

YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

OFFICE OF THE PRESIDENT

April 9, 1975

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This notice is to advise you that the next regular meeting of the Trustees of Youngstown State University will be held on Saturday, April 26, at 11:00 a.m. in Rooms 216-217, Kilcawley Center.

This is in accordance with action taken at the last meeting of the Board held on February 1, 1975. The President's office will advise you as to the Agenda for such meeting.

It is requested that the Trustees meet informally prior to the regular meeting in Room 214, Deans' Conference Room in the Engineering Science Building, at 9:30 a.m.



Secretary to the Board of Trustees
of Youngstown State University

HWM MM

Copies of the above Notice were mailed on April 9, 1975 to the 10 persons listed on the reverse side of this page.



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

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

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

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

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

John M. Newman
1010 Union National 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. President
United Construction Company
3749 Mahoning Avenue
Youngstown, Ohio 44515

Robert E. Williams
1359 Virginia Trail
Youngstown, Ohio 44505

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

April 9, 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 Youngs-
town State University, scheduled for 11:00 a.m. on
Saturday, April 26, 1975.

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

MINUTES OF MEETING
of
BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, April 26, 1975

Pursuant to determination by the Board at its last meeting, and the foregoing Notice which was mailed on April 9, 1975 to all Trustees (with copies to the President of the University and to the President of the YSU Chapter of OEA), a regular meeting (forty-third meeting) of the Board of Trustees of Youngstown State University convened at 11:00 a.m. on Saturday, April 26, 1975 in Rooms 216-217 in Kilcawley Center.

Eight Trustees were present at and throughout the meeting: Mrs. Ann L. Isroff, William J. Brown, Dr. Bertie B. Burrowes, Edward J. DeBartolo, Jr., Carl L. Dennison, John M. Newman, Fred C. Shutrump, Jr. and Robert E. Williams. One Trustee was absent, Albert J. Shipka.

Also present were Dr. John J. Coffelt, President; Dr. Earl E. Edgar, Vice President for Academic Affairs; Dr. Karl E. Krill, Vice President for Administrative Affairs; Joseph S. Rook, Vice President for Financial Affairs; Dr. Taylor Alderman, Assistant Vice President for Academic Affairs; Dr. Lawrence E. Looby, Special Assistant to the President; Dr. William O. Swan, Faculty Personnel Administrator; Miss Patricia Davis, Secretary to the President; Hugh W. Manchester, Secretary to the Board of Trustees; and about ten other persons, including some students, deans, faculty and staff and representatives of the news media.

Mrs. Isroff, Chairman of the Board, presided and announced that a quorum was present.

ITEM I - Proof of Notice of Meeting

Evidence to establish that due notice of the meeting had been mailed by the Secretary to each Trustee was presented and precedes these minutes. An Agenda for the meeting and supplemental materials had been furnished by the President's office to each Trustee on or about April 21, 1975.

ITEM II - Minutes of the Meeting held February 1, 1975

Copies of the draft of Minutes of the forty-second

meeting on February 1, 1975 had been mailed on February 13, 1975 to each Trustee, the President, each Vice President, and the State Examiner. No changes or corrections were suggested. Such minutes were approved, on motion made by Mr. Newman, seconded by Mr. Shutrump and duly carried, and the minutes were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President of the University

(1) Resolution to Ratify Faculty/Staff Appointments

On recommendation of the President, and after motion made by Mr. Brown and seconded by Mr. Williams received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the Regulations of the Board of Trustees direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and YR 1975-34

WHEREAS, new appointments have been made subsequent to the February 1, 1975 meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1974-75 budget and with the University policy on Equal Employment Opportunity.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby ratify and confirm the appointments as listed in Exhibit A attached hereto.

(2) Resolution Ratifying Employee Records Policy

On recommendation of the President and after a motion was made by Mr. Newman, seconded by Dr. Burrowes and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, the establishment and maintenance of employee records are essential to the orderly operation of the University; and YR 1975-35

WHEREAS, care must be exercised to insure that records maintained shall in no way violate the

legal or constitutional rights of any individual.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Youngstown State University hereby ratifies the Employee Records Policy attached hereto as Exhibit B.

(3) Resolution on the Awarding of Certificates to Students in Academic Programs of Less than Two Years in Length

At the request of the President, Dr. Edgar explained the reasons for proposing the award of certificates to students who satisfactorily complete the requirements of the curriculum in academic programs of less than two years in length.

After motion made by Mr. Shutrump was seconded by Mr. DeBartolo and received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

WHEREAS, certificates have been used in the past to recognize satisfactory completion of a variety of programs, such as the completion of the programs offered for Youngstown Sheet and Tube Company through our Continuing Education Department and the one-year clerical program formerly offered in the Business Education and Secretarial Studies Department; and

WHEREAS, some other institutions, such as the University of Toledo and Lakeland Community College, make a practice of recognizing the completion of one-year of technical education by the award of certificates; and

WHEREAS, the Board of Regents has been discussing the use of certificates to recognize the completion of less than two years of college level work; and

WHEREAS, a number of the departments of the University have developed programs of approximately one year in length to be recognized by the award of certificates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees endorses the use of certificates

to recognize the satisfactory completion of academic endeavor of less than two years in length.

BE IT FURTHER RESOLVED, that such certificates be awarded by the academic department in which the program is offered, upon satisfactory completion by the student of requirements as approved by the curriculum committee of the appropriate College and the Vice President for Academic Affairs.

(4) Resolution Authorizing a Program in Physics and Astronomy Leading to Bachelor of Science Degree.

At the request of the President, Dr. Edgar explained some of the rules of the Ohio Board of Regents as respects the introduction of a new degree program. He stated that after submission of a proposal to William B. Coulter, Vice Chancellor for Administration of the Board of Regents, he had approved the presentation of a formal proposal for a program in Physics and Astronomy leading to the Bachelor of Science degree contingent upon authorization through the usual University procedures. He stated that the Academic Senate of the University had approved the establishment of such a combined major in Physics and Astronomy at its meeting held on April 4, 1975 and that if approved by the Board of Trustees, such program would be formally proposed to the Board of Regents. A copy of the proposal is attached to these minutes as Exhibit C.

Upon recommendation of the Academic Senate and the President, and after a motion which was made by Mr. Brown and seconded by Mr. Shutrump received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly carried:

BE IT RESOLVED, that Youngstown State University is authorized to offer a combined program in Physics and Astronomy leading to the Bachelor of Science Degree. YR 1975-37

ITEM IV - Report of the President of the University

Dr. Coffelt reported concerning the following matters:

(1) The development of administrative regulations concerning the acceptance and listing of degrees of employees as mandated by YR 1975-21 has been completed, and written regulations and procedures on accepting and listing degrees of employees

was adopted by the administration and communicated to supervisory personnel on February 7, 1975.

(2) Under the new Academic Senate procedures the number of committees and boards who report to the Academic Senate has been greatly reduced, and the new procedures now provide for input from students, faculty and administrative personnel thru an administrative advisory committee structure.

(3) A special ad hoc committee has been reviewing problems and responsibilities in connection with maintenance of student and other records and preservation of security on the campus. The committee's report has been received, and their recommendations will be reviewed and submitted in connection with the development of the Budget.

(4) Because of the amendments made by Congress in the Education Amendments Act of 1972 to Title IX of such Act, the President has directed that the women's extramural program be transferred from the Department of Health and Physical Education to the Athletic Department, under the leadership of the Athletic Director of the University. Such transfer is made with the intent to avoid discrimination between Men's and Women's sports activities, and with the intent of complying fully with the mandates now imposed by Title IX of the Education Amendments Act of 1972.

(5) Many Bills have been submitted to the General Assembly of Ohio for consideration. These include nine or ten proposed Bills involving collective bargaining. Two appropriation Bills for University operations have been printed and there will be a separate Bill covering capital items for Universities. The legislative prospects are very uncertain and are changing rapidly at this time.

ITEM V - Report of the Vice President for Academic Affairs

Dr. Edgar reported concerning the following matters:

(1) Dr. M. Jean Charignon, who has been Dean of the University's William Rayen School of Engineering since 1956, has announced his intention to leave his administrative position and return to full time teaching duties, to start with the next academic year. A Search Committee will be formed to locate a new dean for the School of Engineering. Dr. Edgar reported upon the important role played by Dean Charignon in developing the School of Engineering and supervising the design, construction and equipping of the Engineering Science Building.

He also announced the appointment of Dr. William R. McGraw as the first Dean of the new College of Fine and Performing Arts. Dr. McGraw has been Chairman of the Division of Drama at West Virginia University and has served as professor and member of the graduate faculty at the College of Human Resources and Education at West Virginia University. He has also served as Assistant and Associate Dean at Ohio University, has been President of the National Association of Schools of Theatre (the accrediting Association of the profession), and has been President of the American Theatre Association. He earned his B.A. at the College of Wooster, his M.A. at Ohio State University, and his Ph. D. at the University of Minnesota.

(2) The Committee on Instructional Development under the Chairmanship of Assistant Vice President for Academic Affairs, Dr. Taylor Alderman, has been reviewing 17 grant proposals for improvement of instruction. Three proposals have been approved to date, one of which will develop a new approach to teaching research methods in the social sciences; another of which will sponsor a series of seminars in the School of Education designed to improve supervisory skills of the faculty engaged in student teaching, and the third of which will be a workshop on the diagnosis of problems and instruction in written composition to be conducted by the English Department.

(3) Youngstown State University is now a member of the Midwestern Association of Graduate Schools.

(4) A total of 14 applicants and 16 alternates have been approved from about 300 applicants for admission to the Medical School through Youngstown State University. There are a few duplicate applicants who applied through Akron and Kent State Universities, as well as Youngstown State University.

(5) Dr. Edgar reminded the Board that the next commencement program will be on Saturday, June 21, 1975, at 10:00 a.m.

In response to an inquiry by John Newman, Dr. Edgar stated that he had no statistics on the number of students who need remedial reading instruction at YSU. Dr. Edgar stated that there are several programs to assist students who have such needs, but that the number of students involved is not great, there having been approximately 300 students receiving such assistance in past years and only about 100 this year.

ITEM VI - Report of the Vice President for Administrative Affairs

Dr. Krill reported concerning several subjects, as follows:

(1) ENROLLMENT. Total head count is about 12,800, which is up slightly over last year for full-time students, and up about 7% for part-time students. Credit hours of instruction have increased about 3%, yielding a full-time equivalent count of 9,700. The number of out-of-state students is continuing to fall and is down 1.7% to 10.1% of the student body. The Graduate School is the leading gainer, there being an increase of 13%, represented by 162 additional students. The Technical and Community College and the Engineering School each have increased 6%, with 202 new registrations at the Technical and Community College and 45 new registrations in the Engineering School.

(2) With respect to increased utility costs, coping with fuel shortages, and cooperating in the national effort to conserve energy, the University's efforts have fallen into three categories, as follows:

- A. Modifications of physical plant through some use of insulation in roofs and walls, and sun shields over large glass exposures in new buildings being designed.
- B. Changes in heating and cooling schedules in an effort to cut thermostatic settings from 72° to 68°. This is made difficult because of the great number of manually operated thermostats and because of the need to minimize peak loads at certain times.
- C. Altering class schedules and locations to permit entire buildings to be closed for substantial periods of time during the summer term.

ITEM VII - Report of the Vice President for Financial Affairs

The nine month Financial Report for the period July 1, 1974 to March 31, 1975 and the Financial Statement as of March 31, 1975 had been submitted with the Agenda for the meeting.

Mr. Rook commented upon these reports, pointing out that income and expenses exceeded the previous year by approximately \$1,000,000, and that it was expected that income and expenses for the year would be close to the Budget estimates.

He also commented upon the problems which will be raised concerning cash flow if the state should decide to make payments at irregular intervals instead of in monthly installments as heretofore made. He estimated that such a change in

state practice might require extensive borrowings for short periods which might cost the University approximately \$250,000 for interest payments over the biennial period.

ITEM VIII - Report of Committees of the Board

(1) Building and Property Committee

A. Resolution Confirming Acquisition of Certain Properties as Provided Under YR 1970-24

Mr. Shutrump reported that six parcels had been acquired through the use of University funds, two parcels had been acquired through the use of state funds, and that acquisition of another parcel was pending approval by the State Controlling Board.

Upon motion made by Mr. Williams, seconded by Mr. Shutrump which received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly adopted:

NOW BE IT RESOLVED, that the acquisition YR 1975-38 of the following properties acquired as provided under YR 1970-24, be hereby confirmed and approved.

UNIVERSITY FUNDS

212 Adams Street, City Lot No. 17368
City of Youngstown. Purchased from
Will and Dara Mae Teague

113 Grove Street, City Lot No. 3691
City of Youngstown. Purchased from
Julius Tareshawty

326 North Walnut Street and 125 Grove Street
City Lot No. 3688 and 3687 Pt. Purchased from
Rose Ugolini

416 North Walnut Street, City Lot No. 9007
City of Youngstown. Purchased from
Donna Jean Rossi

418 North Walnut Street, City Lot No. 9006
City of Youngstown. Purchased from
Pasqualina Montana

117 Wick Oval, City Lot No. 11402 part
City of Youngstown. Purchased from
Estate of Howard Pierson, c/o Atty. Jacob Levy

STATE FUNDS

667-667 1/2 Bryson Street, City Lot No. 5072
City of Youngstown. Purchased from
Julius Tareshawty

649 Elm Street, City Lot No. 16066
City of Youngstown. Purchased from
Willie T. White

Also the following property, which is pending approval
of the Controlling Board, State of Ohio:

274 Adams Street, City Lot No. 9023 part
City of Youngstown. Owner:
Thomas R. Kelly

B. Resolution to Authorize Expenditure of
Development Reserve Funds for Campus
Landscaping Contracts

At Mr. Shutrump's request, Dr. Krill explained the
present status of Landscaping Plans, the status of current bids
for landscaping, some of the changes in plans for landscaping,
and the need for authorizing expenditure of Development Reserve
Funds for Landscaping contracts.

After a motion made by Mr. Shutrump was seconded by
Mr. Newman and received the affirmative vote of each Trustee
present, the Chairman declared the following resolution duly
carried:

WHEREAS, this Board of Trustees previously YR 1975-39
has authorized the creation of a master
landscape plan for the campus (Resolution
73-25) and has further authorized the pre-
paration of detailed plans and specifica-
tions for a certain part of that work
(Resolution 75-7); and

WHEREAS, the Board has set aside a Develop-
ment Reserve account for Campus Landscaping
Improvements (Resolution 74-2, 74-12 and 75-6);
and

WHEREAS, the Building Committee of the Board
has examined and approved the plans and speci-
fications prepared by the landscape architects
for this work.

NOW, THEREFORE, BE IT RESOLVED that the State Architect be requested to enter into contracts for work in the Butler-Bryson Street area for \$144,952; this sum shall be provided from the Development Reserve Funds.

BE IT FURTHER RESOLVED that the sum of \$58,498 be provided from Development Reserve Funds so that the State Architect may employ change orders to increase the scope of the landscaping work around the new Library; this sum will be added to \$75,000 in Capital Improvement Funds from the current biennial State appropriation.

BE IT FURTHER RESOLVED that a sum not to exceed \$797,800 be authorized from Development Reserve Funds for landscape work in the Campus Core Area.

(2) Budget and Finance Committee

Mr. Dennison reported that the Finance Committee had met on March 24, 1975 and among other things had reviewed the history of the Television Consortium and recommended approval of the purchase of movable equipment for the University's television operation from funds set aside for such purpose by adoption of Resolution YR 1969-29, in the amount of not to exceed \$720,000.

Upon motion by Mr. Dennison, seconded by Dr. Burrowes, which received the affirmative vote of each Trustee present, the Chairman declared the following resolution duly adopted:

RESOLVED that the purchase of movable television equipment of the University's television operations from funds set aside for such purpose, pursuant to YR 1969-29, in an amount not to exceed \$720,000, be and it is hereby approved. YR 1975-40

ITEM IX - New Business

(1) Appointment of Nominating Committee

Mrs. Isroff appointed as members of the Nominating Committee William J. Brown, Chairman, and Albert J. Shipka.

(2) Resolution Recognizing Robert E. Williams

Mr. Newman moved for adoption the following resolution:

WHEREAS ROBERT E. WILLIAMS, who was appointed as an original member of this Board of Trustees of Youngstown State University at the time of its organization eight years ago, has been an active and conscientious member of this Board, having served as its Chairman, three times as its Vice Chairman, and on many of its Committees; and YR 1975-41

WHEREAS the other members of this Board wish to express to him, prior to the pending expiration of his appointment as a Trustee, their deep appreciation for his friendly cooperation, his sound judgment and willing assistance in helping to determine the best policies for the proper conduct of University affairs.

NOW, THEREFORE, BE IT RESOLVED that the members express to him their appreciation for his assistance and many contributions, that a copy of this resolution be furnished to him and be recorded in the minutes of this meeting.

The motion was seconded by Mr. Brown and following a vote by the Trustees was declared duly carried by the Chairman.

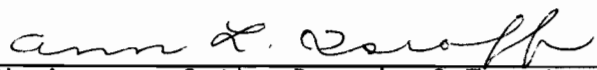
Mr. Williams responded to the resolution by stating that his experience as a Trustee had been rewarding and gratifying to him. He commented upon the fantastic improvements made at Youngstown State University not only with respect to the improvements in the physical plant and campus, but also with respect to the expansion of educational programs which have been noteworthy, and of the great improvements in relations with the students and faculty and staff which have occurred. He expressed his sincere thanks to the Board.

(3) There was some discussion concerning a possible retreat at which members of the Board could discuss University problems and at which no official action of any kind would be taken. No decision was made.

ITEM X - Next Meeting

On motion by Mr. Shutrump, seconded by Dr. YR 1975-42
Burrowes and unanimously carried, it was determined
that the next regular meeting of the Board of Trustees
would be held on Saturday, June 21, 1975, commencing at
about 12:30 p.m. following commencement exercises, such
meeting to be held in Rooms 216-217 of Kilcawley Center.

There being no further business to come before
the meeting, the same was duly adjourned at 12:10 a.m.



Chairman of the Board of Trustees

ATTEST:



Secretary to the Board of Trustees

Youngstown State University
 Resolution for New Appointments
 Since February 1, 1975

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPLOYMENT</u> | <u>ANNUAL SALARY RATE</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|----------------------|-----------------------|-----------------------------------|---------------------------|---------------------------|------------------------|-----------------|
| *Danus, Mary C. | Counselor-Interviewer | Student Development Program | April 1, 1975 | \$10,000 | 12 months | |
| Evans, Frank C. | Instructor | Accounting & Finance | September 15, 1975 | \$11,000 | 9 months | |
| Kerns, Wayne G. | Assistant Professor | Criminal Justice | September 15, 1975 | \$15,000 | 9 months | |
| McGraw, William R. | Dean | College of Fine & Performing Arts | August 1, 1975 | \$27,500 | 12 months | |
| Narduzzi, William E. | Head Football Coach | Athletics | April 4, 1975 | \$19,066 | 12 months | |
| Smolen, Gerald E. | Associate Professor | Accounting & Finance | September 15, 1975 | \$17,300 | 9 months | |

*Funded by Grant from Ohio Board of Regents

Agenda Item D.1.
 Exhibit A

YOUNGSTOWN STATE UNIVERSITY

EMPLOYEE RECORDS POLICY

I. DEFINITION

For the purposes of this policy, "file", as used [in II.A, II.B, II.C, and II.D] below, shall be used to indicate any discrete gathering of information relating to an individual and stored in a fashion to facilitate recovery of that information by reference to the individual.

II. ESTABLISHMENT AND MAINTENANCE

Each department or unit within the University shall be responsible for the establishment and maintenance of such records as are necessary for its normal operation, subject to the provisions and restrictions of this policy. Files shall be maintained in accordance with directives contained in relevant state and federal statutes, rules and regulations of the Ohio Department of State Personnel, and policies of the University and the Board of Trustees.

A. Personnel Records: FACULTY

An Official Faculty File shall be maintained on each full-service faculty member by the Faculty Personnel Administrator. The policy governing these files shall be the Agreement in effect at any given time between the University and the bargaining agent of the faculty.

B. Personnel Records: CLASSIFIED EMPLOYEES

An Official Personnel File shall be maintained on each Classified Civil Service Employee by the Director of Personnel.

C. Personnel Records: NON-CLASSIFIED EMPLOYEES (EXCLUDING FACULTY)

The appropriate administrator shall be responsible for the establishment and maintenance of an Official Personnel File on each non-classified employee (excluding faculty) under his general supervision.

D. Campus Security Records: ALL EMPLOYEES

The Director of Campus Security shall be responsible for the record-keeping function of the Security Office [with regard to University employees]. The sole extent of Security files on employees shall be as follows: a record shall be maintained on each employee who is charged by Security with a specific violation of law or University regulations; records of such accusations or complaints which do not lead to formal charges shall not be retained in an employee's file; such

information may, however, be placed in the employee's personnel file (II.A, II.B, or II.C above) if this is deemed appropriate by the administrator charged with maintaining the file; In this event, provision III.B shall be observed.

III. GENERAL PROVISIONS

- A. Each employee shall have the right, at any reasonable time, to examine his or her files(s) [described in II.A, II.B, II.C, and II.D above], and to enter into the file(s) a written statement commenting upon or disagreeing with any document contained therein. The one exception to employee access shall be confidential letters of recommendation written in support of the individual's application for employment.
- B. Each employee shall receive a copy of each document placed in his or her file(s) [described in II.A, II.B, II.C and II.D above], at the time it is placed in the file.
- C. At least once during each academic year the President of the University shall designate an individual or individuals to conduct an unannounced spot check of the records identified in II.A, II.B, II.C and II.D above, and to provide a written confirmation of administrative compliance with this policy. These reports shall be made available to any employee who wishes to examine them. It shall be the responsibility of the President to take appropriate action in the event of administrative non-compliance with this policy.
- D. No one within the University shall maintain any files which in any way violate the academic freedom of any member of the faculty or infringe upon the legal and Constitutional rights of the individual.
- E. It shall be the responsibility of each administrator charged with maintaining the files cited [in II.A, II.B, II.C and II.D] above, to conduct periodically an examination of the files under his supervision and to purge the files of material no longer appropriate for retention.

IV. USE

Information stored in the various employee files shall be used in any manner appropriate to the normal operation of the University. Such information as is permitted or required by law may be reported to the state and/or federal governments. The administrator in charge of each set of employee files shall make every reasonable effort to assure that the information stored therein shall be maintained with confidentiality, except in the case of information which is by nature public.

Campus Security records shall not be used in making basic personnel decisions such as promotion, retention, or termination.

PROPOSAL FOR A B.S. DEGREE PROGRAM

IN PHYSICS AND ASTRONOMY

AT YOUNGSTOWN STATE UNIVERSITY

1. DESIGNATION OF THE NEW DEGREE PROGRAM, WITH A BRIEF DESCRIPTION OF ITS PURPOSE:

The proposed new degree program will result in the awarding of a Bachelor of Science degree in Physics and Astronomy. Its purpose is to provide a solid foundation in physics plus a strong emphasis in astronomy for students planning to pursue graduate studies in astronomy.

2. DESCRIPTION OF PROPOSED CURRICULUM:

The core curriculum consists of 50 q.h. of physics, 25 q.h. of astronomy, 26 q.h. of mathematics, and 12 q.h. of courses taken in physics, geology, or electrical engineering. The remainder of the 186 q.h. required for the B.S. degree program will be made up of general university requirements, foreign language requirements (where appropriate), and electives. For further curricular details, please refer to page 3 of this proposal.

3. ADMINISTRATIVE ARRANGEMENTS FOR THE NEW DEGREE PROGRAM:

The proposed new degree program will be administered by the Physics and Astronomy Department of the College of Arts and Sciences.

4. EVIDENCE OF NEED FOR NEW DEGREE PROGRAM:

It has been observed over the past few years that many (in some years, the majority) of the department's graduating seniors entered a graduate astronomy program. Therefore, it seemed academically sound to devise a program of study which is more suited to the needs of such students. The proposed new degree program provides flexibility in, and adds an interdisciplinary flavor to, the core curriculum satisfying student interests ranging from the theoretical study of planetary interiors to the experimental aspects of radio astronomy.

It should also be noted that of Ohio's twelve state-supported institutions of higher learning, at present only Ohio State University offers a baccalaureate degree program in astronomy.

5. PROSPECTIVE ENROLLMENT:

Over the past five years, the number of physics majors (freshman through senior) has varied between 25 and 40 students. Approximately 50 percent of the present majors have expressed an interest in the new degree program, but no attempt has been made to gauge the interest of area high school students.

6. FACULTY AND FACILITIES AVAILABLE FOR THE NEW DEGREE PROGRAM AND THEIR ADEQUACY:

Two of the ten faculty members in the department are assigned exclusively to the astronomy area. The department operates the YSU Planetarium with a seating capacity of 150 students, and has under its supervision a 16", a 10", and several small telescopes, and has access to the facilities of the nearby Mahoning Valley Astronomical Society. (The MVAS is currently completing construction of a 24" optical telescope for eventual transfer to the University if a suitable site can be found and an observatory built.) This staff and these facilities are adequate to carry out the curricular objectives of the proposed new degree program. Resumes of the faculty in the Physics and Astronomy Department are attached.

7. NEEDS FOR ADDITIONAL FACILITIES AND STAFF:

The need for additional staff is not anticipated in the near future. The need for additional, and for improvement of existing facilities, persists, but is not a direct consequence of the proposed new program.

8. PROJECTED FINANCIAL NEEDS TO SUPPORT PROGRAM:

No extraordinary financial needs are anticipated at this time as a result of the new program.

9. INFORMATION ABOUT USE OF CONSULTANTS OR ADVISORY COMMITTEES:

No outside consultants or advisory committees were utilized during the development of this proposed new degree program.

PROPOSAL CURRICULUM FOR THE B.S. DEGREE PROGRAM

IN PHYSICS AND ASTRONOMY

| | |
|--|---|
| PHYSICS..... | 62 q.h. |
| General Physics + Lab..... | 14 |
| Intermediate Mechanics..... | 9 |
| Inter. Elec. & Mag. + Lab..... | 12 |
| Modern Physics + Lab..... | 8 |
| Thermodynamics + Lab..... | 4 |
| Electives in physics, geology, or electrical engineering..... | 15 |
| ASTRONOMY..... | 25 q.h. |
| Moon and Planets..... | 4 |
| Astrophysics..... | 9 |
| Observational Astronomy..... | 9 |
| Research in Astronomy*..... | 3 |
| MATHEMATICS..... | 26 q.h. |
| Calculus..... | 18 |
| Differential Equations..... | 8 |
| GENERAL UNIVERSITY REQUIREMENTS..... | 48 q.h. |
| Basic Composition..... | 8 |
| Humanities..... | 14 |
| Social Studies..... | 20 |
| Health Education & Activity courses..... | 6 |
| FOREIGN LANGUAGES..... | 0 - 20 q.h. (Depends on high school language background) |
| ELECTIVES..... | 5 - 25 q.h. |
| Total: | 186 q.h. |

*Note: Research in Astronomy is a new course; the others are existing courses.

TO: Richard J. Owen, Librarian
Youngstown State University

FROM: Hugh W. Manchester, Secretary to
Board of Trustees

DATE: April 26, 1975

SUBJECT: Minutes of Meeting of Board of Trustees of
Youngstown State University held February 1, 1975.

Per Resolution YR 1975-4 I am enclosing herewith a xerox copy of the Official Minutes of the Meeting of the Trustees held on February 1, 1975, as 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

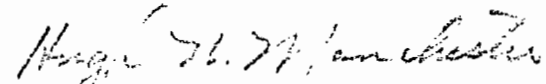
April 26, 1975

Mr. E. 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 a copy of the Minutes of the Meeting of the Board of Trustees of Youngstown State University held on February 1, 1975. The original of these minutes were approved by the Board and signed by the Chairman and attested when the Board met today.

Yours very truly,



Secretary to the Board of Trustees

HWM MM
Enclosure

Xc Dr. John J. Coffelt, President



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

May 14, 1975

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held April 26, 1975.

Yours very truly,

Secretary to the Board of Trustees
of Youngstown State University

HWM jmd

Enclosure

These minutes mailed to the following on May 14, 1975

William J. Brown
Dr. Bertie B. Burrowes
Edward J. DeBartolo, Jr.
Carl L. Dennison
Mrs. Ann L. Isroff
John M. Newman
Albert J. Shipka
Fred C. Shutrump, Jr.
Robert E. Williams

Dr. John J. Coffelt, President
Dr. Karl E. Krill, Vice President
for Administrative Affairs
Dr. Earl E. Edgar, Vice President
for Academic Affairs
Mr. Joseph S. Rook, Vice President
for Financial Affairs
Mr. Hershel Rickard, University State
Examiner

(TRUSTEES)