

UNIVERSITY PROMOTIONS COMMITTEE

Recommended Promotions
1975-76

PROMOTION:

DEPARTMENT:

Associate to Full Professor

- | | |
|-------------------------|--|
| 1. DI GIULIO, Robert | Guidance, Counseling & Pupil Personnel |
| 2. DOMONKOS, Leslie | History |
| 3. HARE, Mary Virginia | English |
| 4. KIRIAZIS, James | Sociology |
| 5. PEJACK, Edwin | Mechanical Engineering |
| 6. SAMPLE, Duane | Dana School of Music |
| 7. SPIEGEL, Leonard | Chemistry |
| 8. SWEENEY, Christopher | Psychology |
| 9. VOGEL, Donald | Dana School of Music |

Assistant to Associate Professor

- | | |
|-----------------------|-----------------------------|
| 1. BABISCH, Joseph | Art |
| 2. BARRETT, Eugene | Health & Physical Education |
| 3. BISHOP, Edwin | Physics |
| 4. BROWN, Dean | Mathematics |
| 5. BUONI, John | Mathematics |
| 6. EMINHIZER, Eugene | Philosophy |
| 7. FAIRES, Douglas | Mathematics |
| 8. GAY, Carol | English |
| 9. HENKE, James | English |
| 10. KOCINSKI, Marilyn | Health & Physical Education |
| 11. KULCHYCKY, George | History |
| 12. LINKHORN, Renee | Foreign Languages |
| 13. LONG, Joseph | Management |
| 14. LUKIN, Marvin | Chemistry |
| 15. MADDICK, Russell | Art |
| 16. MITCHELL, Richard | Art |
| 17. MOONEY, Edward | Physics |
| 18. MORRISON, James | Psychology |
| 19. PHILLIPS, Richard | Chemistry |
| 20. RONAGHY, Hassan | Economics |
| 21. RONDA, James | History |
| 22. SATRE, Lowell | History |
| 23. YEMMA, John | Biological Sciences |

Instructor to Assistant Professor

- | | |
|----------------------|--------------------------------|
| 1. GARTLAND, Beverly | Sociology |
| 2. GUBSER, Marie | Special Studies |
| 3. HARRIS, Larry | Dana School of Music |
| 4. JEFFREY, Helen | Nursing |
| 5. SCHEETZ, Anne | Nursing |
| 6. STEPHENS, David | Geography |
| 7. TAYLOR, Ronald | Advertising & Public Relations |

YOUNGSTOWN STATE UNIVERSITY

STUDENT RECORDS POLICY

I. INTRODUCTION

- A. The major purpose for maintaining student information at Youngstown State University is based upon the University's objective of providing for the optimal educational development of its students. Therefore, only the information germane to that purpose should be maintained, collected, and processed. The collection, retention, and dissemination of information about individual students should be based on the following two criteria: (1) to enable the University to better serve its objectives, and (2) to strengthen the efforts to protect students from any damage that might result from a misuse of the information.
- B. General principles regarding this policy are:
1. Professional judgement, common sense, and a high regard for ethical practice should guide the use of student information by all University personnel. Demonstrated academic interest based upon the "need to know" must be the guide to the transfer of student information.
 2. In no way should any provisions of this policy be construed as a limitation upon the University's ability to help or assist the individual student or student groups. The ability to help or assist students is the overriding thrust and intent of this document, and should be the primary impetus in the implementation of this policy.
 3. When mandated by law, court order, or summons, the University will transmit to court, to governmental agencies, or to parents certain information pertinent to the student's progress within the University. In such instances the University shall notify the student of releasing the information, in advance if time permits.
 4. Subsequent state or federal law supersedes the guidelines and procedures of this policy.

II. DEFINITION OF TERMS

- A. For purposes of this policy, file and records shall be used to indicate any discrete gathering of information relating to an individual which is stored in a fashion to facilitate recovery of that information by reference to the individual.
- B. The following files or records are deemed official student records and covered by this policy:
1. The Official Academic Record is the "permanent record card" plus supporting written documents and files maintained by the Office of Admissions and Records. The Dean of Admissions and Records is the official custodian of these records and the Dean, or designee, is the only one legally authorized to speak for the University regarding them.
 2. Advisement Records are the materials maintained in the College and academic departmental office for the use only in advising and/or preparing the recommendations for state certification. These are not to be confused with the aforementioned official academic record.
 3. Discipline Records including preliminary notification, proceedings, results, and action taken as a result of disciplinary committee hearings, are maintained in the Office of the Dean of Student Affairs. The Dean of Student Affairs is the official custodian of these records and the Dean, or designee, is the only one who is legally authorized to speak for the University regarding them.
 4. Counseling Records include the confidential information retained about individual students in the University Counseling Center. The Director of the Counseling Center is the official custodian of these records.
 5. Financial Aids Records including application, parents' confidential statement, need analysis form, promissory note, employment and other related information, are maintained in the Office of Financial Aids. The Director of Financial Aids is the official custodian of these records and the Director, or designee, is the only one who is legally authorized to speak for the University regarding them.

II. DEFINITION OF TERMS (Continued)

- B. 6. Placement Records including applications, resumes, letters of reference, and related information are maintained in the office of Career Planning and Placement. The Director of Career Planning and Placement is the official custodian of these records and the Director, or designee, is the only one who is legally authorized to speak for the University regarding them.
- 7. Health Records including physical examination forms, physician's notes and related information are maintained in the Health Clinic. The Dean of Student Affairs is the official custodian of these records.

III. ACCESS TO RECORDS

- A. A student shall have access to his * own official student records as described in the "Definition of Terms" portion of this policy. All information in the official student records may be reviewed by the student except for (1) financial records of the parents, and (2) confidential letters and statements of recommendation which are dated prior to January 1, 1975.
- B. A student may waive the right of access to his official student records. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.
- C. Individual members of the academic community may maintain for their personal reference and use information regarding students. As long as this information is not used in a manner which conflicts with this policy, such information need not be subject to scrutiny.

IV. RELEASE OF INFORMATION

- A. All institutional personnel should be alert to refer promptly to the official custodian of the appropriate office any requests for information. Faculty members and the various institutional offices should restrict their responses to that information germane to their sphere of responsibility in relationship to the student, e.g., faculty advisor, major professor, academic dean. It is noted that government investigative agencies as such have no inherent legal right of access to student files or records.
- B. Information contained in student records may be released under the conditions outlined below:
 - 1. Public Information includes the following data: name, local address and phone number, permanent address and phone number, signature verification, place and date of birth, citizenship status, race, class rank, class schedule, number of academic hours completed, academic major, college, full or part-time status, academic and nonacademic honors, letters of commendation, high school attended, scholarship information and amount, withdrawal record, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance.

Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests.

A current student may petition to have any part of the public information restricted by presenting written request to the Dean of Admissions and Records within the first seven (7) days of each academic quarter. A former student may petition to have public information restricted permanently by presenting a written request to the Dean of Admissions and Records.

- 2. Restricted Information is generally disclosable without student consent on a "need to know" basis with considerable latitude left to the professional judgement of the University staff members involved. There are two categories of restricted information:

* In this policy the masculine pronoun has been used for the sake of convenience. Unless otherwise noted, this policy shall be considered as including the female pronoun in each instance.

IV. RELEASE OF INFORMATION (Continued)

- B. 2. a. Restricted-internal and external use: These data may be disseminated without prior student consent to sources external from the University which requests them. However, these data are only available for disclosure at the discretion of authorized University personnel again with emphasis on a "need to know" basis. Requests for restricted information from sources external to YSU must be presented by an identified representative of a federal, state, or local agency, institution or employer. If the request is legitimate and serves the basic purpose of the University's maintenance of records, information may be interpreted to the requester from the file by a staff member who is authorized by the University to provide such information.

Restricted information for both internal and external use includes the following data: name of parent or guardian, marital status, name of spouse, address of parent or guardian, and physical disabilities.

- b. Restricted internal use (externally unavailable): These data are available only for the dissemination to other offices within the University community by authorized staff members. Requests from members of the University community acting in their official capacities will be considered on a "need to know" basis. If release of the requested information is obviously for the educational benefit of the student involved or in concert with the general educational mission of the University, data may be released. Each office maintaining this category of information will have a regular employee designated who is authorized to determine the "need to know" basis.

Restricted information for internal use includes the following data: identification photograph, academic record, grade point average, academic action to include dismissal and probationary status, college board and other test scores, admissions application form, high school and other college transcripts, student financial aids other than scholarships awarded, University disciplinary actions, and narrative Security Office incident reports.

3. Confidential Information includes the following data: counseling or referral information and names of personal references. Personal reference statements are confidential and provided only to bona-fide prospective employers or school of application upon written request or permission of the student involved. Counseling or referral information is available for disclosure only upon written consent of both student and the professional staff member.
4. Exceptions to this "release of information" section include:
- a. If the student has given written consent.
 - b. to complete transfer admissions forms requested by the student. Only disciplinary status of students currently on Disciplinary Probation or Suspension, or of students who have been expelled, shall be released.
 - c. if research studies are being conducted in such a manner as will not permit the personal identification of the student except to researcher.
 - d. if required by accrediting agencies in order to carry out their accrediting functions.
 - e. if required by lawfully issued court order, subpoena or summons.
 - f. if an emergency situation arises where the information is deemed necessary to protect the health, safety, or welfare of the student or other persons.
5. The release of non-directory information to external parties must be recorded in the individual student file.

V. CHALLENGE TO THE CONTENT OF THE RECORDS

If after reviewing his official student record a student wishes to challenge a perceived inaccuracy, misleading statement, or other perceived violation of his privacy or other rights, the following procedure is available:

- A. The student shall be provided an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation. A student may challenge a grade only on the ground that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded.
- B. If the official custodian of the records and the student agree that information is inaccurate, misleading, or otherwise in violation of the student's rights, the official custodian of the records may make the necessary corrections or remove the information.
- C. Upon the request of either the official custodian of the records or the individual student, a hearing may be conducted to settle disputes.
- D. The Dean of Student Affairs will serve as hearing officer. Should the hearing officer have a direct interest in the outcome of the hearing the Dean of Admissions and Records will serve as hearing officer. The following guidelines are to be followed:
 1. The hearing shall be conducted and decided within a reasonable period of time following the request for hearing.
 2. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised.
 3. The decision of the hearing officer shall be in writing to the student, and inserted into the file within a reasonable period of time after the conclusion of the hearing.

TO: RICHARD J. OWEN, LIBRARIAN
YOUNGSTOWN STATE UNIVERSITY

FROM: HUGH W. MANCHESTER, SECRETARY TO
BOARD OF TRUSTEES

DATE: JUNE 21, 1975

SUBJECT: Minutes of Meetings of Board of Trustees of
Youngstown State University held on April 26,
1975 and on June 2, 1975.

Per Resolution YR 1975-4 I am enclosing herewith a xerox copy of the Official Minutes of two meetings of the Trustees of Youngstown State University, which were held respectively on April 26, 1975 and on June 2, 1975. These were approved, signed and attested today.

Xc President Coffelt
Vice President Edgar
Vice President Alderman
Mrs. Isroff

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

June 21, 1975

Mr. Everette C. Abram, President
YSU Chapter of the OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio

Dear Mr. Abram:

For your records I enclose herewith copies of the Minutes of the Meetings of the Board of Trustees of Youngstown State University which were held on April 26, 1975 and on June 2, 1975. The originals of these Minutes were approved by the Board at today's meeting and have been signed by the Chairman and attested.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

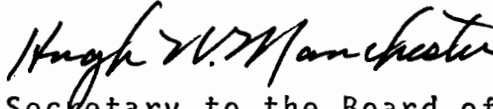
July 2, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held June 21, 1975.

Yours very truly,



Secretary to the Board of Trustees
of Youngstown State University

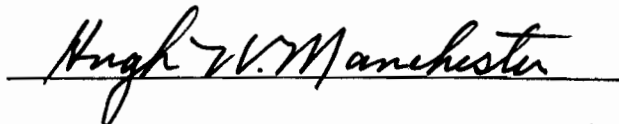
HWM MM
Enclosure

These minutes mailed to the following on July 2, 1975

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.

(TRUSTEES)

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University
State Examiner
Mr. John G. Ingram, Assistant
to the Attorney General of
Ohio



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

July 24, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is a corrected copy of page 18 from the draft of the June 21, 1975 minutes, which were mailed to you under date of July 2.

Under the Student Affairs Committee, Mr. Shipka's name was inadvertently omitted, and the correct name of Mr. Brown is William Edward Brown, a student. Will you please substitute the enclosed sheet for page 18 previously sent to you.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM
Enclosure

Corrected page 18 mailed to the following on July 24, 1975:

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Thomas D. Y. Fok
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.

(TRUSTEES)

Dr. John J. Coffelt, President
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Mr. Joseph S. Rook, Vice Pres.
for Financial Affairs
Mr. Hershel Rickard, University
State Examiner
Mr. John G. Ingram, Assistant
to the Attorney General of
Ohio

Hugh W. Manchester



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of Trustees of Youngstown State University will be held on Thursday, August 28, 1975, commencing at 12:30 p.m. in Rooms 216-217 of Kilcawley Center.

I am informed that a light luncheon will be served to the Trustees in Room 220 in Kilcawley Center immediately following the commencement exercises.

The President's office will advise as to the Agenda.

Hugh W. Manchester

Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on August 12, 1975 to the 10 persons listed on the reverse side of this page.

Hugh W. Manchester

William J. Brown
The Youngstown Vindicator
Vindicator Square
Youngstown, Ohio 44503

Dr. Bertie B. Burrowes
529 North Avenue
Youngstown, Ohio 44502

Edward J. DeBartolo, Jr.
Edward J. DeBartolo Corp.
7620 Market Street
Youngstown, Ohio 44512

Carl L. Dennison
Butler, Wick & Company
6th Floor, Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Dr. Thomas D. Y. Fok
Mosure, Fok & Syrakis Co, Ltd.
City Centre One Building
Youngstown, Ohio 44503

Mrs. Ann L. Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

John M. Newman
1010 Union Natl. Bank Bldg.
Youngstown, Ohio 44503

Albert J. Shipka
c/o United Steel Workers of
America
Realty Building
47 Central Square
Youngstown, Ohio 44503

Fred C. Shutrump, Jr. Pres.
United Construction Company
3749 Mahoning Avenue
Youngstown, Ohio 44515

Dr. John J. Coffelt, Pres.
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

Mr. Everette C. Abram
President YSU-OEA
Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Dear Mr. Abram:

Enclosed is copy of notice being mailed today, relative to meeting of the Board of Trustees of Youngstown State University scheduled for 12:30 p.m. in Rooms 216-217 of Kilcawley Center.

Yours very truly,

Hugh W. Manchester

Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

August 12, 1975

Mr. John G. Ingram
1108 Mahoning National Bank Building
Youngstown, Ohio 44503

Dear Mr. Ingram:

Enclosed is copy of notice being mailed today, relative to meeting of the Board of Trustees of Youngstown State University scheduled for 12:30 p.m. in Rooms 216-217 of Kilcawley Center. You are expected at the luncheon at about 11:45 a.m.

Yours very truly,

Secretary to the Board of Trustees

HWM MM

Xc Dr. John J. Coffelt, President
Mrs. Ann L. Isroff, Chairman