. A guidelines committee would draw up the basic rules for conversion of courses as well as general education requirements from quarter to semester and for scheduling patterns of classes. Membership should include a dean, a chairperson, six faculty members with one from the colleges of Applied Science & Technology, Business Administration, Education, Engineering, Fine and Performing Arts and three from Arts and Sciences; two students; and one academic advisor not from Arts and Sciences.

2. Calendar Committee. A calendar committee would draw up recommendations as to the structure of the academic calendar, including, approximate dates for beginning and ending classes, for withdrawing from a class, for commencement, spring break, for alternative summer terms, etc. Membership should include a dean, a chairperson, three faculty members, two students, a representative of the Office of Admissions and Records, and the Vice-President for Academic Affairs or his representative.

3. Catalog Committee. This committee would review the contents of the present catalog and remove any inconsistencies from the new catalog, prepare guidelines for descriptions of the various programs, and organize the material for the new catalog. Membership should include a dean, a chairperson, two faculty members, two students, a representative from public relations, and a representative of the Office of Admissions and Records.

The appointments to these committees should be made as quickly as possible by the President in consultation with the Senate Executive Committee. The colleges/schools and academic departments will also have to set up committees dealing with the conversion.

The committee recommends that the Early Semester System be instituted Fall, 1980. To meet that deadline, the following dates (approximate) would have to be observed:

January, 1979	Conversion guidelines finalized.
March, 1979	General Education and College/School Curriculum requirements set.
September, 1979	Departmental conversions completed.
January, 1980	Final Approval of courses and programs
February, 1980	Catalog deadline.

Committee Recommendations

The committee recommends conversion to the early semester calendar and adoption of the following motions:

1. Move that Youngstown State University change from the present Quarter calendar to an early semester calendar no earlier than fall 1980.
2. Move that the senate accept the Committee's report as its recommendation to the president for the conversion.



N. Paraska
Chairman
Ad Hoc Calendar Committee

NP:lv

Appendices:

- A. Ameduri's Memorandum
- B. Results of Faculty Poll
- C. Results of Student Poll
- D. Excerpts from Miami
- E. Sample Academic Calendar



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

RECEIVED

APR 20 1977

President's Office

The School of Education

MEMORANDUM

April 20, 1977

To: President John Coffelt.

From: Dr. Robert A. Ameduri. *Robert A. Ameduri*
Chairman of the Senate Executive Committee

The recommendations of the ad hoc Calendar Committee are attached. The committee concluded that in terms of the information it had, the time and resources to develop changing to an early semester system appears to be desirable. However, a decision of this magnitude merits the development of additional information of the type that can be collected more effectively by a smaller committee with more extensive time and resources.

The areas which need more extensive study by such a committee are listed under item 4 of the attached recommendations.

Some suggestions,

- 4a. The fine details include precise data for term beginnings and endings, registration, etc., the daily schedule of class periods, the number of credit hours in majors, minors, and area requirements, etc.
- 4b. Precise estimates of administrative costs and benefits require specification of the details in 4a above.
- 4c. A preliminary study of the conversion process should be done by one or two representative departments.
- 4d. Finding relevant educational research will require a lot of time by someone experienced in the area.
- 4e. Assessing the effects of coordinating a calendar change with Kent State and Akron U. requires expertise on the administrative levels.
- 4f. Miami's experience with its change should be studied carefully.
- 4g. When all the relevant information is collected some procedure must be developed for assessing the wishes of all the groups involved.

If I can be of further assistance, please notify me.

cc Dr. Earl E. Edgar, Vice President for Academic Affairs

EARLY SEMESTER SYSTEM

Faculty Poll

Do you want to change from the present Quarter System to an Early Semester System?

	<u>Undecided</u>	<u>No</u>	<u>Yes</u>	<u>Totals</u>
Arts & Sciences	16	54	70	140
Engineering	1	6	14	21
Business	3	8	16	27
Fine & Performing Arts	4	6	18	28
Education		5	17	22
College of Applied Science and Technology	6	5	25	36
Notknown	<u> </u>	<u> 1 </u>	<u> </u>	<u> 1 </u>
TOTALS	30	85	160	275

Assuming that the change is made, which do you prefer, to start before Labor Day or after Labor Day?

	<u>Did Not Indicate Choice</u>	<u>Before Labor Day</u>	<u>After Labor Day</u>	<u>Totals</u>
UNDECIDED	5	11	14	30
NO	5	14	66	85
YES	<u> 5 </u>	<u> 61 </u>	<u> 94 </u>	<u> 160 </u>
TOTALS	15	86	174	275

TABULATION OF THE RESULTS OF THE

EARLY SEMESTER CALENDAR
Student Opinion Survey

1.

The University is considering a change to the "early semester" calendar which has become the common college calendar. In Ohio, Miami University adopted it in 1976, Akron will adopt it in 1978, Kent in 1979. If YSU changes, it would commence Fall 1980 or later. This would mean a number of changes - some of which are listed below.

PLEASE CIRCLE THE LETTER THAT INDICATES YOUR PREFERENCE ON THE FOLLOWING QUESTIONS.

- | | <u>Desirable</u> | No
<u>Difference</u> | <u>Undesirable</u> |
|---|--|-------------------------|--------------------|
| 1. The academic year would start in early September and end in mid May. | A - 434 | B - 221 | C - 185 |
| | (Circle letter to indicate your preference.) | | |
| 2. There would be two 15 week terms rather than three 10 week terms. | A - 256 | B - 161 | C - 424 |
| 3. It would be possible to schedule classes either MWF or TTh. | A - 454 | B - 264 | C - 123 |
| 4. Your yearly tuition would be paid in 2 parts instead of 3. | A - 209 | B - 336 | C - 297 |
| 5. Would a 15 week term make it <u>easier</u> or <u>harder</u> for you to coordinate your work and class schedules? | | | |
| 168 - A. <input type="checkbox"/> easier | | | |
| 311 - B. <input type="checkbox"/> no difference | | | |
| 326 - C. <input type="checkbox"/> harder | | | |
| 36 - D. <input type="checkbox"/> not applicable | | | |
| 6. If YSU changed to an "early semester" calendar, would you probably transfer to another university or college? | | | |
| 90 - A. <input type="checkbox"/> yes, would probably transfer | | | |
| 573 - B. <input type="checkbox"/> no | | | |
| 177 - C. <input type="checkbox"/> not sure | | | |

Write comments here.

APPENDIX C

Please return this questionnaire at the checkout point.

RECAP OF STUDENT OPINION SURVEY ON EARLY SEMESTER CALENDAR

<u>QUESTIONS</u>	<u>May 8</u>	<u>May 9</u>	<u>May 10</u>	<u>May 11</u>	<u>May 15</u>	<u>May 16</u>	<u>May 17</u>	<u>May 18</u>	<u>TOTAL</u>
1. A.	56	52	48	53	58	63	53	51	434
B.	26	35	35	26	29	23	19	28	221
C.	29	27	29	22	20	20	18	20	185
2. A.	36	31	36	25	39	30	30	29	256
B.	19	26	12	14	23	20	18	29	161
C.	57	57	64	61	46	58	42	39	424
3. A.	59	61	59	53	61	61	49	51	454
B.	33	33	32	31	33	32	29	41	264
C.	21	20	20	16	14	14	13	5	123
4. A.	25	31	25	25	26	31	27	19	209
B.	50	41	41	38	40	42	32	52	336
C.	39	39	47	38	41	35	30	28	297
5. A.	25	21	24	16	19	21	23	19	168
B.	40	44	37	31	46	45	31	37	311
C.	43	45	48	49	35	36	33	37	326
D.	5	4	3	2	6	7	3	6	36
6. A.	17	14	13	9	10	11	9	7	90
B.	80	83	71	63	80	69	59	68	573
C.	15	17	27	28	17	28	22	23	177

Excerpts - Miami University Conversion Savings

Expendable supplies, postage, computer time, etc. The reduced number of billings, registrations, housing assignments, and similar transactions leads to a reduction in volume of forms used, mailings required, computer processing, and other direct expenses. For example, in the fiscal year ending June 30, 1976, according to the allocations procedures used in the Accounting Office, the Registrar's Office had \$231,368 of attributed computer charges. The following year, the first under the early semester calendar, corresponding charges were \$220,702, a reduction of \$10,666.

Wages and benefits for persons employed specifically to administer term starting and closing activities. For example, a few temporary employees are hired to assist with registration. With fewer registration periods there is a direct reduction in such expenditures.

Allocated personnel costs. If one did an activity analysis of many individual University employees, one would find that of that person's annual work effort x hours were spent on start-up and wind-down activities. Elimination of one transition period means a proportionate reduction in those hours, making the recovered time available for doing something else.

The Bursar's Office has fewer fee collections to process; the professor has fewer final exams to prepare and grade; the Librarian has fewer reserve collections to assemble and return to the general collection; the Registrar has fewer grades to post to the permanent records; the bookstore has fewer transactions to complete; etc. In any accurate cost accounting these reductions would show as significant savings.

For example, in 1976-77, if each person budgeted to Instruction and Departmental Research, The Registrar's Office, and to the Business Office saved one hour, a savings of at least \$10,615 would have resulted. This is a non-recoverable saving since it is distributed among so many different people and functions. The staff could not be reduced. However, all these individuals have more time to devote to other activities.

Although there has not been a reduction in staff, we have been able to realize the benefit of having more time to do those things which weren't being done before under the quarter calendar. I believe that we are doing a better job of giving service to the students and faculty under the semester calendar. The Second Semester is where the time is saved. During the First Semester, you are still working with Second Semester registration, production of the catalog, production of the Summer Session schedule, and the production in December of a Course Planning Guide. So the level of activity is still about the same in the Fall but it does lessen in the Second Semester.

YOUNGSTOWN STATE UNIVERSITY

Fall 1980

Orientation and Registration of Admitted New, Transfer, and Former Students (Payment Due at Registration)	Tues., Aug. 26, 1980
Late and Final Registration (Payment Due at Registration)	Wed., Aug. 27, 1980 Thurs., Aug. 28, 1980
Change of Registration	Fri., Aug. 29, 1980
Semester Begins	Tues., Sept. 2, 1980--0800
Last Day for Adds	Mon., Sept. 8, 1980--2000
Last Day to Apply for Graduation	Mon., Sept. 15, 1980--1700
Last Day for W	Mon., Oct. 13, 1980--2000
Legal Holiday--University Closed	Tues., Nov. 11, 1980
Thanksgiving Academic Break Begins	Wed., Nov. 26, 1980--2300
Thanksgiving Academic Break Ends	Mon., Dec. 1, 1980--0800
Final Examinations Begin	Wed., Dec. 17, 1980--0800
Semester Ends	Tues., Dec. 23, 1980--2300
Commencement	Undetermined

15 Mondays, 15 Tuesdays, 15 Wednesdays, 14 Thursdays, 14 Fridays

Total: 73 Days

YOUNGSTOWN STATE UNIVERSITY

Spring 1981

Orientation and Registration of Admitted New, Transfer, and Former Students (Payment Due at Registration)	Wed., Jan. 21, 1981
Late and Final Registration (Payment Due at Registration)	Thurs., Jan. 22, 1981
Change of Registration	Fri., Jan. 23, 1981
Semester Begins	Mon., Jan. 26, 1981--0800
Last Day for Adds	Sat., Jan. 31, 1981--1100
Last Day to Apply for Graduation	Mon., Feb. 2, 1981--1700
Legal Holiday--University Closed	Mon., Feb. 16, 1981
Last Day for W	Sat., Mar. 7, 1981
Final Examinations Begin	Mon., May 11, 1981--0800
Semester Ends	Sat., May 16, 1981--1430
Commencement	Sat., May 23, 1981--1000

14 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays

Total: 74 Days

YOUNGSTOWN STATE UNIVERSITY

Summer 1981

Orientation/Registration of Admitted New, Transfer and Former Students (Payment Due at Registration)	Wed., June 10, 1981
Late and Final Registration (Payment Due at Registration)	Wed., June 10, 1981
Change of Registration	Thurs., June 11, 1981
Semester Begins	
Full 10 Week Term	Mon., June 15, 1981
First 5 Week Term	Mon., June 15, 1981
Last Day for Adds - first term	Fri., June 19, 1981
Last Day for Adds - full term	Sat., June 20, 1981
Last Day to Apply for Summer Semester Graduation	Mon., June 22, 1981
Legal Holiday	Fri., July 3, 1981
Last Day for W - first term	Mon., July 6, 1981
Last Day for W - full term	Fri., July 24, 1981
First Term ends (examinations to be administered during last scheduled class period)	Sat., July 18, 1981
Second Term Begins	Mon., July 20, 1981
Last Day to Add	Fri., July 24, 1981
Last Day for W	Sat., Aug. 8, 1981
Second Term and Full Term End (Examinations to be administered during last scheduled class period)	Sat., Aug. 22, 1981
Commencement	Sat., Aug. 29, 1981

First Term - 5 Mondays, 5 Tuesday, 5 Wednesdays, 5 Thursday, 4 Fridays

Second Term - 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays