



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

June 6, 1974

TO THE TRUSTEES

This notice is to advise you that the next regular meeting of the Trustees of Youngstown State University will be held on Saturday, June 22, 1974, at 1:00 p.m. at Room 216-217 in Kilcawley Student Center.

This is in accordance with action taken at the meeting of April 20, 1974. The President's office will advise as to the agenda, and also as to plans for the commencement scheduled for the morning of June 22, and the luncheon following.

Yours very truly,

Secretary to the Board of Trustees
of Youngstown State University

HWM:amd

Copies of the above Notice were mailed on June 6, 1974 to:

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

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

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

Robert E. Williams
1359 Virginia Trail
Youngstown, Ohio 44505

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

Raymond J. Wean, Jr., President
Wean United, Inc.
Three Gateway Center
401 Liberty Avenue
Pittsburgh, Penna. 15222

Mrs. Ann Isroff
11 Wildfern Drive
Youngstown, Ohio 44505

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

John M. Newman
1010 Union Nat'l Bank Bldg.
Youngstown, Ohio 44503

Hugh W. Manchester



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

June 6, 1974

Everette C. Abram, President
Youngstown State University
Chapter of Ohio Education Association
c/o 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 1:00 P. M. on Saturday,
June 22, 1974.

Yours very truly,

Hugh W. Manchester
Secretary to the Board of Trustees

HWM:imb

Enclosure

cc:Dr. John J. Coffelt, President
John M. Newman, Chairman



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

June 10, 1974

TO THE TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

This is to inform you that at the request of the President, the Trustees will meet informally in Rooms 216-217 in Kilcawley Center after the commencement exercises, and at 11:30 a.m. on Saturday, June 22, 1974.

This will precede the regular meeting of Trustees which is scheduled for 1:00 p.m. Luncheon will be served during the informal meeting at 11:30 rather than at noon.

Yours very truly,

A handwritten signature in cursive script that reads "Hugh W. Manchester".

Secretary to the Board of Trustees
of Youngstown State University

HWM:amd

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Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44503

Youngstown State University

Board of Trustees Meeting

Room 216
Kilcawley Center

June 22, 1974
1 o'clock p.m.

Agenda

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for the Regular Meeting Held April 20, 1974
- D. Recommendations of the President of the University
 - 1. Resolution to Confer the Honorary Degree, p. 1
 - 2. Resolution on Advertising Policy, p. 2
 - 3. Resolution on Travel Regulations--Exhibit A, p. 4
 - 4. Resolution on Non-Binding Arbitration, p. 10
 - 5. Resolution on Faculty/Staff Appointments--Exhibit B, p. 11
 - 6. Resolution on Promotions in Academic Rank--Exhibit C, p. 13
 - 7. Resolution Continuing the Instructional Fee, General Fee, Tuition and Other Fees, p. 15
 - 8. Resolution Authorizing a New Program in Computer Technology and a New Program in Computer Science--Exhibits D & E, p. 16
 - 9. Resolution Authorizing an Associate Program in Drafting and Design Technology--Exhibit F, p. 30
- E. Report of the President of the University
 - 1. Arbitration in Metzger Grievance
 - 2. Amicus Curiae--Kent
 - 3. Financial Aids
 - 4. College of Medicine
 - 5. Legislation
 - 6. Report from VP for Academic Affairs
 - 7. Report from VP for Administrative Affairs
 - 8. Report from VP for Financial Affairs
 - a) Financial Report
- F. Report of Committees of the Board
 - 1. Personnel Relations
 - a) Resolution on Charter for an Academic Senate--Exhibit G, p. 34
 - 2. Student Affairs
- G. Communications, Petitions, and Memorials
- H. Unfinished Business
- I. New Business
- J. Election of Officers

Agenda

Page 2

June 22, 1974

- K. Time of Meetings for Next Year
 - 1st Regular Meeting--August 31, 1974
 - 2nd Regular Meeting--November 23, 1974
 - 3rd Regular Meeting--February 8, 1975
 - 4th Regular Meeting--April 26, 1975
 - 5th Regular Meeting--June 21, 1975
- L. Time and Place of Next Regular Meeting by Resolution
- M. Adjournment

SUPPLEMENTAL MATERIALS TO THE JUNE 22, 1974 AGENDA

BOARD OF TRUSTEES

Board of Trustees Meeting
June 22, 1974

Confirmation of Approval to Confer the Honorary
Degree, Doctor of Labor Relations, on James Patrick Griffin

"With great appreciation for his service to the labor movement at local, state, district and national levels; the wide range of service activities to Youngstown and the Mahoning Valley to which he has given his time, energies, and abilities; for his service to the State of Ohio, in many efforts to solve industrial and economic problems; and especially for his interest in the progress of education in this region; upon recommendation by the faculty and the administration of the University, the honorary degree, Doctor of Labor Relations, is hereby authorized to be conferred on James Patrick Griffin." YR 1974-

Agenda Item D.1

Board of Trustees Meeting, June 22, 1974

Resolution on Advertising Policy

In recent years, large and significant gains have been achieved by the University: expanding its physical plant; raising the level of educational opportunity for students; strengthening, updating and expanding undergraduate and graduate programs; improving the quality of its faculty; and improving and expanding public service, research and community service programs. The University has become a progressive institution of higher learning. Yet, many residents of the area remain unaware of Youngstown State University's growth and progress. It is important that Youngstown State University communicate more adequately the kinds of educational opportunities now available at this institution.

YR 1974-

Declining enrollments in higher education have greatly accelerated the recruitment and public relations efforts of educational institutions. The growing competition for eligible college students have sometimes led to the use of unorthodox and questionable tactics and practices. In communicating its programs and opportunities for students, Youngstown State University should avoid unethical and questionable advertising practices.

Last November I appointed an Ad hoc Committee on University and Community Relations and requested it to recommend administrative guidelines for developing a community and University relations program. This committee has developed a number of recommendations for improving the University's public relations program. It also recommended the adoption of an advertising policy to guide the University in the development and publication of advertising copy and promotional literature. I recommend the adoption of the proposed advertising policy.

Agenda Item D.2

BE IT RESOLVED, that the following statement on advertising is hereby adopted by the Board of Trustees of Youngstown State University and shall serve as a guideline in the development and approval of advertising copy and promotional literature:

"In the solicitation of students, Youngstown State University shall not directly, or by implication, misrepresent the services it renders. All advertisements and promotional literature used will be truthful, informative and constructive and avoid conveying any false, misleading or exaggerated impressions with respect to the University, its personnel, its courses and services, or the occupational opportunities for its graduates. The true purpose and nature of YSU's offerings shall be evident in all advertising. Every advertisement should constitute to the reader a clear statement of a bona fide offer or announcement. All advertising copy and promotional literature of whatever nature shall be submitted to the University Relations Department for review prior to its publication."

Agenda Item D. 2

Board of Trustees Meeting, June 1974

Resolution on Travel Regulations

WHEREAS, the current travel regulations for faculty and staff stem essentially from a Presidential directive dated December 26, 1968; and

YR 1974-

WHEREAS, these regulations have undergone numerous changes since that date, by reason of both rewordings during transcription and alterations to recognize de facto modifications, and

WHEREAS, certain further changes as well as some additional aspects of travel regulation need to be incorporated;

NOW, THEREFORE, BE IT RESOLVED that the Travel Regulations attached hereto as Exhibit A be adopted by this Board to apply to travel by the faculty, and staff and Board of this University, and by individuals engaging in official business in its behalf.

Board of Trustees Meeting, June 22, 1974

YOUNGSTOWN STATE UNIVERSITY TRAVEL REGULATIONS

GENERAL

Categories of Travel--Travel is authorized under two categories: 1) official business of the University, for which full legitimate expenses are reimbursed, and 2) professional improvement of the individual, for which the University pays up to half expenses.

Both categories of travel require completion and advance approval of a travel request form.

Funds for travel under Category 1 are provided in the budgets of the deans' offices, for travel by department chairmen and for travel by faculty when traveling as designated representatives of the University; in the budgets of the Vice Presidents' offices, for travel by the Deans and Vice Presidents; and in the administrative departments' budgets, for travel by staff members.

Funds for other Category 1 and Category 2 travel are provided in the departmental budgets using a formula related to salaries.

The purposes which are recognized under Category 1 include travel undertaken by specific request or assignment from the University to serve as its official representative engaging in official business in its behalf, and travel to an official meeting while serving as an officer of a learned society, or while appearing as a major participant on the formal program thereof, providing that the organization does not provide an honorarium or travel reimbursement.

The purposes which are recognized in Category 2 include travel outside the Youngstown area to meetings of national, regional or State academic or professional organizations, as well as for observation, research or committee meetings, where the purpose is primarily one of academic or professional self-improvement through general participation and attendance. The traveler may be asked to interview prospective faculty or staff when supported by this category even though this is not the principal purpose of the travel.

Considerations for Approval--The University is firmly committed to encouraging full-service faculty and staff to attend appropriate professional meetings, conferences and seminars. However, the immediate work of the University must have priority; the teacher's first responsibility is to the classroom and the administrator's, to the office. Absences for travel require suitable arrangements with the department head and dean to insure that duties are fully covered.

Individuals who travel on public funds have an extraordinary obligation to avoid the appearance of abuses just as well as to avoid the abuses themselves. For this reason the University will not approve travel destinations such as Acapulco, Hawaii and San Juan unless the traveler arranges to participate substantially in the expenses of the trip. Similarly when travel to be supported by State funds is combined with vacation leave, the approved travel request form must explicate the date on which supported travel ceases and vacation leave begins. For such arrangements round-trip support for the official travel is not possible. Vacation leave may not be embedded between two periods of travel support.

Justification for supporting overseas travel must be exceptionally strong and show unquestionable benefit to the University.

In general the University will not support more than three individuals from one department attending the same conference, meeting, seminar or assignment. In departments with fewer than nine full-service faculty, no more than one-third of the full-service faculty will be approved. For full-service nine-month faculty who are under continuing contract for the upcoming year, travel to professional meetings in the summer is under the same regulations as obtained during the academic year.

Advance Approval--An official Travel Request form to be submitted to the Vice President for Administrative Affairs of the University at least two weeks prior to the date of departure. Only by this procedure may the traveler establish his entitlement to reimbursement, his liability and accident protection and his authorized absence from duty.

For faculty, the form should be submitted via the department chairman and dean; for staff, the form should be submitted via the department head. (For emergency travel, see below.) The purpose, time of departure, time of return, date of travel, dates of meeting, conference, or seminar, category of travel requested, and estimate of expenses, must be included on this form.

Current regulations of the State prohibit travel advances except for the actual cost of commercial transportation.

Filing an authorized travel request creates an encumbrance against a travel fund; if plans for the trip are cancelled, the Accounting Office should be notified promptly so that the encumbrance may be relieved.

Emergency Approval--On those occasions when the necessity for travel arises unexpectedly, the traveler has the obligation to hand-carry the Travel Request form through channels or obtain telephone approval from the Vice President for Administrative Affairs before departure.

Reimbursement--Within seven days of return, an official Travel Reimbursement Request, accompanied by necessary receipts, must be submitted to the Accounting Office. Accuracy in filling out the form is necessary to assure prompt payment.

In all cases where a receipt is required to verify an expenditure, the traveler should take care to obtain a copy that can be audited; it cannot be audited if it omits the name of the issuing authority, the date, the service or merchandise provided, or the price.

REGISTRATION FEES

Approved registration fees for conferences and meetings will be reimbursed; a copy of the meeting announcement or brochure listing expenses covered by the registration fee should accompany the receipt. In situations where the prospective traveler finds it necessary, the University will prepay a registration fee directly to the association or other sponsoring agent. The attendee should provide supporting documentation for the registration fee, asking prepayment, at the time he submits the Travel Request form.

Registration fees sometimes contain illegal items that must be excluded from either prepayment or reimbursement; one such example is a personal membership fee for the relevant association or professional body. The magnitude of registration fees in general is a matter of concern to the University; excessively high fees are sufficient reason for withholding approval for attendance.

TRANSPORTATION

When more than one person attends the same meeting, it is the University's expectation that they shall travel together if private or University cars are used.

The University asks that every attempt be made by University travelers to coordinate with one another when moving between the same points at the same time by automobile. This normally desirable practice is doubly meritorious in a time of fuel shortage.

Travel by Private Automobile--Mileage allowance for use of personal automobile shall be at the rate of 13¢ per mile.

Mileage reimbursement will be limited to a reasonable mileage for the points authorized: shortest round-trip highway distance plus necessary travel at the point of destination for movement between required sites.

When a traveler out-of-State chooses to use a personal automobile in lieu of common carrier, the maximum allowable transportation reimbursement will be the lower of either the actual mileage plus tolls and parking or the tourist air fare rate plus travel to and from the airport at Youngstown and destination.

When two or more travelers have authorization to attend the same meeting and travel together by private vehicle, full mileage reimbursement will be available for the vehicle without regard to the common-carrier rate between the points traveled and without the half-expenses limitation that applies in other respects to Category 2 travel.

Travel by Commercial Carrier--When choosing travel by common carrier, the traveler is obligated to use the lowest fare rate reasonably available. He may have the University purchase the tickets in advance, thereby avoiding a cash outlay himself.

Unusual modes of travel for part or all of a trip should be approved in advance: private or charter aircraft, rental car. Some modes, e.g., private aircraft, are not covered by the University's liability insurance.

LODGING AND MEALS

Actual and reasonable expenses for lodging and meals will be reimbursed. All claims for lodging reimbursement must be accompanied by receipts. Claims for meals reimbursement must be accompanied by receipts when the following amounts are exceeded:

Breakfast \$1.75 Lunch \$2.75 Dinner \$6.50

Travelers leaving home prior to 7:00 a.m. or arriving home after 8:00 a.m. will be eligible for breakfast reimbursement.

The University asks that every attempt be made by University travelers to coordinate with one another when moving between the same points at the same time by automobile. This normally desirable practice is doubly meritorious in a time of fuel shortage.

Travel by Private Automobile--Mileage allowance for use of personal automobile shall be at the rate of 13¢ per mile.

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When a traveler out-of-State chooses to use a personal automobile in lieu of common carrier, the maximum allowable transportation reimbursement will be the lower of either the actual mileage plus tolls and parking or the tourist air fare rate plus travel to and from the airport at Youngstown and destination.

When two or more travelers have authorization to attend the same meeting and travel together by private vehicle, full mileage reimbursement will be available for the vehicle without regard to the common-carrier rate between the points traveled and without the half-expenses limitation that applies in other respects to Category 2 travel.

Travel by Commercial Carrier--When choosing travel by common carrier, the traveler is obligated to use the lowest fare rate reasonably available. He may have the University purchase the tickets in advance, thereby avoiding a cash outlay himself.

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Breakfast \$1.75	Lunch \$2.75	Dinner \$6.50
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Travelers leaving home prior to 7:00 a.m. or arriving home after 8:00 a.m. will be eligible for breakfast reimbursement.

Travelers leaving home prior to 5:00 p.m. or arriving home after 7:00 p.m. will be eligible for dinner reimbursement.

For a short trip falling wholly within the normal working day, luncheon costs normally are not reimbursable. Special circumstances, such as a scheduled conference with integrated fee and luncheon charge, may justify exception.

Meals covered by airline travel or by conference registration fees will not be reimbursable. Tax and tips are included in meal allowances.

When a traveler's choice of automobile travel results in absence exceeding what is normal for the same trip by common carrier, additional meals and lodging expenses will not be reimbursed.

OTHER EXPENSES

Miscellaneous expenses should be itemized separately and supported by receipts, with the exception of bus or taxi to and from meetings.

Telephone and other communication expenses will be reimbursed where part of the official business of the University. In most cases they should appear on lodging receipts.

No expenses for one's spouse may be reimbursed except when specifically authorized by action of the Board of Trustees.

Board of Trustees Meeting
June 22, 1974

Resolution Authorizing the President to Arrange
for Non-Binding Arbitration

BE IT RESOLVED that the President, on behalf of the Board of Trustees of Youngstown State University be hereby authorized to arrange with the YSU-OEA for non-binding arbitration with respect to grievances not resolved by Step 3 of the grievance process, and to submit the arbitrators' recommendations to the Board for its consideration and final determination.

YR 1974-

Agenda Item D. 4

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Board of Trustees Meeting
June 22, 1974

Resolution on Faculty/Staff Appointments

WHEREAS, the 1974-75 budget authorized new positions
and the continuation of certain unfilled positions; and

YR 1974-

WHEREAS, new appointments have been made subsequent
to the publication of the 1974-75 budget; and

WHEREAS, such appointments are in compliance with the
Board's Resolution YR 1971-16 on Equal Employment
Opportunity, adopted January 21, 1971.

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

Agenda Item D. 5

YOUNGSTOWN STATE UNIVERSITY

Resolution for New Appointments and Corrections

(as of June 17, 1974)

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>ANNUAL SALARY</u>
Alderman, Taylor ¹	Assistant VP for Academic Affairs	VP for Academic Affairs	July 1, 1974	21,000
Beveridge, Ella G. ²	Secretary to VP for Administrative Affairs	VP for Adm. Affairs	June 1, 1974 Eff. 7-1-74	8,349 9,191
Carriker, M. Don ³	Director of Research	School of Education	July 1, 1973	18,600
Cox, Howard B.	Chairman	Department of Marketing	Sept. 1, 1974	22,000
Cox, Thomas A.	Instructor and Wrestling Coach	Health & Physical Ed.	Sept. 15, 1974	8,500*
Creed, Norman H.	Coordinator	Media Center	July 1, 1974	13,000
Hyon, Yong H.	Associate Professor	Accounting & Finance	Sept. 15, 1974	16,500*
Livingston, Derrald	Assistant Professor	Continuing Education	May 15, 1974	16,000
Minnis, Donald	Director	Auxiliary Enterprises	June 1, 1974	15,000
Minogue, Brendan P.	Assistant Professor	Philosophy & Rel. St.	Sept. 15, 1974	11,000*
Munro, Philip C.	Assistant Professor	Electrical Engineering	Sept. 15, 1974	13,000*
Peterson, Lee T.	Teacher Corps Director	School of Education	June 1974 to August 31, 1975	21,600
Rand, Leon ⁴	Dean, Graduate Studies and Research	Graduate School	May 6, 1974	30,500

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>
Seibold, Frank J.	Chairman	Advertising & P. R.	Sept. 1, 1974	20,000

*Nine-month Contract

1 From Chairman, Department of English

2 From Secretary, Graduate School

3 To correct error in the amount

4 From Chairman, Department of Chemistry

Board of Trustees Meeting
June 22, 1974

Resolution on Promotion in Academic Rank for 1974-75

WHEREAS, Article IX of the Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association (YSU-OEA) provides that recommendations for promotion in academic rank be reviewed by the President and submitted to the Board of Trustees with his recommendations for approval; and

YR 1974-

WHEREAS, the University Promotion Committee, after careful consideration of each individual, has recommended promotion in academic rank for 49 faculty members; and

WHEREAS, the President has received, reviewed, and approved the report of the University Promotion Committee; and

WHEREAS, the costs of these recommendations will be within the funds provided for this purpose,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University ratify and approve promotions in academic rank as recommended by the President to become effective with the 1974-75 year, as listed in Exhibit C attached hereto.

Agenda Item D. 6.

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YOUNGSTOWN STATE UNIVERSITY
PROMOTION RECOMMENDATIONS
1974-75

May 28, 1974

Name	Department	Promoted To	1974-75 Salary	W/Promotion 74-75 Salary
<u>COLLEGE OF ARTS & SCIENCES</u>				
MACKALL, Emily	Economics	Professor	\$22,616	\$23,116
MAVRIGIAN, Gus	Mathematics	"	18,931	19,431
SANTOS, Eugene	Mathematics	"	16,737	17,237
ALDERMAN, Taylor	English	Associate	19,607	20,107
BAIRD, Lorryne	English	"	14,038	14,538
BUDGE, M. Alice	English	"	14,111	14,611
COCHRAN, William R.	Physics	"	14,757	15,257
EARNHART, Hugh	History	"	16,917	17,417
FRIEDMAN, Saul S.	History	"	13,612	14,112
HARRIS, C. Earl	Geology	"	19,703	20,203
KLEIN, Albert J.	Mathematics	"	15,021	15,521
KOKNAT, Friedrich, W.	Chemistry	"	14,836	15,336
KREUTZER, Richard D.	Biology	"	15,390	15,890
LABORDE, Bertina A.	Health & P.E.	"	15,456	15,956
MANTON, John V.	Geography	"	14,772	15,272
METTEE, Howard	Chemistry	"	15,416	15,916
MOORHEAD, William D.	Physics	"	15,918	16,418
SCHILDCROUT, Steven M.	Chemistry	"	14,757	15,257
SHIPKA, Thomas A.	Philosophy	"	13,652	14,152
SINGLER, Charles R.	Geology	"	14,334	14,834
SNIDERMAN, Stephen L.	English	"	13,797	14,297
TOEPFER, James R.	Biology	"	15,073	15,573
CHUEY, Carl F.	Biology	Assistant	11,365	11,865
SEBASTIANI, Aurora M.	Biology	"	12,421	12,921
STAUDT, Elizabeth	Biology	"	11,681	12,181
<u>SCHOOL OF BUSINESS ADMINISTRATION</u>				
MAMULA, Melvin P.	Adv. & P.R.	Associate	13,173	13,673
MATHEWS, Donald H.	Marketing	"	14,221	14,721
PETRYCH, William	Accounting	"	15,895	16,395
<u>SCHOOL OF EDUCATION</u>				
BRADEN, Margaret	Elementary	Professor	22,088	22,588
DI RUSSO, Lawrence	Guidance & Couns.	"	22,875	23,375
SCHOENHARD, George	Education	"	17,560	18,060
BECKETT, Josephine	Foundations-Ed.	Associate	13,700	14,200
NICHOLS, William J.	Elementary	"	15,125	15,625
RICHARDS, Ronald J.	Guidance & Couns.	"	14,513	15,013
HEYM, Dorothy F.	Foundations-Ed.	Assistant	11,030	11,530
<u>SCHOOL OF ENGINEERING</u>				
BAKOS, Jack D.	Civil Engr.	Associate	15,231	15,731
FOULKES, Robert H.	Electrical Engr.	"	14,334	14,834
ROST, Duane F.	Electrical Engr.	"	15,073	15,573
SKAROTE, Samuel J.	Electrical Engr.	"	15,073	15,573
SZIRMAY, Leslie V.	Chem. E. & Mat. Sc.	"	16,552	17,052
<u>SCHOOL OF MUSIC</u>				
GOULD, Ronald	Music	Professor	16,281	16,781
HOPKINS, Robert E.	Music	"	17,254	17,754
LAPINSKY, Joseph	Music	Assistant	10,837	11,337
<u>TECHNICAL & COMMUNITY COLLEGE</u>				
BARSCH, William O.	Mech. Engr. Tech.	Associate	15,918	16,418
CHROBAK, Theodore, S.	Computer Tech.	"	15,125	15,625
GARDNER, Steven R.	Elec. Engr. Tech.	"	15,390	15,890
SEBESTYEN, Mary A.	Bus. Ed. & Sec. St.	Assistant	10,407	10,907
WALTON, Martha L.	Bus. Ed. & Sec. St.	"	10,825	11,325
KENNEDY, Dorothy M.	Nursing	"	11,839	12,339

Board of Trustees Meeting
June 22, 1974

Resolution Continuing the Instructional
Fee, General Fee, Tuition and other Fees

Bylaw Section 3, Paragraph D requires an annual review and recommendation by the President with respect to the fees charged by the University. It is recommended that no changes be made in the fee structure as presently approved by this Board.

YR 1974-

Therefore, the following resolution is recommended:

BE IT RESOLVED, that the fee structure of the University, in effect at the close of the present fiscal year be continued for the fiscal year beginning July 1, 1974.

Board of Trustees Meeting, June 22, 1974

Resolution Authorizing a New Program In Computer Technology
and a New Program In Computer Science

Since 1968, the Department of Engineering Technology in the Technical and Community College has offered a two-year program in Computer Technology leading to the degree Associate in Applied Science. In 1973 the Department proposed to the University Curriculum Committee a baccalaureate program in Computer Technology designed as a two-plus-two program that would build upon the existing two-year Associate Degree Program.

At the same time, it was made known that the Department of Mathematics, which had been offering a minor in Computer Science since 1969, wished to propose a major in Computer Science.

In view of the possibility of duplicating courses and programs and the special complexities of the area of Computers, the Vice President for Academic Affairs, with the agreement of the Curriculum Committee, appointed an Ad hoc Committee on Computing with a four fold charge: (1) to review carefully the existing courses and curricula in computer study; (2) to determine the needs for additional work in this field; (3) to identify such duplications and overlap as exist; and (4) to make recommendations for coordination and development of academic offerings in the field of computers.

Represented on this committee were the Director of the Computer Center, the Chairman of the Senate Computer committee, and the departments and schools in which courses in computing were offered--Mathematics, Engineering Technology, Business Administration, and Engineering.

This committee was appointed September 12, 1973, and made an interim report on January 7, 1974 on the basis of which an Advisory Council on Academic Program on Computing chaired by an Acting Coordinator of Computing, was established and the membership widened to include a representative of each School or College of the University.

The Ad hoc committee further concluded that three degree paths in computing should be permitted in the University; (1) Associate in Computing Technology, (2) Baccalaureate in Computing Technology, and (3) Baccalaureate in Computer Science.

Board of Trustees Meeting, June 22, 1974

Briefly, the three degree programs can be differentiated as follows:

A graduate of the existing two-year program in Computer Technology is qualified to work as a junior programmer--one who writes computer code (programs) for a particular problem according to a specific solution of the problem, as developed by an applications analyst or systems analyst.

A graduate of the proposed Computer Technology program will be qualified as a beginning application analyst programmer--one who will develop solutions to particular application problems and may also do the necessary coding.

A graduate of the proposed major in Computer Science will be qualified for graduate work in the theoretical areas of computing as well as functioning as a systems analyst--one who is concerned primarily with the functioning of the computer software system itself, rather than the use of the computer as a tool to solve specific problems.

The Advisory Council on Academic Programs in Computing has developed a master plan which coordinates and integrates course offerings in the field of computing. The proposed baccalaureate program in Computer Technology and the major in Computer Science have been developed in the light of this master plan. On March 21, 1974, the Council recommended for approval the Computer Technology program and on May 16, 1974, the major in Computer Science. Both were then approved by the University Curriculum Committee, and then by the University Senate in its June, 1974 meeting. Copies of a condensed version of the Computer technology proposal, and the proposed major in computer science program, are attached as Exhibit D and E.

If approved by the Board of Trustees, both programs will be presented to the Ohio Board of Regents for its approval.

WHEREAS, there is a need for Youngstown State University to expand its offerings in the Computing field, and

YR 1974-

WHEREAS, there has been most careful study over the past academic year by faculty members and administration involved in, and knowledgeable about, academic programs in computing, to assure orderly and sound development of computing studies in this University, and

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Board of Trustees Meeting, June 22, 1974

WHEREAS, the College and University curriculum committees, and the University Senate, have reviewed and approved the proposed programs,

THEREFORE, BE IT RESOLVED that Youngstown State University is authorized to offer the additional two years beyond those presently constituting the two-year associate degree program in Computer Technology, resulting in a four-year program leading to the B.S. In Applied Science degree, and

BE IT ALSO RESOLVED, that the Mathematics Department in the College of Arts and Sciences at Youngstown State University is authorized to offer a major in Computer Science leading to the Bachelor of Science degree.

BACHELORS DEGREE PROGRAM IN COMPUTER TECHNOLOGY

This information is a condensation of a proposal prepared for the Ohio Board of Regents by the Engineering Technology Department of Youngstown State University.

I. The Proposal

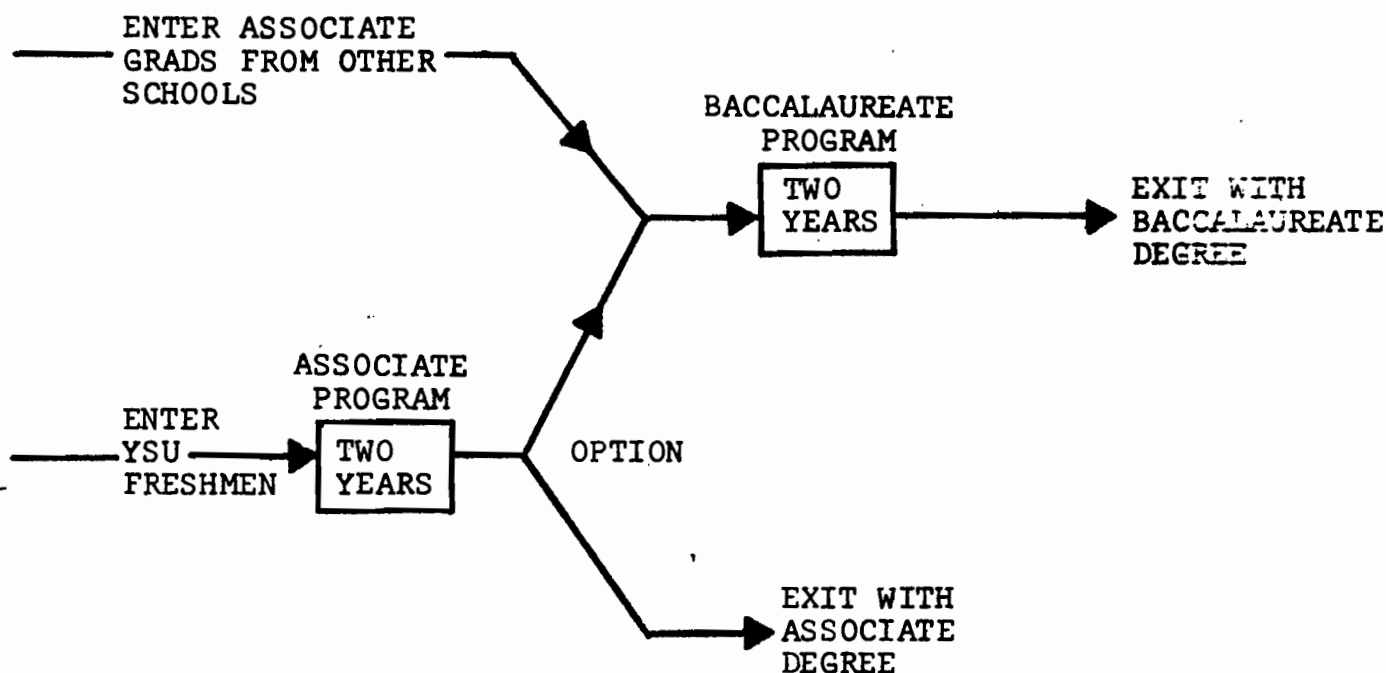
It is proposed that a baccalaureate program leading to the degree Bachelor of Science in Applied Science be established in

COMPUTER TECHNOLOGY

The program meets the university requirements for the B.S. in A.S. degree as recorded in the 1973-1974 YSU bulletin, and the Ohio Board of Regents standards for associate programs. Guidelines provided by the Engineers Council for Professional Development were also considered in formulating the program.

II. The Proposed Curriculum

The proposed baccalaureate program is designed as a TWO-PLUS-TWO program which builds upon the existing unrevised two-year associate degree program. It devotes an additional two years toward extending the technical specialty and completing the university degree requirements. At the completion of their two-year programs, students may accept the associate degree and pursue industrial employment or initiate a baccalaureate program. Associate degree graduates from other schools will normally be admitted at the junior level. The closest similar such program is established at Purdue University.



TWO-PLUS-TWO

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The proposed program is charted below showing work completed in the associate program, areas expanded in the baccalaureate, and the total achieved in each area.

	<u>Completed in Associate Program</u>	<u>Increase in Bachelors Program</u>	<u>Total Hours</u>	<u>% of Total Achieved</u>
English/Speech	7 q.h.	4 q.h.	11 q.h.	24
Social Studies	9 q.h.	11 q.h.	20 q.h.	
Humanities	0	10 q.h.	10 q.h.	
H&PE	3 q.h.	3 q.h.	6 q.h.	
Science/Math	23 q.h.	12 q.h.	35 q.h.	18
Mgt./Acctg.	5 q.h.	17 q.h.	22 q.h.	11
Engineering	4 q.h.	4 q.h.	4 q.h.	2
Computer	45 q.h.	28 q.h.*	73 q.h.	37
Free Electives	<u>4 q.h.</u>	<u>8 q.h.</u>	<u>12 q.h.</u>	<u>8</u>
	96 q.h.	97 q.h.	193 q.h.	100

* 8 New Major Area Courses Allows Two Concentration Areas.

III. Program Administration

The proposed programs are to be administrated by the Engineering Technology Department of the T&CC which also administers the two-year program in Computer Technology. This administrative structure is the same as that in operation at Purdue University.

IV. Program Justification

Justification is based on 1) the need to provide for the upward academic mobility of YSU's associate degree graduates 2) the need to attract associate degree graduates from nearby schools (26 in Ohio) 3) the need to respond to high school interest as expressed by area counselors 4) the need to respond to industrial interest as expressed by the Advisory Committee.

V. Prospective Enrollment

The latest poll taken of associate degree computer students at YSU showed that 50% of 153 students were interested in the proposed program. An additional 39 students were not polled. A system of (26) Ohio schools with associate degree computer programs represents a feeder network from which the proposed program may draw students.

VI. Required Resources

Since more than 85% of the courses required to form the proposed programs are current YSU offerings, no new faculty will be required to staff the programs. Future faculty needs will be filled with qualified YSU faculty as available. Ample physical plant is either currently available or planned in the new T&CC building.

BACHELOR OF SCIENCE IN APPLIED SCIENCE
MAJOR IN
COMPUTER TECHNOLOGY

1.	<u>COMMUNICATIONS, HUMANITIES, SOCIAL SCIENCE</u>	<u>CREDITS</u>
	English 550 Basic Comp. I	4
	English 551 Basic Comp. II	4
	Speech 652 Business and Professional Speech	3
	Social Studies Elective	3
	Social Science 502 Introduction to Economics	3
	Social Studies Elective	3
	Philosophy 619 Introduction to Logic	5
	Philosophy 703 Symbolic Logic	5
	Economics 704 Economics and Social Statistics I	4
	Social Studies Elective	4
	Health & Phys. Ed. 590 Health Education	3
	Health & Phys. Ed. Activity	3
	Social Studies Elective (700 Level)	3
		<u>47</u> q.h.
2.	<u>MATHEMATICS AND PHYSICAL SCIENCE</u>	<u>CREDITS</u>
	Math 502 Algebra II	5
	Math 503 Trigonometry	5
	Math 570 Applied Math I	5
	Math 670 Applied Math II	4
	*Math 770 Applied Math III or Acctg. 713 Basic Cost Acctg.	4 or 5
	Physics 501 Fundamentals of Physics	4
	Physics 502 Fundamentals of Physics and Lab	4
	Science Elective (non-Math)	4
		<u>35</u> or 36
3.	<u>TECHNICAL ELECTIVES (MANAGEMENT, ACCOUNTING)</u>	<u>CREDITS</u>
	Acctg. 605 Elementary Accounting I	5
	Acctg. 606 Elementary Accounting II	5
	*IE 705 Value Engr. or Management 713 Report Writing	4 or 3
	Management 725 Fund. of Management	4
	Management 819 Production of Management	4
	Management 820 Production Control	4
		<u>26</u> or 25

*For Business Option, Acctg. 713 replaces Math 770 and Mgt. 713 replaces IE 705.

4. <u>TECHNICAL SPECIALTY (COMPUTER TECHNOLOGY)</u>	<u>CREDITS</u>
CPT 500 Data Processing Concepts	4
CPT 502 Computer Concepts	3
CPT 601 Scientific Programming I	4
CPT 602 Scientific Programming II	4
CPT 607 Business Programming I	4
CPT 608 Business Programming II	4
CPT 611 Programming-S/360 Assembler I	4
CPT 613 Programming-RPG	4
CPT 614 Business Systems and Procedures	3
CPT 616 Operating Systems	3
CPT 618 Data Processing Applications	4
CPT 622 Utility Programs	4
*CPT 711 Advanced Assembler Programming	4
*CPT 716 Advanced Operating Systems	4
*CPT 720 Telecommunications	4
*CPT 820 Computer Center Operations	4
CPT Option Courses (Business or Science)	12
	<u>73</u> q.h.

CPT OPTION COURSES

Business Option

Science Option

CS 700 Data Structure	4	CPT 701 Scientific Prog. Appl.	4
*CPT 814 Adv. Bus. Sys. & Proc.	4	*CPT 802 Prog. of Num. Tech.	4
*CPT 818 Dev. of Data Bases	4	*CPT 804 Prog. in Op. Res.	4

5. FREE ELECTIVES

Electives

CREDIT

12 q.h.

TOTAL PROGRAM REQUIRES----- 193 q.h.

*Newly structured courses (See Page 33 for description).

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YOUNGSTOWN STATE UNIVERSITY

A Condensation of
A PROPOSAL FOR A BACHELOR OF SCIENCE
DEGREE PROGRAM IN COMPUTER SCIENCE

SUBMITTED BY
The Department of Mathematics
May 10, 1974

APPROVED BY
The University Senate
June 7, 1974

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I. PROPOSAL

It is proposed that a Bachelor of Science (BS) degree program be immediately established, in the Department of Mathematics, offering a major field of study in the area of Computer Science.

II. OBJECTIVES OF THE PROPOSED DEGREE PROGRAM

Computer Science is concerned with the transformation of information and the theory of the systems that accomplish the transformation.

This concern leads to the study of such things as ways of representing information, algorithms for manipulating information, languages in which to express algorithms, operating systems which monitor the flow of information in a computing system, mathematical theories which give theoretical limits on the capabilities of computing systems, and ways to extend the domain of applicability of computing systems.

The proposed computer science program, in common with programs of all disciplines in the College of Arts and Sciences, is designed to provide a basis of knowledge and mode of thinking that permits continual growth on the part of their graduates. Professionally, the proposed program is designed to provide the student with a broad competence and intellectual maturity that allows the student to remain abreast of the field of computer science and also to interact significantly with other disciplines.

The flexibility of the program allows the student to have many choices open to him upon graduation. Of the many choices, three major paths can be delineated. First, all graduates

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will be qualified to pursue graduate work in computer science. Second, all graduates of the proposed program will be qualified to work as operating systems analysts. Third, the student may choose to study another discipline as a minor field and thus obtain the expertise to become an applications analyst or a systems analyst in that area.

III. BRIEF SUMMARY OF THE RATIONALE FOR THE PROPOSED DEGREE PROGRAM

Computer Science is the basis for several important and sought after professions. Although it is difficult to make predictions of enrollment, based upon experiences at similar institutions, the Department of Mathematics believes that within five years there should be between 100 and 150 computer science majors. If Youngstown State University is to make higher education available to high school graduates, it must keep pace with the needs of society. The opportunities available for students with professional preparation in computer science should be made available for the high school graduates in the Youngstown area.

IV. ADMINISTRATION AND COST OF THE PROPOSED DEGREE PROGRAM

The program will be administered by the Department of Mathematics and the cost at the start is, for all practical purposes, zero. The Department of Mathematics has qualified faculty with experience in teaching several of the basic courses. Their teaching loads would shift from mathematics to computer science gradually as student enrollments justify. As the number of majors in computer science increases, there would be an increase in the commitment of teaching load to computer science and eventually add faculty to meet the needs of the new program.

In addition to the general University and College of Arts and Sciences requirements*, a student seeking this degree must complete a minimum of 49 quarter hours** of courses in computer science, of which 28 quarter hours are specified and 21 quarter hours are electives. The specified courses are Computer Science 600, 601, 700, 701, 710, 750 and at least two quarter hours of 890. Electives in Computer Science may be selected from any of the 700-level and 800-level computer science courses and EE 822. Moreover, the following Mathematics courses, totaling 22 quarter hours, are required. Mathematics 571, 572, 673, 725 and 760. Thus, a candidate for this degree will automatically satisfy a minor in Mathematics. He will also be encouraged to seek a second minor.

*General University Requirements, College of Arts and Sciences Requirements and Major Requirements.

Basic

English Communication	8
Health and Physical Education	6

Area

Humanities	14
Social Studies	20
Science	12
Mathematics	22
Computer Science**	49

For the Degree

Foreign Language	0-12
Electives and/or Second Minor	<u>47-59</u>

TOTAL	186
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**Only eight new courses are required.

0.27

VI. DESCRIPTION OF NEW COURSES

LOWER DIVISION COURSES

- 650 Language Topics. Intensive language courses with emphasis on writing efficient programs. Topic 1: ALGOL; Topic 2: SNOBOL; Topic 3: LISP. May be repeated if topic changes. Each topic is opened only to students without previous credit in that particular language topic.
Prereq: Programming experience or permission of instructor.
2 q.h.

UPPER DIVISION COURSES

- 710 Introduction to Discrete Structures. Basic set theory including functions and relations. Boolean algebra, propositional logic, graph theory and combinatorics.
Prereq: Mathematics 673 and Computer Science 600 or equivalent.
4 q.h.
- 750 Computer Logic and Organization. A study of the logical basis and organization of digital computing systems and their components.
Prereq: Computer Science 601 and Computer Science 710.
4 q.h.
- 840 Theory of Finite Automata. The structural and behavioral aspects of finite automata.
Prereq: Computer Science 710 and Mathematics 725.
4 q.h.
- 845 Information Storage and Retrieval. An introductory course in information organization storage and retrieval of natural language data. Automatic classification, abstracting and indexing, automatic question-answering systems, and search and statistical techniques.
Prereq: Computer Science 710.
4 q.h.
- 860 Programming Language Structures. A systematic approach to the study of the structures of programming languages. Formal descriptions, syntax, semantics and technical characteristics.
Prereq: Computer Science 700.
4 q.h.
- 890 Computer Projects. Individual study or research taken under the direction of a participating faculty member. May be repeated up to 10 quarter hours.
Prereq: Completion of a minimum of 30 quarter hours in Computer Science and permission of chairman.
2-5 q.h.
- 895 Special Topics. A study of special topics in computer science, e.g., Topic 1: Theory of Computation; Topic 2: Advanced Artificial Intelligence. May be repeated up to

10 quarter hours. Credit will vary by topic.
Prereq: Permission of instructor.

2-5 q.h.

VII. DESCRIPTION OF EXISTING COURSES

LOWER DIVISION COURSES

- 600 Introduction to Programming. Application of data representation and flow-charting techniques to the solution of elementary problems. High-level programming languages will be used to teach a variety of techniques for solving problems with computers. Programming laboratories will be specialized to scientific and business languages. Prereq: Mathematics 502 or Mathematics 531 or Computer Technology 502 or consent of teacher. 4 q.h.
- 601 Advanced Programming. Advanced problem solving techniques using problem-oriented and machine-oriented languages. General lectures with laboratories specialized to scientific or data processing applications. Prereq: Computer Science 600, Mathematics 550 or 673. 5 q.h.

UPPER DIVISION COURSES

- 700 Data Structures. Study of data representations and input-output techniques in programming languages. The data structures of various languages will be comparatively applied in computational problems to reveal their advantages and limitations. Prereq: Computer Science 601. 4 q.h.
- 701 Systems Programming I. Techniques for constructing assemblers and compilers for computer languages. Prereq: Computer Science 700. 5 q.h.
- 702 Systems Programming II. Techniques for constructing computer operating systems. Prereq: Computer Science 701. 5 q.h.
- 810 Computer Graphics and Terminals. Study of problems and techniques in data collection and display. Prereq: Computer Science 700. 4 q.h.
- 820 Simulation and Artificial Intelligence. Methods for modeling discrete systems by algorithmic and heuristic approaches. Prereq: Computer Science 700. 5 q.h.
- 830 Computational Linguistics. Computer methods of translating natural and artificial languages. Prereq: Computer Science 601. 5 q.h.

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Board of Trustees Meeting, June 22, 1974

Resolution Authorizing Drafting and
Design Technology Program

The Admissions Office and the Engineering Technology Department have received numerous inquiries about the availability of a Drafting program. Based on this expression of interest Youngstown State University obtained preliminary staff approval from the Board of Regents on November 16, 1973 to develop a formal proposal for a Drafting and Design Technology Program. The Civil Engineering Technology Advisory Committee and the Mechanical Engineering Advisory Committee supported the development of this program.

At its meeting on June 7, 1974 the University Senate approved the establishment of a two-year Drafting and Design Technology Program leading to the Associate in Applied Science degree as proposed by the Engineering Technology Department.

Attached as Exhibit F is a description of this new program including the new courses.

Therefore, the following resolution is submitted:

BE IT RESOLVED, that Youngstown State University is authorized to establish a two-year program in Drafting and Design Technology, leading to the Associate Degree in Applied Science starting in the Fall Quarter 1974.

YR 1974-

If approved by the Trustees, the new program will be presented for approval by the Ohio Board of Regents.

ASSOCIATE DEGREE PROGRAM IN DRAFTING AND DESIGN TECHNOLOGY

This information is a condensation of a proposal prepared for the Ohio Board of Regents by the Engineering Technology Department of Youngstown State University.

1. THE PROPOSAL

It is proposed that an associate program leading to the degree Associate in Applied Science be established in

DRAFTING AND DESIGN TECHNOLOGY

Similar such programs are offered by Akron, Cincinnati, Bowling Green, Toledo and 11 other state supported schools.

2. THE PROPOSED CURRICULUM

The proposed program meets university requirements and the Ohio Board of Regents standards for associate programs. Guidelines provided by the Engineers Council for Professional Development were also considered. The program has the objective of preparing design draftsmen who can participate in the design process and who can prepare and interpret finished design drawings with proficiency. Only 6 new courses (21 q.h.) are required to be approved.

3. PROGRAM ADMINISTRATION

The proposed program will be administered by the Engineering Technology Department of the T&CC which is responsible for technical education programs in engineering related areas. This same administrative structure is employed in other schools offering this program.

4. PROGRAM JUSTIFICATION

Justification is based on the need to respond to 1) the high level of student interest as expressed by counselors in a high school survey 2) the high level of interest expressed by industry through an Advisory Committee and 3) the high level of interest as expressed by area employment agencies. The only similar such college programs in a radius of 60 miles are in Akron and Cleveland.

5. PROSPECTIVE ENROLLMENT

A survey of 30 local high schools, 14 responding, reported a potential of 45 students for the Fall Quarter. It is anticipated that the program will draw 25 students per Fall Quarter once it has been made known.

6. REQUIRED RESOURCES

Ample physical plant is either currently available or planned. No new faculty or resources will be required to initiate the program. Only 6 new courses need be approved.

Page Four

ASSOCIATE DEGREE PROGRAMDRAFTING AND DESIGN TECHNOLOGY

Art 602 Drawing Techniques	3
Speech 652 Business and Professional Speech	3
English 550 Basic Comp. 1	4
Science Elective	4
Social Studies Electives	9
Math 502 Algebra II	5
Math 503 Trigonometry	5
Health & Physical Education 590 Health Education	3
Mechanical Engineering 502 Drawing Fundamentals	3
Mechanical Engineering 502 Descriptive Geometry	3
Mechanical Engr. Technology 550 Advanced Drawing	4
Mechanical Engr. Technology 515 Mechanics I	4
Mechanical Engr. Technology 630 Manuf. Procedures	4
Mechanical Engr. Technology 620 Tool Design	3
Civil Engr. Technology 604 Prop/Stgth of Matls.	4
Civil Engr. Technology 607 Solid Mechanics	4
Civil Engr. Technology 617 Const. Methods & Matls.	4
Civil Engr. Technology 612 Structural Design & Drafting	4
Engineering Technology 505 Elements of Engr. Technology	4
*Drafting & Design 602 Civil & Architectural Drafting	3
*Drafting & Design 603 Systems Drafting	3
*Drafting & Design 608 Machine Elements	4
*Drafting & Design 613 Building Systems Drafting	3
*Engineering Technology 615 Design Project	4
TOTAL	98 Q. H.

*Newly structured courses (See page 9 for description)

B.32

DD 602 Civil and Architectural Drafting

Practice in drafting associated with overall environmental designs such as land surveys, highways and plot plans. Architectural symbols, foundations and floor, wall and roof systems. Six hours of combined lecture and laboratory per week.

Prereq: ME 501 3 q.h.

DD 603 Systems Drafting

A study of the basic principles and drafting techniques used to represent electrical, hydraulic and pneumatic systems. Symbolic representation of circuit components is stressed. Six hours of combined lecture and laboratory per week.

Prereq: ME 501 3 q.h.

DD 608 Machine Elements

Design and drafting of machine elements common to mechanical equipment. Drafting and the use of handbooks and catalogs will be stressed. Three hours lecture and three hours laboratory per week.

Prereq: CET 607 4 q.h.

DD 611 Specifications and Estimating

A course involving the fundamentals of specifications writing, cost estimating and material requirements estimating.

Prereq: CET 617, MET 630, or Consent of Instructor. 4 q.h.

DD 613 Building Systems Drafting

Practice in layout and drafting of structural, electrical and mechanical systems of buildings. Attention is also given to the control and interrelationship of these systems. 1½ hours lecture, 4½ hours laboratory.

Prereq: DD 603 3 q.h.

ET 615 Design Project

Student will undertake a project designed to utilize principle methods studied in previous courses. The subject of the project will be jointly determined by the student and instructor and formally developed by the student. The course is normally taken during the final stages of the student's program.

Prereq: Consent of Instructor. 4 q.h.

Board of Trustees Meeting, June 22, 1974

Resolution on a Charter of the Academic Senate

WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and

YR 1974-

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles of the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

NOW, BE IT THEREFORE RESOLVED, that the Board of Trustees of Youngstown State University does hereby accept and approve this charter for an Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this Charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject.

YOUNGSTOWN STATE UNIVERSITY

CHARTER OF THE ACADEMIC SENATE

Approved by the Board of Trustees on _____

Board Authorization

On _____ (date) the Board of Trustees of Youngstown State University adopted Resolution YR- _____ authorizing the operation of the Academic Senate under this charter. The following excerpts, taken from the minutes of the Board of Trustees, are an integral part of the document approved by the Board.

WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles in the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

Now be it therefore resolved that the Board of Trustees accepts and approves this charter for the Youngstown State University Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject.

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE.--The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS.--For the purpose of this Charter and the Bylaws, the meaning of the following terms shall be:

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

Section 2. Academic Department.

An academic department is defined as one which provides instruction for academic credit, and which is administered by a Chairman budgeted under and responsible to the Dean of an undergraduate college. For the purpose of this definition, a college not separated into academic departments shall be considered an academic department.

Section 3. Faculty

Faculty shall include all those employed as full service faculty who hold academic rank and are paid, at least in part, by an academic department for teaching responsibilities. Their home department shall be that academic department which pays the greater portion of their teaching salary. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who are not eligible for election to the Senate as Faculty.

Section 5. Faculty Administrators.

All academic department chairmen and Assistant Deans of Colleges, for the purpose of this Charter and By-Laws, shall meet the above definitions as Faculty and Administrators.

ARTICLE III

The Academic Senate

Section 1. Membership.--The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership.--The selection of Senators shall be--

- (a) For students:

- (1) Non-elected representatives; by virtue of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college based upon the percentage of faculty in each college. The determination of faculty in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office.--Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
- (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
- (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

- (a) A Chairman of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The Chairman of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings.

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees together with the agenda, must be circulated to the Faculty and any other persons designated by the Executive Committee at least five days prior to a Senate meeting at which it is to be considered. All proceedings of the Senate shall be reduced to minutes and similarly circulated.

- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES.--The Senate shall have two classifications of committees, Chartered and those created by the Executive Committee.

Section 1. The Chartered committees of the Senate shall be divided into two categories;

- (a) Elected chartered committees--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.
 - (4) The Continuing Education Committee.
 - (5) The Curriculum Committee.
 - (6) The Educational Media Committee.
 - (7) The Library Committee.
 - (8) The Research Committee.
 - (9) The Student Affairs Committee.

Section 2. The composition and function of the elected chartered committees shall be--

- (a) The Elections and Balloting Committee;
 - (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
 - (2) Eligibility and election procedures shall be as specified in the Bylaws.

8.41

- (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee;

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

(c) The Executive Committee;

(1) (A) Composition--

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
- (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
- (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
- (iv) The Chairman of the Senate by virtue of his office shall be a member of the Committee.

(B) The terms of office--

- (1) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive Committee may be elected for two full consecutive terms.
- (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate the Executive Committee shall establish such committees.
 - (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
 - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
 - (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of the Senate--

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

- Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:
- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
 - (b) At the meeting of the Senate at which the Amendment is to be considered, The Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
 - (c) Upon a two-thirds affirmative vote of the Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
 - (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

P.45

BYLAWS of the CHARTER
of the
FACULTY SENATE

BYLAW 1 PURPOSE

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

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Unless otherwise specified, the members of the Senate, at a meeting at which this is an announced agendum, shall nominate at least twice as many candidates as are to be elected.

All such elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Tellers. For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

Section 2. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots, except as provided in Article V Section 2 (f) and Article VI Section 1 of the Charter, and distribute them to the appropriate electorate. Unless otherwise specified, all balloting must be completed within ten days from the date of mailing by the Elections and Balloting Committee.
- (b) Unless otherwise specified, all elections and balloting under the supervision of the Elections and Balloting Committee shall be by closed mail ballot.
- (c) The names of the nominees shall be listed in alphabetical order on all mail ballots with a statement of the maximum number to be voted for, (which shall be the number to be elected), and instructions for return of the ballot, and enclose an unmarked envelope for return of the ballot. The marked ballot is to be sealed by

the elector in the unmarked envelope, and the elector is to sign the slip bearing his name on the outside of the envelope. After collecting all the ballots, the Elections and Balloting Committee is to remove the name slips of the eligible electors and give the sealed unmarked envelopes to the tellers.

(d) Upon the direction of the Senate at a meeting requesting a written ballot, the chairman shall appoint a sufficient number of tellers who shall distribute blank ballots, collect and tally the same, and report the results to the chairman. The chairman shall announce the results.

Section 3. Balloting Disputes. All balloting disputes shall be resolved by the Election and Balloting Committee, and their determination shall be final.

Section 4. Ties. Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 5. Reporting results of elections and balloting. The Elections and Balloting Committee shall make the results of all elections and balloting public. A complete record of the results or each balloting shall be retained for a period of one year. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of the publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Election and Balloting Committee.

BYLAW 3

ELECTION OF FACULTY SENATE

Section 1.

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

(b) The Academic Department and College of a faculty member shall be determined by the Election and Balloting Committee.

Section 2. Apportionment of Faculty Seats. As provided in the Charter, Article III, Section 2, (c) (1), each college shall be assigned four seats the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges based upon the percentage of Faculty in each college determined as of January 31. The Elections and Balloting Committee shall compute these percentages based upon a list of Faculty provided by the Faculty Personnel Office. It shall then calculate the number of additional seats apportioned to each college based upon this percentage.

Section 3. Election Procedures.

(a) Time of Elections;

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.
- (2) College At -Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of Academic Departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with June 15. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

Section 4. Withdrawal from Senate Election.

A faculty member may have his name removed from nomination for either the Departmental election or the At-Large election, or both, by submitting a signed written request to the Elections and Balloting Committee chairman not later than March 15.

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Section 5. Organizational Meeting of the Senate.

The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for chairman of the Senate, and Charter and Bylaws Committee.

BYLAW 4

OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 15.

Section 2. The Elections and Balloting Committee.

- (a) All faculty members eligible for Senate Election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be for two years beginning with June 15. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

Section 3. The Charter and Bylaws Committee.

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate.

B.49

- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years beginning with June 15. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the Constitution and Bylaws Committee who have one year of term remaining shall continue as members of the Charter and Bylaws Committee.

Section 4. The Executive Committee.

- (a) Faculty members;
- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
 - (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
 - (3) The term of office for elected faculty members of the Executive Committee shall be for three years beginning with June 15. The continuity of the election of the various college representatives shall continue on the staggered three-year term basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive Committee.
- (b) Administrative and Student Members.
- (1) As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
 - (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 15.

BSD

Section 5. The chairman of all elected chartered committees shall be elected annually by the committee at their first organizational meeting.

BYLAW 5

DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate meetings and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting.

Section 3. Parliamentarian.

The parliamentarian shall advise the chairman, upon request, on all matters pertaining to proper parliamentary procedures.

BYLAW 6

APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.
 - (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate committees in order to facilitate communication between the committee and the administration, and, accordingly, they shall have no privilege to vote.

- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Student may serve on only one Senate Chartered Committee at any one time.
- (e) The chairman of each appointed chartered committee of the Senate shall be elected annually from within the committee.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their own Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate committee members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
 - (1) This committee is charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
 - (2) The membership of the committee shall consist of eight faculty with at least one member from each college, administrator(s), and two students.

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- (b) The Academic Events Committee;
- (1) To recommend to the Senate new policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (c) The Computer Committee;
- (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (d) The Continuing Education Committee;
- (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (e) The Curriculum Committee;
- (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.
 - (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in which to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.

P.S.B.

- (a) If no objections are received by the Curriculum Committee within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for communication purposes only, in recognition of the autonomy of a college.
- (b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.
- (c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairman.
- (3) The membership shall consist of eight faculty members with at least one member from each college, administrator(s), and three students.
- (f) The Educational Media Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (g) The Library Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (h) The Research Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.

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- (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (1) The Student Affairs Committee;
 - (1) To recommend to the Senate academic policies concerning students.
 - (2) The membership of the committee shall consist of eight faculty, administrator(s), and four students.

BYLAW 7

VACANCIES

Section 1. Determination.

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling of Vacancies and Certifying Memberships.

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

P.J.T.

Section 3. Other Faculty Vacancies.

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies

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

Section 5. The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 8. ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last 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
- 7) Unfinished business
- 8) New business
- 9) Adjournment

BYLAW 9. RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2. Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he is recognized by the chair.

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- Section 3. All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.
- Section 4. Senate business shall be conducted by Informal Consideration, except following affirmation of a motion "to consider formally." Closure of Debate, nevertheless, may still be ordered by a two-thirds majority.
- Section 5. An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:
- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
 - (b) When the conduct of the Senate's business is terminated by the arrival of a pre-determined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."
- Section 6. Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

BYLAW 10.**AMENDMENTS**

- Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.
- Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.
- Section 3. At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chairman shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

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COMMUNICATIONS, PETITIONS and MEMORIALS

Agenda Item G

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OHIO BOARD of REGENTS88 East Broad Street, Room 770
Columbus, Ohio 43215

(614) 466-6000

Dr. James A. (Dolph) Norton, Chancellor

John Marshall Briley, Chairman
Robert F. Doolittle, Vice Chairman
David G. Hill, Vice Chairman
Marvin L. Warner, Vice Chairman
Paul E. Belcher, Secretary
Thomas L. Conlan
Donald L. Huber
Mary Ellen Ludlum**RECEIVED**

JUN 5 1974

**PRESIDENT'S
OFFICE**

June 4, 1974

M E M O R A N D U M

TO: Presidents of Public Two-Year Colleges and Universities

FROM: Dolph Norton, Chancellor

RE: Discussion of the Task Force Report with Trustees

As most of you will recall, at our recent meetings with the trustees of your institutions there was considerable concern about the Task Force Report and its ramifications. I expect that each one of you will want to speak privately with your trustees about the report, and possibly give them copies of the report, but we thought it might be appropriate for someone from the Board of Regents or the Task Force to appear before your board at a public session and review some of the Task Force's recommendations. This would give them an opportunity to be involved in the discussions of the Task Force Report, as well as provide some opportunity for the local press to become aware of the Task Force Report and its recommendations. We realize that this cannot be accomplished in the month of June or even July, but perhaps in the next three to four months. However, it would be appropriate and probably possible for one of us to make a presentation to each one of your boards on the Task Force Report. Please let us know if this would be convenient and what date would be most convenient for our presentation.

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**YOUNGSTOWN STATE UNIVERSITY**

YOUNGSTOWN, OHIO 44503

May 20, 1974


TO: John J. Coffelt, President
Youngstown State University

FROM: William O. Swan, Administrator
Faculty Personnel

RE: Arbitration in Metzger grievance

The grievance filed by Associate Professor Metzger (Foreign Language Department) was processed through the first three steps of the grievance procedure and was, subsequently, appealed to advisory arbitration. As provided in the Agreement (Article VII, Section 3), the Federal Mediation and Conciliation Service (FMCS) was requested to submit a panel of prospective arbitrators to the University and Association. The panel (seven arbitrators qualified to hear this particular type of case) was received on May 7. At that time, Dr. Robinson (Association) and I (University) selected an arbitrator from the panel (see attached letter) to hear the case. The arbitrator will be contacted by the FMCS; he, in turn, will contact the University and the Association to arrange a hearing date. I will give you the time and place as soon as it is determined.

WOS:emd



SECRETARY'S REPORT RE ATTENDANCE AT BOARD MEETINGS

(For year ending May 15, 1974)

TERMS EXPIRE	TRUSTEE	SPECIAL 32nd MONDAY MAY 21, 1973	REGULAR 33rd SATURDAY JUNE 16,1973	SPECIAL 34th FRIDAY JULY 13,1973	REGULAR 35th SATURDAY NOV. 10,1973	REGULAR 36th SATURDAY JAN. 26,1974	SPECIAL 37th MONDAY FEB. 8,1974	REGULAR 38th SATURDAY APR. 20,1974
1973	STROUSS, Clarence J., Jr.	P	P	P	-	-	-	-
1974	WEAN, R. J., Jr.	P	a	a	a	a	a	a
1975	WILLIAMS, Robert E.	P	a	P	a	P	P	P
1976	BROWN, William J.	P	P	P	P	P	a	a
1977	BURROWES, Dr. Bertie B.	P	P	P	P	P	P	P
1978	DENNISON, Carl L.	P	P	P	P	a	P	a
1979	NEWMAN, John M.	P	P	P	P	P	P	P
1980	SHIPKA, Albert J.	a	P	P	P	P	P	P
1981	ISROFF, Ann L.	P	P	P	P	P	a	P
1982	SHUTRUMP, Fred J., Jr. (appointed 7/13/73)	-	-	-	P	P	P	P
		8 Present 1 Absent	7 Present 2 Absent	8 Present 1 Absent	7 Present 2 Absent	7 Present 2 Absent	6 Present 3 Absent	6 Present 3 Absent

(REPORT SUBMITTED AT 39TH MEETING, JUNE 22, 1974 PER BY-LAW, ARTICLE III, SECTION 6)

HUGH W. MANCHESTER
SECRETARY OF THE BOARD



W. Agnew

4243
MAY 14 1974

YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44503

**PRESIDENT
OFFICE**

10 May 1974

To: Dr. John J. Coffelt, President
 Dr. Earl E. Edgar, Vice President, Academic Affairs
 Dr. Karl E. Krill, Vice President, Administrative Affairs
 Mr. Joseph S. Rook, Vice President, Financial Affairs
 Mr. Richard L. Glunt, Comptroller

From: John Wales, Financial Aids *John Wales*

Subject: Financial Aid Awards

The YSU Office of Student Financial Aids has awarded a total of \$1,434,629 for the combined Fall and Winter Quarters of the 1973-74 academic year.

The attached schedules show a quarter-by-quarter breakdown of awards by type, and the year-to-date totals.

There were a total of 14 fewer awards made for the Winter Quarter than were made for the Fall Quarter, but a total of \$33,193 more was awarded than for the Fall Quarter.

An incorrect count of the NDSL awards for the Fall Quarter has been corrected as indicated on the schedule (Encl. #1).

WINTER QUARTER 1974 AWARDS
 OFFICE OF STUDENT FINANCIAL AIDS
 YOUNGSTOWN STATE UNIVERSITY
 Youngstown, Ohio 44503

	AWARDS	AMOUNT	
<u>Federal Government Sponsored Programs:</u>			
National Direct Student Loan	603	\$70,336	
Law Enforcement Educational Program	87	23,340	
Educational Opportunity Grant	105	19,622	
Basic Opportunity Grant	158	16,165	
Public Law 815	32	7,586	
HEW Nursing Scholarship	30	4,190	
Nursing Student Loan	28	2,530	\$143,769
<u>State Government Sponsored Programs:</u>			
Ohio Instructional Grant	1,324	\$154,312	
Ohio Vocational Rehabilitation	425	92,842	
Pennsylvania Higher Education Assistance Agency	330	73,915	
Pennsylvania Vocational Rehabilitation	34	14,623	
Guaranteed State Loan	7	5,195	
Ohio War Orphans	4	840	
Furlough Program	1	291	
New York Vocational Rehabilitation	1	215	
WIN (Ohio)	1	57	342,290
<u>University Sponsored Programs:</u>			
Remission	341	\$43,146	
Athletics	140	31,140	
YSU Student Loan Fund	83	18,447	
International Student Loan Fund	9	2,899	
Kilcawley Dorm Residents	6	1,080	96,712
<u>Local and Private Donor Sponsored Programs:</u>			
Youngstown Educational Foundation	970	\$82,017	
Youngstown State University Scholarship	329	65,109	
Youngstown Hospital Association Loan	15	3,272	
Public Service Careers	0	0	
YEF Fellowship - Mechanical Engineering	2	270	
Oblate Convent	3	456	
Ursuline Nuns	1	16	151,140
	5,069		<u>\$733,911</u>

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7 # 2

FALL (73) WINTER (74) AWARDS
 OFFICE OF STUDENT FINANCIAL AIDS
 YOUNGSTOWN STATE UNIVERSITY
 Youngstown, Ohio 44503

4245

	AMOUNT	
<u>Federal Government Sponsored Programs:</u>		
National Direct Student Loan	\$140,891	
Law Enforcement Educational Program	46,988	
Educational Opportunity Grant	38,462	
Basic Opportunity Grant	25,736	
Public Law 815	15,416	
HEW Nursing Scholarship	8,415	
Nursing Student Loan	<u>5,075</u>	\$280,983
 <u>State Government Sponsored Programs:</u>		
Ohio Instructional Grant	309,064	
Ohio Vocational Rehabilitation	185,863	
Pennsylvania Higher Education Assistance Agency	125,869	
Pennsylvania Vocational Rehabilitation	28,192	
Guaranteed State Loan	11,115	
Ohio War Orphans	1,680	
Furlough Program	633	
New York Vocational Rehabilitation	430	
WIN (Ohio)	<u>57</u>	662,903
 <u>University Sponsered Programs:</u>		
Remission	86,032	
Athletics	63,907	
YSU Student Loan Fund	34,641	
Kilcawley Dorm Residents	2,196	
International Student Loan Fund	<u>4,965</u>	191,741
 <u>Local and Private Donor Sponsored Programs:</u>		
Youngstown Educational Foundation	163,928	
Youngstown State University Scholarship	126,209	
Youngstown Hospital Association Loan	5,643	
Public Service Careers	2,034	
YEF Fellowship - Mechanical Engineering	540	
Oblate Convent	620	
Ursuline Nuns	<u>28</u>	299,002
		<u>\$1,434,629</u>

c) #

JOHN H. RANZ
 HUGH W. MANCHESTER
 RICHARD B. WILLS
 PAUL J. FLEMING
 JAMES E. BENNETT, JR.
 JOHN WEED POWERS
 FRANKLIN S. BENNETT
 W. STEPHEN MELOY
 ROBERT N. DINEEN
 JACK C. HARRIS
 GILBERT M. MANCHESTER
 MICHAEL I. WALLING
 WILLIAM T. BODOH
 THEODORE M. KLUPINSKI
 STEPHEN T. BOLTON

LAW OFFICES
 MANCHESTER, BENNETT, POWERS & ULLMAN

ELEVENTH FLOOR
 UNION NATIONAL BANK BUILDING
 YOUNGSTOWN, OHIO 44503
 TELEPHONE 743-1171 AREA CODE 216

CURTIS A. MANCHESTER
 1902-1951
 JAMES E. BENNETT
 1917-1964
 FRANKLIN B. POWERS
 1914-1960

MYRON E. ULLMAN
 DON E. TUCKER
 OF COUNSEL

August 31, 1974

Mrs. Marian Webster
 Secretary to the President
 Youngstown State University
 410 Wick Avenue
 Youngstown, Ohio 44503

Dear Mrs. Webster:

Herewith are the following papers for insertion in the original Minutes of the Trustees, which are kept in the President's office:

- 1. Ribbon copy of Minutes of the June 22, 1974 meeting, now signed and attested. 12 pages
- With these should be included:
- a. Exh. A. - Travel Regulations, adopted by YR 1974-34 5 "
- b. Exh. B. - New Appointments, confirmed by YR 1974-36 2 "
- c. Exh. C. - Promotions, approved by YR 1974-37 1 "
- d. Exh. D. - Computer Technology Program approved by YR 1974-39 4 "
- e. Exh. E. - Computer Technology Program approved by YR 1974-39 7 "
- f. Exh. F. - Drafting and Design Program YR 1974-40 3 "
- g. Financial Aids Report 4 "
- h. Financial Statements to 5/31/74 1 "
- i. Exh. G. - Academic Senate Charter - approved by YR 1974-41 23 "

#2

- j. Chancellor Norton - memo 6/4/74
re Task Force 1 page
- k. W. O. Swan memo 5/20/74 re Metzger
Grievance 1 "
- l. Secretary's Report re Attendance at
Board Meetings 1 "
- 2. Copy of Certification re mailing draft of
June 22 meeting, dated July 16, 1974 1 "
- 3. Copy of Notice to Trustees dated August 15,
1974 and Certification of mailing same -
re Meeting of August 31, 1974 1 "
- 4. Copy of Secretary's letter of August 15,
1974 to E. C. Abrams, President of YSU-
OEA, which enclosed a copy of the Notice
to Trustees re the August 31, 1974 meeting 1 "

Yours very truly,

Hugh W. Manchester

HWM MM
Enclosures

MINUTES OF MEETING

of

BOARD OF TRUSTEESYOUNGSTOWN STATE UNIVERSITY

Kilcawley Center
Saturday, June 22, 1974

Pursuant to determination by the Board at its last meeting and the foregoing Notice mailed by the Secretary to all Trustees on June 6, 1974 (with copies to the President of the University and to the President of the Youngstown State University Chapter of O.E.A.), a regular meeting (thirty-ninth) of the Board of Trustees of Youngstown State University convened at 1:00 p.m. on Saturday, June 22, 1974 in Rooms 216-217 in Kilcawley Center. This followed commencement ceremonies and an informal luncheon of the Trustees.

Six Trustees were present at and throughout the meeting: John M. Newman, William J. Brown, Dr. Bertie B. Burrowed, Carl L. Dennison, Mrs. Ann L. Isroff and Robert E. Williams. Two Trustees, Albert J. Shipka and Fred C. Shutrump, Jr. were absent.

Other persons present included 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, Philip A. Snyder, Director of University Relations, Hugh W. Manchester, Secretary to the Board of Trustees, John Ingram, Assistant Attorney General and Counsel to the University, and Mrs. Marian Webster, Secretary to the President. About sixteen Deans, Faculty members and members of the news media were also present.

Mr. Newman, 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 on June 6, 1974 was submitted and is attached to these minutes. The President's office had furnished supplemental materials on or about June 17, 1974.

ITEM II - Minutes of Meeting held April 20, 1974

Copies of the draft of minutes of the thirty-eighth meeting held on April 20, 1974 had been mailed on May 3, 1974 to each Trustee, to the President, each Vice President and the State Examiner. There being no changes or corrections suggested, such minutes were approved

upon motion made by Mr. Brown, seconded by Dr. Burrowes and duly carried, and the same were signed by the Chairman and attested by the Secretary.

ITEM III - Recommendations of the President

(1) Approval to Confer the Honorary Degree, Doctor of Labor Relations, on James Patrick Griffin

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

"With great appreciation for his service to the labor movement at local, state, district and national levels; the wide range of service activities to Youngstown and the Mahoning Valley to which he has given his time, energies, and abilities; for his service to the State of Ohio, in many efforts to solve industrial and economic problems; and especially for his interest in the progress of education in this region; upon recommendation by the faculty and the administration of the University, the honorary degree, Doctor of Labor Relations, is hereby authorized to be conferred on James Patrick Griffin." YR 1974-32

(2) Advertising Policy

The President reported relative to the needs for making the public aware of recent gains achieved by the University, improvements and strengthening of its undergraduate and graduate programs, as well as its research and service programs. An Ad Hoc Committee which has been developing methods for improvement of the University's public relations program has recommended adoption of an advertising policy.

After discussion and upon recommendation of the President, a motion was made by Mr. Dennison, seconded by Mrs. Isroff and carried by affirmative vote of all Trustees present, the Chairman declared the following resolution duly carried:

"In the solicitation of students, Youngstown State University shall not directly, or by implication, misrepresent the services it renders. All advertisements and promotional literature used will be truthful, informative and constructive and avoid conveying any false," YR 1974-33

misleading or exaggerated impressions with respect to the University, its personnel, its courses and services, or the occupational opportunities for its graduates. The true purpose and nature of YSU's offerings shall be evident in all advertising. Every advertisement should constitute to the reader a clear statement of a bona fide offer or announcement. All advertising copy and promotional literature of whatever nature shall be submitted to the University Relations Department for review prior to its publication."

(3) Travel Regulations

Dr. Krill reviewed and explained past practices and recent changes in policy as respects reimbursement of University personnel for travel expenses incurred in connection with University affairs. The present regulations, attached to the Agenda and to these minutes, marked Exhibit A, were reviewed. It was recommended that such regulations be approved by the Board.

After a motion by Mrs. Isroff, seconded by Dr. Burrowes, received affirmative vote by all Trustees present, the Chairman declared the following resolution duly adopted:

"WHEREAS, the current travel regulations for YR 1974-34 faculty and staff stem essentially from a Presidential directive dated December 26, 1968; and

WHEREAS, these regulations have undergone numerous changes since that date, by reason of both rewordings during transcription and alterations to recognize de facto modifications; and

WHEREAS, certain further changes as well as some additional aspects of travel regulation need to be incorporated;

NOW, THEREFORE, BE IT RESOLVED that the Travel Regulations attached hereto as Exhibit A be adopted by this Board to apply to travel by the faculty, and staff and Board of this University, and by individuals engaging in official business in its behalf."

(4) Non-Binding Arbitration

The President reported that at least one, and possibly more grievances, was not resolved by Step 3 of the grievance procedure provided for by the agreement governing grievances. He recommended that he be authorized to arrange for non-binding arbitration when necessary.

Mr. Brown moved for adoption the following resolution:

"BE IT RESOLVED that the President, on behalf of the Board of Trustees of Youngstown State University be hereby authorized to arrange with the YSU-OEA for non-binding arbitration with respect to grievances not resolved by Step 3 of the grievance process, and to submit the arbitrators' recommendations to the Board for its consideration and final determination." YR 1974-35

The motion was seconded by Mr. Dennison, received affirmative vote by all Trustees present, and was declared carried by the Chairman.

(5) Faculty/Staff Appointments

The President reported, by Exhibit B submitted with the Agenda and attached to these minutes concerning 14 recent appointments to the faculty and staff.

After a motion made by Mr. Williams and seconded by Mrs. Isroff, received affirmative vote by each Trustee present, the Chairman declared the following resolution duly adopted:

"WHEREAS, the 1974-75 budget authorized new positions and the continuation of certain unfilled positions; and YR 1974-36

WHEREAS, new appointments have been made subsequent to the publication of the 1974-75 budget; and

WHEREAS, such appointments are in compliance with the Board's Resolution YR 1971-16 on Equal Employment Opportunity, adopted January 21, 1971.

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

(6) Promotions in Academic Rank

Dr. Edgar explained procedures concerning 168 names considered for promotion in Academic Rank, and the selection of 49 faculty members recommended for promotions to be effective with the academic year 1974-75. A list of such promotion recommendations was submitted and is attached to these minutes marked Exhibit C.

After a motion made by Dr. Burrowes, seconded by Mr. Brown and received affirmative vote of all Trustees present, the Chairman declared the following resolution duly carried.

"WHEREAS, Article IX of the Agreement between YR 1974-37
Youngstown State University and the Youngs-
town State University Chapter of the Ohio
Education Association (YSU-OEA) provides that
recommendations for promotion in academic rank
be reviewed by the President and submitted to
the Board of Trustees with his recommendations
for approval; and

WHEREAS, the University Promotion Committee,
after careful consideration of each individual,
has recommended promotion in academic rank for
49 faculty members; and

WHEREAS, the President has received, reviewed,
and approved the report of the University Pro-
motion Committee; and

WHEREAS, the costs of these recommendations will
be within the funds provided for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Board
of Trustees of Youngstown State University
ratify and approve promotions in academic rank
as recommended by the President to become effec-
tive with the 1974-75 year, as listed in Exhibit
C attached hereto."

(7) Instructional Fee, General Fee, Tuition and
other Fees continued

Dr. Coffelt reported that Bylaw Section 3, Paragraph D,
requires annual review and recommendations by the President
covering fees charged by the University. It was his re-
commendation that no increases be made in fees at this time,
although state law would permit some increases.

On motion by Mrs. Isroff, seconded by Mr. Williams, and carried by unanimous vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED, that the fee structure of the University, in effect at the close of the present fiscal year be continued for the fiscal year beginning July 1, 1974." YR 1974-38

(8) New Programs in Computer Technology and in Computer Science

Two new programs, one in Computer Technology and one in Computer Science, had received consideration and approvals by appropriate Faculty and Staff Committees, and were incorporated in Exhibits D and E, submitted with the Agenda and attached to these minutes.

These were explained by Dr. Edgar, who reported that both programs were recommended for approval and if approved by the Board, would be submitted for approval by the Ohio Board of Regents.

Mr. Williams moved the adoption of the following resolution:

"WHEREAS, there is a need for Youngstown State University to expand its offerings in the Computing Field; and YR 1974-39

WHEREAS, there has been most careful study over the past academic year by faculty members and administration involved in, and knowledgeable about, academic programs in computing, to assure orderly and sound development of computing studies in this University; and

WHEREAS, the College and University curriculum committees, and the University Senate, have reviewed and approved the proposed programs;

THEREFORE, BE IT RESOLVED that Youngstown State University is authorized to offer the additional two years beyond those presently constituting the two-year associate degree program in Computer Technology, resulting in a four-year program leading to the B. S. in Applied Science degree; and

BE IT ALSO RESOLVED, that the Mathematics Department in the College of Arts and Sciences at Youngstown State University is authorized to offer a major in Computer Science leading to the Bachelor of Science degree."

The motion was seconded by Mr. Dennison, received the affirmative vote of each Trustee present and was declared carried by the Chairman.

(9) Associate Degree Program in Drafting and Design Technology

A proposed Associate Degree Program in Drafting and Design Technology, incorporated in Exhibit F submitted in the Agenda and attached to these minutes, had likewise received faculty, senate and staff consideration and approvals, and Board approval was recommended.

After a motion made by Mr. Brown, which was seconded by Dr. Burrowes, received affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"BE IT RESOLVED, that Youngstown State University is authorized to establish a two-year program in Drafting and Design Technology, leading to the Associate Degree in Applied Science starting in the Fall Quarter 1974." YR 1974-40

ITEM IV - Reports of the President of the University

(1) Arbitration in Metzger Grievance

Dr. Coffelt reported that pursuant to YR 1974-35 he expects to join with the YSU Chapter of OEA in asking that the Federal and Conciliation Service name an arbitrator to hear the Metzger grievance and make recommendations for consideration by this Board.

(2) Amicus Curiae - Kent

At the President's request, Mr. Ingram reported concerning a case in which an injunction is being sought to prevent Kent State University from contracting for custodial services. An ultimate ruling by the Ohio Supreme Court is anticipated. YSU now has two contracts which may be affected. Through the Attorney General of Ohio YSU is joining in an amicus curiae brief in the argument in the Kent State proceeding.

(3) Financial Aids

Four reports were submitted (copies are attached to these minutes) showing the sources of Financial Aids rendered to students as follows:

1973-74 Academic Year	-	aggregating	\$2,139,725
1974 Spring Quarter	-	"	705,096
1974 Winter Quarter	-	"	733,911
1973 Fall Quarter	-	"	700,718

(4) College of Medicine

Dr. Coffelt reported that the Board of College of Medicine has secured a Dean, Dr. Robert A. Liebelt, who is coming on August 1, 1974; has contracted with each University concerning life science curriculum, is studying Plans for a Medical Library, has selected new officers, and is submitting a proposed capital improvements plan (amounting to \$9.1 million dollars) to the General Assembly.

(5) Legislation

HB 800, which would abolish sovereign immunity and create a Court of Claims, is awaiting the Governor's action.

The Ethics Bill, which may require financial reports by Board Members, has not yet been activated by the Commission which will administer such Bill.

The Conflict of Interest Bill, effective January 1, 1974, prohibits Board Members having financial interests in any University contracts. Copies will be furnished to each Trustee.

Several other Bills (HB 1236, 1160 and 1034) affecting employees, are awaiting action by the Governor.

(6) Vice President for Academic Affairs

Dr. Edgar reported concerning:

- (a) A Regional Assembly scheduled for July 25 at Kent State University, to consider the Report of the Governor's Task Force on Higher Education. YSU will be represented.
- (b) The Ohio Board of Regents, on June 21, approved YSU's Bachelor of Fine Arts Degree program and approved a grant of funds for Development Education.

(7) Vice President for Administrative Affairs

Dr. Krill reported that an expected drop in enrollment of about 400 students indicates a probable 3% drop in headcount and 4% drop in F.T.E.; and that efforts to counteract such drop should be limited to increase in publicity, making registration more convenient, use of TV spots, color slides, and telephone contacts to attract more part time students.

(8) Vice President for Financial Affairs

Mr. Rook reported that year-end finances should be in line with budgeted estimates; that a drop of about \$200,000 in anticipated student fees should be offset by some unexpected funds and improvements in the anticipated fee "mix"; also that a Task Force studying Personnel for the General Assembly has visited the campus.

Copy of the Statement of Income and Expense for the period July 1, 1973 to May 31, 1974 is attached to these minutes.

ITEM V - Reports of Committees of the Board(1) Personnel Relations Committee

A proposed Charter of the Academic Senate, copy of which is attached to these minutes as Exhibit G, had been considered at two meetings of the Personnel Relations Committee held May 15 and May 23, 1974.

Mr. Dennison reported for the Committee and moved for adoption the following resolution:

"WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and YR 1974-41

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles of the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

NOW, BE IT THEREFORE RESOLVED, that the Board of Trustees of Youngstown State University does hereby accept and approve this Charter for an Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this Charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject."

The motion was seconded by Mr. Williams, and after affirmative vote by all Trustees present was declared carried by the Chairman.

After further discussion, upon motion by Mr. Williams, seconded by Mrs. Isroff and affirmative vote by all Trustees present, the Chairman declared the following resolution duly adopted:

"RESOLVED that the President be authorized to implement such Academic Charter as soon as possible, and that he report its status to the Board at its next meeting, expected in August, 1974." YR 1974-42

(2) Student Affairs Committee

Mrs. Isroff reported that such Committee met with two student members, Joseph Simko and Edward Sturgeon, on May 16, 1974; and that such student representatives were asked to submit student proposals to the Board through such Committee.

ITEM VI - Communications, Petitions and Memorials

Copies of the following communications are attached to these minutes:

- (1) Memorandum from Dolph Norton, Chancellor of the Ohio Board of Regents, dated June 4, 1974 re the Task Force Report.
- (2) Memo from William O. Swan, dated May 20, 1974 re Arbitration of the grievance of Professor Metzger.
- (3) Report of the Secretary of the Board re Attendance of Trustees at Board Meetings for the year ending May 15, 1974.

ITEM VII - New Business

It was reported that the Regulations of the Skeggs Foundation provide for a board of five trustees of such Foundation, of whom a majority are to be named by Trustees of Youngstown State University.

After discussion, and upon motion by Mr. Dennison, seconded by Mr. Brown, carried by affirmative vote of all Trustees present, the Chairman declared the following resolution duly adopted:

"RESOLVED that the President of Youngstown State University be authorized to appoint, fill vacancies, and remove University members as Trustees of the Skeggs Foundation." YR 1974-43

ITEM VIII - ELECTION OF OFFICERS

Mr. Brown reported for the Nominating Committee, which included Mr. Williams and Mr. Brown; that such Committee recommended the election of Mrs. Isroff as Chairman and Mr. Newman as Vice Chairman.

There being no further nominations, upon motion by Mr. Brown, seconded by Mr. Williams, and carried by the unanimous vote of all Trustees present, the following resolution was duly adopted:

"RESOLVED that the nominations be closed and that Mrs. Ann L. Isroff be elected as Chairman of the Board, and that John M. Newman be elected as Vice Chairman of the Board, to serve for the ensuing year and until their successors are elected and qualify." YR 1974-44

Mrs. Isroff, in accepting the Chairmanship, expressed her respect for the Trustees and Administration, her hopes that she would justify the confidence placed in her and stated she hoped to act in the best interests of the University.

Upon motion made by Mr. Dennison, seconded by Mr. Williams and carried by unanimous vote of all Trustees present, the following resolution was declared- adopted:

"RESOLVED that the Trustees of Youngstown State University express to Attorney John M. Newman and enter upon their permanent records YR 1974-45

at this meeting their deep appreciation for his leadership to this Board as its distinguished Chairman for a two year term, and that special recognition be given to his willingness to sacrifice of his time, his personal interests and his profession in his service to the University, its students and its faculty, and that in extending this tribute to Attorney Newman the members of the Board are pleased that he will continue to serve on the Board."

ITEM IX - Time of Meetings for Next Year

It was suggested that five regular meetings of the Board be held during the next year on the following dates:

1st Regular Meeting -	Saturday	August 31,	1974
2nd	"	"	November 23, 1974
3rd	"	"	February 8, 1975
4th	"	"	April 26, 1975
5th	"	"	June 21, 1975

After discussion, and upon motion made by Mr. Newman, seconded by Mr. Williams and duly carried, the following resolution was declared adopted:

"RESOLVED that the next Regular Meeting of the Board of Trustees of Youngstown State University be scheduled for Saturday, August 31, 1974 at 12:30 p.m., which will follow the summer commencement planned for that day." YR 1974-46

There being no further business the meeting was duly adjourned at 2:15 p.m., upon motion made, seconded and carried.

Ann D. Craft

Chairman of the Board of Trustees

Hugh W. Manchester
Secretary to the Board of Trustees

Board of Trustees Meeting, June 22, 1974

YOUNGSTOWN STATE UNIVERSITY TRAVEL REGULATIONS

GENERAL

Categories of Travel--Travel is authorized under two categories: 1) official business of the University, for which full legitimate expenses are reimbursed, and 2) professional improvement of the individual, for which the University pays up to half expenses.

Both categories of travel require completion and advance approval of a travel request form.

Funds for travel under Category 1 are provided in the budgets of the deans' offices, for travel by department chairmen and for travel by faculty when traveling as designated representatives of the University; in the budgets of the Vice Presidents' offices, for travel by the Deans and Vice Presidents; and in the administrative departments' budgets, for travel by staff members.

Funds for other Category 1 and Category 2 travel are provided in the departmental budgets using a formula related to salaries.

The purposes which are recognized under Category 1 include travel undertaken by specific request or assignment from the University to serve as its official representative engaging in official business in its behalf, and travel to an official meeting while serving as an officer of a learned society, or while appearing as a major participant on the formal program thereof, providing that the organization does not provide an honorarium or travel reimbursement.

The purposes which are recognized in Category 2 include travel outside the Youngstown area to meetings of national, regional or State academic or professional organizations, as well as for observation, research or committee meetings, where the purpose is primarily one of academic or professional self-improvement through general participation and attendance. The traveler may be asked to interview prospective faculty or staff when supported by this category even though this is not the principal purpose of the travel.

PS

Considerations for Approval--The University is firmly committed to encouraging full-service faculty and staff to attend appropriate professional meetings, conferences and seminars. However, the immediate work of the University must have priority; the teacher's first responsibility is to the classroom and the administrator's, to the office. Absences for travel require suitable arrangements with the department head and dean to insure that duties are fully covered.

Individuals who travel on public funds have an extraordinary obligation to avoid the appearance of abuses just as well as to avoid the abuses themselves. For this reason the University will not approve travel destinations such as Acapulco, Hawaii and San Juan unless the traveler arranges to participate substantially in the expenses of the trip. Similarly when travel to be supported by State funds is combined with vacation leave, the approved travel request form must explicate the date on which supported travel ceases and vacation leave begins. For such arrangements round-trip support for the official travel is not possible. Vacation leave may not be embedded between two periods of travel support.

Justification for supporting overseas travel must be exceptionally strong and show unquestionable benefit to the University.

In general the University will not support more than three individuals from one department attending the same conference, meeting, seminar or assignment. In departments with fewer than nine full-service faculty, no more than one-third of the full-service faculty will be approved. For full-service nine-month faculty who are under continuing contract for the upcoming year, travel to professional meetings in the summer is under the same regulations as obtained during the academic year.

Advance Approval--An official Travel Request form to be submitted to the Vice President for Administrative Affairs of the University at least two weeks prior to the date of departure. Only by this procedure may the traveler establish his entitlement to reimbursement, his liability and accident protection and his authorized absence from duty.

For faculty, the form should be submitted via the department chairman and dean; for staff, the form should be submitted via the department head. (For emergency travel, see below.) The purpose, time of departure, time of return, date of travel, dates of meeting, conference, or seminar, category of travel requested, and estimate of expenses, must be included on this form.

Current regulations of the State prohibit travel advances except for the actual cost of commercial transportation.

Filing an authorized travel request creates an encumbrance against a travel fund; if plans for the trip are cancelled, the Accounting Office should be notified promptly so that the encumbrance may be relieved.

Emergency Approval--On those occasions when the necessity for travel arises unexpectedly, the traveler has the obligation to hand-carry the Travel Request form through channels or obtain telephone approval from the Vice President for Administrative Affairs before departure.

Reimbursement--Within seven days of return, an official Travel Reimbursement Request, accompanied by necessary receipts, must be submitted to the Accounting Office. Accuracy in filling out the form is necessary to assure prompt payment.

In all cases where a receipt is required to verify an expenditure, the traveler should take care to obtain a copy that can be audited; it cannot be audited if it omits the name of the issuing authority, the date, the service or merchandise provided, or the price.

REGISTRATION FEES

Approved registration fees for conferences and meetings will be reimbursed; a copy of the meeting announcement or brochure listing expenses covered by the registration fee should accompany the receipt. In situations where the prospective traveler finds it necessary, the University will prepay a registration fee directly to the association or other sponsoring agent. The attendee should provide supporting documentation for the registration fee, asking prepayment, at the time he submits the Travel Request form.

Registration fees sometimes contain illegal items that must be excluded from either prepayment or reimbursement; one such example is a personal membership fee for the relevant association or professional body. The magnitude of registration fees in general is a matter of concern to the University; excessively high fees are sufficient reason for withholding approval for attendance.

TRANSPORTATION

When more than one person attends the same meeting, it is the University's expectation that they shall travel together if private or University cars are used.

The University asks that every attempt be made by University travelers to coordinate with one another when moving between the same points at the same time by automobile. This normally desirable practice is doubly meritorious in a time of fuel shortage.

Travel by Private Automobile--Mileage allowance for use of personal automobile shall be at the rate of 13¢ per mile.

Mileage reimbursement will be limited to a reasonable mileage for the points authorized: shortest round-trip highway distance plus necessary travel at the point of destination for movement between required sites.

When a traveler out-of-State chooses to use a personal automobile in lieu of common carrier, the maximum allowable transportation reimbursement will be the lower of either the actual mileage plus tolls and parking or the tourist air fare rate plus travel to and from the airport at Youngstown and destination.

When two or more travelers have authorization to attend the same meeting and travel together by private vehicle, full mileage reimbursement will be available for the vehicle without regard to the common-carrier rate between the points traveled and without the half-expenses limitation that applies in other respects to Category 2 travel.

Travel by Commercial Carrier--When choosing travel by common carrier, the traveler is obligated to use the lowest fare rate reasonably available. He may have the University purchase the tickets in advance, thereby avoiding a cash outlay himself.

Unusual modes of travel for part or all of a trip should be approved in advance: private or charter aircraft, rental car. Some modes, e.g., private aircraft, are not covered by the University's liability insurance.

LODGING AND MEALS

Actual and reasonable expenses for lodging and meals will be reimbursed. All claims for lodging reimbursement must be accompanied by receipts when the following amounts are exceeded:

Breakfast \$1.75	Lunch \$2.75	Dinner \$6.50
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Travelers leaving home prior to 7:00 a.m. or arriving home after 8:00 a.m. will be eligible for breakfast reimbursement.

Travelers leaving home prior to 5:00 p.m. or arriving home after 7:00 p.m. will be eligible for dinner reimbursement.

For a short trip falling wholly within the normal working day, luncheon costs normally are not reimbursable. Special circumstances, such as a scheduled conference with integrated fee and luncheon charge, may justify exception.

Meals covered by airline travel or by conference registration fees will not be reimbursable. Tax and tips are included in meal allowances.

When a traveler's choice of automobile travel results in absence exceeding what is normal for the same trip by common carrier, additional meals and lodging expenses will not be reimbursed.

OTHER EXPENSES

Miscellaneous expenses should be itemized separately and supported by receipts, with the exception of bus or taxi to and from meetings.

Telephone and other communication expenses will be reimbursed where part of the official business of the University. In most cases they should appear on lodging receipts.

No expenses for one's spouse may be reimbursed except when specifically authorized by action of the Board of Trustees.

YOUNGSTOWN STATE UNIVERSITY

Resolution for New Appointments and Corrections

(as of June 17, 1974)

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>ANNUAL SALARY</u>
Alderman, Taylor ¹	Assistant VP for Academic Affairs	VP for Academic Affairs	July 1, 1974	21,000
Beveridge, Ella G. ²	Secretary to VP for Administrative Affairs	VP for Adm. Affairs	June 1, 1974 Eff. 7-1-74	8,349 9,191
Carriker, M. Don ³	Director of Research	School of Education	July 1, 1973	18,600
Cox, Howard B.	Chairman	Department of Marketing	Sept. 1, 1974	22,000
Cox, Thomas A.	Instructor and Wrestling Coach	Health & Physical Ed.	Sept. 15, 1974	8,500*
Creed, Norman H.	Coordinator	Media Center	July 1, 1974	13,000
Jyon, Yong H.	Associate Professor	Accounting & Finance	Sept. 15, 1974	16,500*
Livingston, Derrald	Assistant Professor	Continuing Education	May 15, 1974	16,000
Minnis, Donald	Director	Auxiliary Enterprises	June 1, 1974	15,000
Minogue, Brendan P.	Assistant Professor	Philosophy & Rel. St.	Sept. 15, 1974	11,000*
Munro, Philip C.	Assistant Professor	Electrical Engineering	Sept. 15, 1974	13,000*
Peterson, Lee T.	Teacher Corps Director	School of Education	June 1974 to August 31, 1975	21,600
Rand, Leon ⁴	Dean, Graduate Studies and Research	Graduate School	May 6, 1974	30,500

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL.</u>	<u>ANNUAL SALARY</u>
Seibold, Frank J.	Chairman	Advertising & P. R.	Sept. 1, 1974	20,000

*Nine-month Contract

¹From Chairman, Department of English

²From Secretary, Graduate School

³To correct error in the amount

⁴From Chairman, Department of Chemistry

YOUNGSTOWN STATE UNIVERSITY
PROMOTION RECOMMENDATIONS
 1974-75

May 28, 1974

Name	Department	Promoted To	1974-75 Salary	4267 W/Promotion 74-75 Salary
<u>LEGE OF ARTS & SCIENCES</u>				
LACKALL, Emily	Economics	Professor	\$22,616	\$23,116
MAVRIGIAN, Gus	Mathematics	"	18,931	19,431
SANTOS, Eugene	Mathematics	"	16,737	17,237
ALDERMAN, Taylor	English	Associate	19,607	20,107
BAIRD, Lorrayne	English	"	14,038	14,538
BUDGE, M. Alice	English	"	14,111	14,611
COCHRAN, William R.	Physics	"	14,757	15,257
EARNHART, Hugh	History	"	16,917	17,417
FRIEDMAN, Saul S.	History	"	13,612	14,112
HARRIS, C. Earl	Geology	"	19,703	20,203
KLEIN, Albert J.	Mathematics	"	15,021	15,521
KOKNAT, Friedrich, W.	Chemistry	"	14,836	15,336
KREUTZER, Richard D.	Biology	"	15,390	15,890
LABORDE, Bertina A.	Health & P.E.	"	15,456	15,956
MANTON, John V.	Geography	"	14,772	15,272
METTEE, Howard	Chemistry	"	15,416	15,916
MOORHEAD, William D.	Physics	"	15,918	16,418
SCHILDCROUT, Steven M.	Chemistry	"	14,757	15,257
SHIPKA, Thomas A.	Philosophy	"	13,652	14,152
SINGLER, Charles R.	Geology	"	14,334	14,834
SNIDERMAN, Stephen L.	English	"	13,797	14,297
TOEPFER, James R.	Biology	"	15,073	15,573
CHUEY, Carl F.	Biology	Assistant	11,365	11,865
SEBASTIANI, Aurora M.	Biology	"	12,421	12,921
STAUDT, Elizabeth	Biology	"	11,681	12,181
<u>SCHOOL OF BUSINESS ADMINISTRATION</u>				
MAMULA, Melvin P.	Adv. & P.R.	Associate	13,173	13,673
MATHEWS, Donald H.	Marketing	"	14,221	14,721
PETRYCH, William	Accounting	"	15,895	16,395
<u>SCHOOL OF EDUCATION</u>				
BRADEN, Margaret	Elementary	Professor	22,088	22,588
DI RUSSO, Lawrence	Guidance & Couns.	"	22,875	23,375
SCHOENHARD, George	Education	"	17,560	18,060
BECKETT, Josephine	Foundations-Ed.	Associate	13,700	14,200
NICHOLS, William J.	Elementary	"	15,125	15,625
RICHARDS, Ronald J.	Guidance & Couns.	"	14,513	15,013
HEYM, Dorothy F.	Foundations-Ed.	Assistant	11,030	11,530
<u>SCHOOL OF ENGINEERING</u>				
BAKOS, Jack D.	Civil Engr.	Associate	15,231	15,731
FOULKES, Robert H.	Electrical Engr.	"	14,334	14,834
ROST, Duane F.	Electrical Engr.	"	15,073	15,573
SKAROTE, Samuel J.	Electrical Engr.	"	15,073	15,573
SZIRMAY, Leslie V.	Chem. E. & Mat. Sc.	"	16,552	17,052
<u>SCHOOL OF MUSIC</u>				
GOULD, Ronald	Music	Professor	16,281	16,781
HOPKINS, Robert E.	Music	"	17,254	17,754
LAPINSKY, Joseph	Music	Assistant	10,837	11,337
<u>TECHNICAL & COMMUNITY COLLEGE</u>				
BARSCHE, William O.	Mech. Engr. Tech.	Associate	15,918	16,418
CHROBAK, Theodore, S.	Computer Tech.	"	15,125	15,625
GARDNER, Steven R.	Elec. Engr. Tech.	"	15,390	15,890
SEBESTYEN, Mary A.	Bus. Ed. & Sec. St.	Assistant	10,407	10,907
WALTON, Martha L.	Bus. Ed. & Sec. St.	"	10,825	11,325
KENNEDY, Dorothy M.	Nursing	"	11,839	12,339

BACHELORS DEGREE PROGRAM IN COMPUTER TECHNOLOGY

This information is a condensation of a proposal prepared for the Ohio Board of Regents by the Engineering Technology Department of Youngstown State University.

I. The Proposal

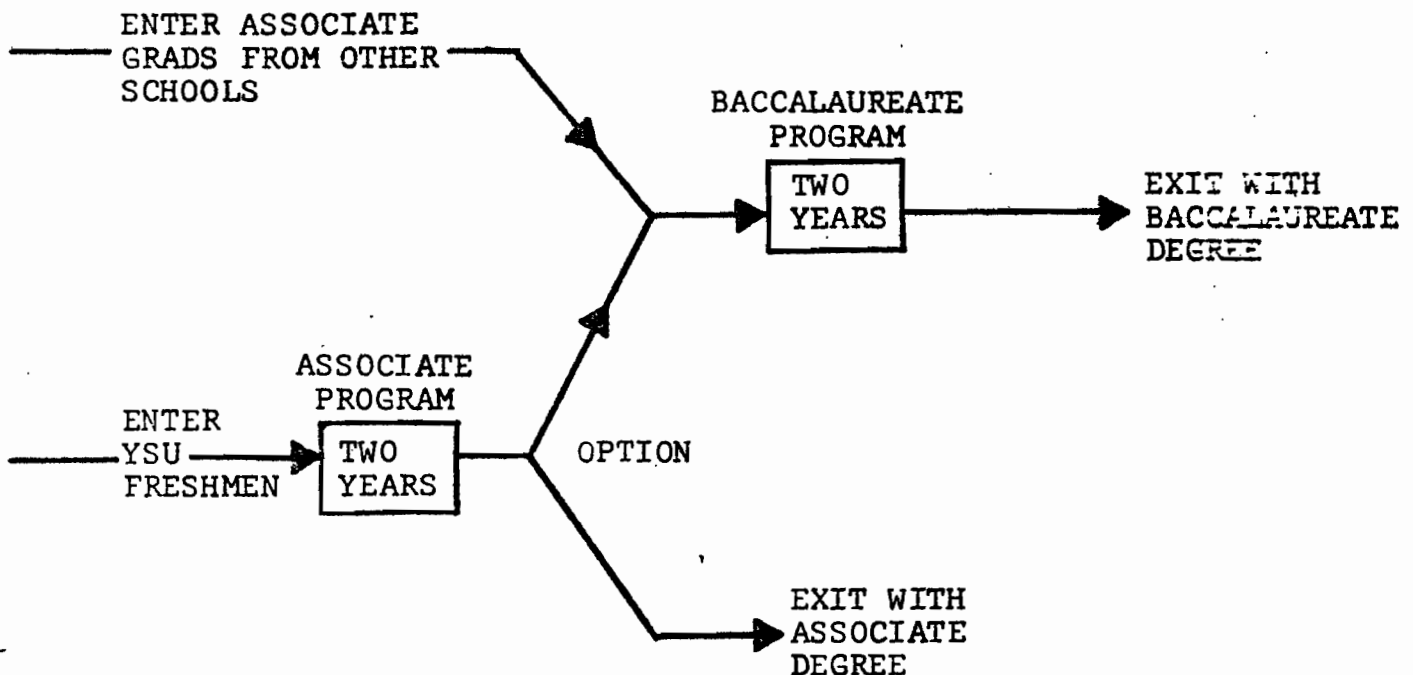
It is proposed that a baccalaureate program leading to the degree Bachelor of Science in Applied Science be established in

COMPUTER TECHNOLOGY

The program meets the university requirements for the B.S. in A.S. degree as recorded in the 1973-1974 YSU bulletin, and the Ohio Board of Regents standards for associate programs. Guidelines provided by the Engineers Council for Professional Development were also considered in formulating the program.

II. The Proposed Curriculum

The proposed baccalaureate program is designed as a TWO-PLUS-TWO program which builds upon the existing unrevised two-year associate degree program. It devotes an additional two years toward extending the technical specialty and completing the university degree requirements. At the completion of their two-year programs, students may accept the associate degree and pursue industrial employment or initiate a baccalaureate program. Associate degree graduates from other schools will normally be admitted at the junior level. The closest similar such program is established at Purdue University.



TWO-PLUS-TWO

P. 19

The proposed program is charted below showing work completed in the associate program, areas expanded in the baccalaureate, and the total achieved in each area.

	<u>Completed in Associate Program</u>	<u>Increase in Bachelors Program</u>	<u>Total Hours</u>	<u>% of Total Achieved</u>
English/Speech	7 q.h.	4 q.h.	11 q.h.	24
Social Studies	9 q.h.	11 q.h.	20 q.h.	
Humanities	0	10 q.h.	10 q.h.	
H&PE	3 q.h.	3 q.h.	6 q.h.	
Science/Math	23 q.h.	12 q.h.	35 q.h.	18
Mgt./Acctg.	5 q.h.	17 q.h.	22 q.h.	11
Engineering	4 q.h.	4 q.h.	4 q.h.	2
Computer	45 q.h.	28 q.h.*	73 q.h.	37
Free Electives	4 q.h.	8 q.h.	12 q.h.	8
	96 q.h.	97 q.h.	193 q.h.	100

* 8 New Major Area Courses Allows Two Concentration Areas.

III. Program Administration

The proposed programs are to be administrated by the Engineering Technology Department of the T&CC which also administers the two-year program in Computer Technology. This administrative structure is the same as that in operation at Purdue University.

IV. Program Justification

Justification is based on 1) the need to provide for the upward academic mobility of YSU's associate degree graduates 2) the need to attract associate degree graduates from nearby schools (26 in Ohio) 3) the need to respond to high school interest as expressed by area counselors 4) the need to respond to industrial interest as expressed by the Advisory Committee.

V. Prospective Enrollment

The latest poll taken of associate degree computer students at YSU showed that 50% of 153 students were interested in the proposed program. An additional 39 students were not polled. A system of (26) Ohio schools with associate degree computer programs represents a feeder network from which the proposed program may draw students.

VI. Required Resources

Since more than 85% of the courses required to form the proposed programs are current YSU offerings, no new faculty will be required to staff the programs. Future faculty needs will be filled with qualified YSU faculty as available. Ample physical plant is either currently available or planned in the new T&CC building.

BACHELOR OF SCIENCE IN APPLIED SCIENCE
MAJOR IN
COMPUTER TECHNOLOGY

1.	<u>COMMUNICATIONS, HUMANITIES, SOCIAL SCIENCE</u>	<u>CREDITS</u>
	English 550 Basic Comp. I	4
	English 551 Basic Comp. II	4
	Speech 652 Business and Professional Speech	3
	Social Studies Elective	3
	Social Science 502 Introduction to Economics	3
	Social Studies Elective	3
	Philosophy 619 Introduction to Logic	5
	Philosophy 703 Symbolic Logic	5
	Economics 704 Economics and Social Statistics I	4
	Social Studies Elective	4
	Health & Phys. Ed. 590 Health Education	3
	Health & Phys. Ed. Activity	3
	Social Studies Elective (700 Level)	3
		<u>47</u> q.h.
2.	<u>MATHEMATICS AND PHYSICAL SCIENCE</u>	<u>CREDITS</u>
	Math 502 Algebra II	5
	Math 503 Trigonometry	5
	Math 570 Applied Math I	5
	Math 670 Applied Math II	4
	*Math 770 Applied Math III or Acctg. 713 Basic Cost Acctg.	4 or 5
	Physics 501 Fundamentals of Physics	4
	Physics 502 Fundamentals of Physics and Lab	4
	Science Elective (non-Math)	4
		<u>35</u> or 36
3.	<u>TECHNICAL ELECTIVES (MANAGEMENT, ACCOUNTING)</u>	<u>CREDITS</u>
	Acctg. 605 Elementary Accounting I	5
	Acctg. 606 Elementary Accounting II	5
	*IE 705 Value Engr. or Management 713 Report Writing	4 or 3
	Management 725 Fund. of Management	4
	Management 819 Production of Management	4
	Management 820 Production Control	4
		<u>26</u> or 25

*For Business Option, Acctg. 713 replaces Math 770 and
Mgt. 713 replaces IE 705.

4. <u>TECHNICAL SPECIALTY (COMPUTER TECHNOLOGY)</u>	<u>CREDITS</u>
CPT 500 Data Processing Concepts	4
CPT 502 Computer Concepts	3
CPT 601 Scientific Programming I	4
CPT 602 Scientific Programming II	4
CPT 607 Business Programming I	4
CPT 608 Business Programming II	4
CPT 611 Programming-S/360 Assembler I	4
CPT 613 Programming-RPG	4
CPT 614 Business Systems and Procedures	3
CPT 616 Operating Systems	3
CPT 618 Data Processing Applications	4
CPT 622 Utility Programs	4
*CPT 711 Advanced Assembler Programming	4
*CPT 716 Advanced Operating Systems	4
*CPT 720 Telecommunications	4
*CPT 820 Computer Center Operations	4
CPT Option Courses (Business or Science)	12
	<u>73</u> q.h.

CPT OPTION COURSES

Business Option

Science Option

CS 700 Data Structure	4	CPT 701 Scientific Prog. Appl.	4
*CPT 814 Adv. Bus. Sys. & Proc.	4	*CPT 802 Prog. of Num. Tech.	4
*CPT 818 Dev. of Data Bases	4	*CPT 804 Prog. in Op. Res.	4

5. FREE ELECTIVES

Electives

CREDIT

12 q.h.

TOTAL PROGRAM REQUIRES----- 193 q.h.

*Newly structured courses (See Page 33 for description).

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YOUNGSTOWN STATE UNIVERSITY

A Condensation of
A PROPOSAL FOR A BACHELOR OF SCIENCE
DEGREE PROGRAM IN COMPUTER SCIENCE

SUBMITTED BY
The Department of Mathematics
May 10, 1974

APPROVED BY
The University Senate
June 7, 1974

TABLE OF CONTENTS

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II. OBJECTIVES OF THE PROPOSED DEGREE PROGRAM	1
III. BRIEF SUMMARY OF THE RATIONALE FOR THE PROPOSED DEGREE PROGRAM	2
IV. ADMINISTRATION AND COST OF THE PROPOSED DEGREE PROGRAM	2
V. DESCRIPTION OF THE PROPOSED PROGRAM	3
VI. DESCRIPTION OF NEW COURSES	4

I. PROPOSAL

It is proposed that a Bachelor of Science (BS) degree program be immediately established, in the Department of Mathematics, offering a major field of study in the area of Computer Science.

II. OBJECTIVES OF THE PROPOSED DEGREE PROGRAM

Computer Science is concerned with the transformation of information and the theory of the systems that accomplish the transformation.

This concern leads to the study of such things as ways of representing information, algorithms for manipulating information, languages in which to express algorithms, operating systems which monitor the flow of information in a computing system, mathematical theories which give theoretical limits on the capabilities of computing systems, and ways to extend the domain of applicability of computing systems.

The proposed computer science program, in common with programs of all disciplines in the College of Arts and Sciences, is designed to provide a basis of knowledge and mode of thinking that permits continual growth on the part of their graduates. Professionally, the proposed program is designed to provide the student with a broad competence and intellectual maturity that allows the student to remain abreast of the field of computer science and also to interact significantly with other disciplines.

The flexibility of the program allows the student to have many choices open to him upon graduation. Of the many choices, three major paths can be delineated. First, all graduates

P. 15

will be qualified to pursue graduate work in computer science. Second, all graduates of the proposed program will be qualified to work as operating systems analysts. Third, the student may choose to study another discipline as a minor field and thus obtain the expertise to become an applications analyst or a systems analyst in that area.

III. BRIEF SUMMARY OF THE RATIONALE FOR THE PROPOSED DEGREE PROGRAM

Computer Science is the basis for several important and sought after professions. Although it is difficult to make predictions of enrollment, based upon experiences at similar institutions, the Department of Mathematics believes that within five years there should be between 100 and 150 computer science majors. If Youngstown State University is to make higher education available to high school graduates, it must keep pace with the needs of society. The opportunities available for students with professional preparation in computer science should be made available for the high school graduates in the Youngstown area.

IV. ADMINISTRATION AND COST OF THE PROPOSED DEGREE PROGRAM

The program will be administered by the Department of Mathematics and the cost at the start is, for all practical purposes, zero. The Department of Mathematics has qualified faculty with experience in teaching several of the basic courses. Their teaching loads would shift from mathematics to computer science gradually as student enrollments justify. As the number of majors in computer science increases, there would be an increase in the commitment of teaching load to computer science and eventually add faculty to meet the needs of the new program.

P. 16

In addition to the general University and College of Arts and Sciences requirements*, a student seeking this degree must complete a minimum of 49 quarter hours** of courses in computer science, of which 28 quarter hours are specified and 21 quarter hours are electives. The specified courses are Computer Science 600, 601, 700, 701, 710, 750 and at least two quarter hours of 890. Electives in Computer Science may be selected from any of the 700-level and 800-level computer science courses and EE 822. Moreover, the following Mathematics courses, totaling 22 quarter hours, are required. Mathematics 571, 572, 673, 725 and 760. Thus, a candidate for this degree will automatically satisfy a minor in Mathematics. He will also be encouraged to seek a second minor.

*General University Requirements, College of Arts and Sciences Requirements and Major Requirements.

Basic

English Communication	8
Health and Physical Education	6

Area

Humanities	14
Social Studies	20
Science	12
Mathematics	22
Computer Science**	49

For the Degree

Foreign Language	0-12
Electives and/or Second Minor	<u>47-59</u>

TOTAL	186
-------	-----

**Only eight new courses are required.

0.27

VI. DESCRIPTION OF NEW COURSES

LOWER DIVISION COURSES

- 650 Language Topics. Intensive language courses with emphasis on writing efficient programs. Topic 1: ALGOL; Topic 2: SNOBOL; Topic 3: LISP. May be repeated if topic changes. Each topic is opened only to students without previous credit in that particular language topic.
Prereq: Programming experience or permission of instructor.
2 q.h.

UPPER DIVISION COURSES

- 710 Introduction to Discrete Structures. Basic set theory including functions and relations. Boolean algebra, propositional logic, graph theory and combinatorics.
Prereq: Mathematics 673 and Computer Science 600 or equivalent.
4 q.h.
- 750 Computer Logic and Organization. A study of the logical basis and organization of digital computing systems and their components.
Prereq: Computer Science 601 and Computer Science 710.
4 q.h.
- 840 Theory of Finite Automata. The structural and behavioral aspects of finite automata.
Prereq: Computer Science 710 and Mathematics 725.
4 q.h.
- 845 Information Storage and Retrieval. An introductory course in information organization storage and retrieval of natural language data. Automatic classification, abstracting and indexing, automatic question-answering systems, and search and statistical techniques.
Prereq: Computer Science 710.
4 q.h.
- 860 Programming Language Structures. A systematic approach to the study of the structures of programming languages. Formal descriptions, syntax, semantics and technical characteristics.
Prereq: Computer Science 700.
4 q.h.
- 890 Computer Projects. Individual study or research taken under the direction of a participating faculty member. May be repeated up to 10 quarter hours.
Prereq: Completion of a minimum of 30 quarter hours in Computer Science and permission of chairman.
2-5 q.h.
- 895 Special Topics. A study of special topics in computer science, e.g., Topic 1: Theory of Computation; Topic 2: Advanced Artificial Intelligence. May be repeated up to

10 quarter hours. Credit will vary by topic.
Prereq: Permission of instructor.

2-5 q.h.

VII. DESCRIPTION OF EXISTING COURSES

LOWER DIVISION COURSES

- 600 Introduction to Programming. Application of data representation and flow-charting techniques to the solution of elementary problems. High-level programming languages will be used to teach a variety of techniques for solving problems with computers. Programming laboratories will be specialized to scientific and business languages. Prereq: Mathematics 502 or Mathematics 531 or Computer Technology 502 or consent of teacher. 4 q.h.
- 601 Advanced Programming. Advanced problem solving techniques using problem-oriented and machine-oriented languages. General lectures with laboratories specialized to scientific or data processing applications. Prereq: Computer Science 600, Mathematics 550 or 673. 5 q.h.

UPPER DIVISION COURSES

- 700 Data Structures. Study of data representations and input-output techniques in programming languages. The data structures of various languages will be comparatively applied in computational problems to reveal their advantages and limitations. Prereq: Computer Science 601. 4 q.h.
- 701 Systems Programming I. Techniques for constructing assemblers and compilers for computer languages. Prereq: Computer Science 700. 5 q.h.
- 702 Systems Programming II. Techniques for constructing computer operating systems. Prereq: Computer Science 701. 5 q.h.
- 810 Computer Graphics and Terminals. Study of problems and techniques in data collection and display. Prereq: Computer Science 700. 4 q.h.
- 820 Simulation and Artificial Intelligence. Methods for modeling discrete systems by algorithmic and heuristic approaches. Prereq: Computer Science 700. 5 q.h.
- 830 Computational Linguistics. Computer methods of translating natural and artificial languages. Prereq: Computer Science 601. 5 q.h.

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ASSOCIATE DEGREE PROGRAM IN DRAFTING AND DESIGN TECHNOLOGY

This information is a condensation of a proposal prepared for the Ohio Board of Regents by the Engineering Technology Department of Youngstown State University.

1. THE PROPOSAL

It is proposed that an associate program leading to the degree Associate in Applied Science be established in

DRAFTING AND DESIGN TECHNOLOGY

Similar such programs are offered by Akron, Cincinnati, Bowling Green, Toledo and 11 other state supported schools.

2. THE PROPOSED CURRICULUM

The proposed program meets university requirements and the Ohio Board of Regents standards for associate programs. Guidelines provided by the Engineers Council for Professional Development were also considered. The program has the objective of preparing design draftsmen who can participate in the design process and who can prepare and interpret finished design drawings with proficiency. Only 6 new courses (21 q.h.) are required to be approved.

3. PROGRAM ADMINISTRATION

The proposed program will be administered by the Engineering Technology Department of the T&CC which is responsible for technical education programs in engineering related areas. This same administrative structure is employed in other schools offering this program.

4. PROGRAM JUSTIFICATION

Justification is based on the need to respond to 1) the high level of student interest as expressed by counselors in a high school survey 2) the high level of interest expressed by industry through an Advisory Committee and 3) the high level of interest as expressed by area employment agencies. The only similar such college programs in a radius of 60 miles are in Akron and Cleveland.

5. PROSPECTIVE ENROLLMENT

A survey of 30 local high schools, 14 responding, reported a potential of 45 students for the Fall Quarter. It is anticipated that the program will draw 25 students per Fall Quarter once it has been made known.

6. REQUIRED RESOURCES

Ample physical plant is either currently available or planned. No new faculty or resources will be required to initiate the program. Only 6 new courses need be approved.

Page Four

ASSOCIATE DEGREE PROGRAMDRAFTING AND DESIGN TECHNOLOGY

Art 602 Drawing Techniques	3
Speech 652 Business and Professional Speech	3
English 550 Basic Comp. 1	4
Science Elective	4
Social Studies Electives	9
Math 502 Algebra II	5
Math 503 Trigonometry	5
Health & Physical Education 590 Health Education	3
Mechanical Engineering 502 Drawing Fundamentals	3
Mechanical Engineering 502 Descriptive Geometry	3
Mechanical Engr. Technology 550 Advanced Drawing	4
Mechanical Engr. Technology 515 Mechanics I	4
Mechanical Engr. Technology 630 Manuf. Procedures	4
Mechanical Engr. Technology 620 Tool Design	3
Civil Engr. Technology 604 Prop/Stgth of Matls.	4
Civil Engr. Technology 607 Solid Mechanics	4
Civil Engr. Technology 617 Const. Methods & Matls.	4
Civil Engr. Technology 612 Structural Design & Drafting	4
Engineering Technology 505 Elements of Engr. Technology	4
*Drafting & Design 602 Civil & Architectural Drafting	3
*Drafting & Design 603 Systems Drafting	3
*Drafting & Design 608 Machine Elements	4
*Drafting & Design 613 Building Systems Drafting	3
*Engineering Technology 615 Design Project	4
TOTAL	98 Q. H.

*Newly structured courses (See page 9 for description)

8.32

DD 602 Civil and Architectural Drafting

Practice in drafting associated with overall environmental designs such as land surveys, highways and plot plans. Architectural symbols, foundations and floor, wall and roof systems. Six hours of combined lecture and laboratory per week.

Prereq: ME 501 3 q.h.

DD 603 Systems Drafting

A study of the basic principles and drafting techniques used to represent electrical, hydraulic and pneumatic systems. Symbolic representation of circuit components is stressed. Six hours of combined lecture and laboratory per week.

Prereq: ME 501 3 q.h.

DD 608 Machine Elements

Design and drafting of machine elements common to mechanical equipment. Drafting and the use of handbooks and catalogs will be stressed. Three hours lecture and three hours laboratory per week.

Prereq: CET 607 4 q.h.

DD 611 Specifications and Estimating

A course involving the fundamentals of specifications writing, cost estimating and material requirements estimating.

Prereq: CET 617, MET 630, or Consent of Instructor. 4 q.h.

DD 613 Building Systems Drafting

Practice in layout and drafting of structural, electrical and mechanical systems of buildings. Attention is also given to the control and interrelationship of these systems. 1½ hours lecture, 4½ hours laboratory.

Prereq: DD 603 3 q.h.

ET 615 Design Project

Student will undertake a project designed to utilize principle methods studied in previous courses. The subject of the project will be jointly determined by the student and instructor and formally developed by the student. The course is normally taken during the final stages of the student's program.

Prereq: Consent of Instructor. 4 q.h.

OFFICE OF STUDENT FINANCIAL AIDS
 YOUNGSTOWN STATE UNIVERSITY
 Youngstown, Ohio 44503

4282

	AWARDS	AMOUNT	
<u>Federal Government Sponsored Programs:</u>			
National Direct Student Loan	680	\$209,191	
Law Enforcement Educational Program	119	70,662	
Educational Opportunity Grant	151	66,804	
Basic Opportunity Grant	182	40,594	
Public Law 815	40	22,203	
HEW Nursing Scholarship	34	12,810	
Nursing Student Loan	29	7,425	\$429,689
		<hr/>	
<u>State Government Sponosred Programs:</u>			
Ohio Instructional Grant	1429	\$451,959	
Ohio Vocational Rehabilitation	477	273,662	
Pennsylvania Higher Education Assistance Agency	370	191,705	
Pennsylvania Vocational Rehabilitation	42	41,395	
Guaranteed State Loan	14	14,017	
Ohio War Orphans	4	2,100	
Furlough Program	1	955	
New York Vocational Rehabilitation	1	650	
WIN (Ohio)	1	276	976,719
		<hr/>	
<u>University Sponsored Programs:</u>			
Remission	435	\$128,300	
Athletics	167	94,509	
YSU Student Loan Fund	222	51,944	
Kilcawley Dorm Residents	7	3,276	
International Student Loan Fund	24	9,063	287,092
		<hr/>	
<u>Local and Private Donor Sponsored Programs:</u>			
Youngstown Educational Foundation	1088	\$243,825	
Youngstown State University Scholarship	451	189,645	
Youngstown Hospital Association Loan	17	8,915	
Public Service Careers	11	2,034	
YEP Fellowship - Mechanical Engineering	2	810	
Oblate Convent	5	954	
Ursuline Nuns	1	42	446,225
		<hr/>	
	6004		\$2,139,725
			<hr/>

SPRING QUARTER 1974 AWARDS
OFFICE OF STUDENT FINANCIAL AIDS
YOUNGSTOWN STATE UNIVERSITY
Youngstown, Ohio 44503

4283

	AWARDS	AMOUNT	
<u>Federal Government Sponsored Programs:</u>			
National Direct Student Loan	578	\$ 68,300	
Law Enforcement Educational Program	90	23,674	
Educational Opportunity Grant	135	28,342	
Basic Opportunity Grant	153	14,858	
Public Law 815	31	6,787	
HEW Nursing Scholarship	26	4,395	
Nursing Student Loan	24	<u>2,350</u>	\$148,706
 <u>State Government Sponsored Programs:</u>			
Ohio Instructional Grant	1,218	\$ 142,895	
Ohio Vocational Rehabilitation	397	87,799	
Pennsylvania Higher Educational Assistance Agency	309	65,836	
Pennsylvania Vocational Rehabilitation	34	13,203	
Guaranteed State Loan	5	2,902	
Ohio War Orphans	2	420	
Furlough Program	1	322	
New York Vocational Rehabilitation	1	220	
Win (Ohio)	1	<u>219</u>	313,816
 <u>University Sponsored Programs:</u>			
Remission	331	\$ 42,268	
Athletics	142	30,602	
YSU Student Loan Funds	84	17,303	
International Student Loan Funds	12	4,098	
Kilcawley Dorm Residents	6	<u>1,080</u>	95,351
 <u>Local and Private Donor Sponsored Programs:</u>			
Youngstown Educational Foundation	940	\$ 79,897	
Youngstown State University Scholarship	326	63,436	
Youngstown Hospital Association Loan	13	3,272	
Public Service Careers	0	0	
YLF Fellowship - Mechanical Engineering	2	270	
Oblate Convent	2	334	
Ursuline Nuns	<u>1</u>	<u>14</u>	<u>147,223</u>
	 4,864		 <u>5,096</u>

WINTER QUARTER 1974 AWARDS
 OFFICE OF STUDENT FINANCIAL AIDS
 YOUNGSTOWN STATE UNIVERSITY
 Youngstown, Ohio 44503

4284

	AWARDS	AMOUNT	
<u>Federal Government Sponsored Programs:</u>			
National Direct Student Loan	603	\$70,336	
Law Enforcement Educational Program	87	23,340	
Educational Opportunity Grant	105	19,622	
Basic Opportunity Grant	158	16,165	
Public Law 815	32	7,586	
HEW Nursing Scholarship	30	4,190	
Nursing Student Loan	28	<u>2,530</u>	\$143,769
 <u>State Government Sponsored Programs:</u>			
Ohio Instructional Grant	1,324	\$154,312	
Ohio Vocational Rehabilitation	425	92,842	
Pennsylvania Higher Education Assistance Agency	330	73,915	
Pennsylvania Vocational Rehabilitation	34	14,623	
Guaranteed State Loan	7	5,195	
Ohio War Orphans	4	840	
Furlough Program	1	291	
New York Vocational Rehabilitation	1	215	
WIN (Ohio)	1	<u>57</u>	342,290
 <u>University Sponsored Programs:</u>			
Remission	341	\$43,146	
Athletics	140	31,140	
YSU Student Loan Fund	83	18,447	
International Student Loan Fund	9	2,899	
Kilcawley Dorm Residents	6	<u>1,080</u>	96,712
 <u>Local and Private Donor Sponsored Programs:</u>			
Youngstown Educational Foundation	970	\$82,017	
Youngstown State University Scholarship	329	65,109	
Youngstown Hospital Association Loan	15	3,272	
Public Service Careers	0	0	
YEF Fellowship - Mechanical Engineering	2	270	
Oblate Convent	3	456	
Ursuline Nuns	<u>1</u>	<u>16</u>	<u>151,140</u>
	5,069		<u>\$733,911</u>

OFFICE OF STUDENT FINANCIAL AIDS
 YOUNGSTOWN STATE UNIVERSITY
 Youngstown, Ohio 44503

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	AWARDS	AMOUNT	
<u>Federal Government Sponsored Programs:</u>			
National Direct Student Loan	1,069	\$ 70,555	
Law Enforcement Educational Program	92	23,648	
Educational Opportunity Grant	102	18,840	
Basic Opportunity Grant	110	9,571	
Public Law 815	33	7,830	
HEW Nursing Scholarship	33	4,225	
Nursing Student Loan	29	2,545	\$137,214
		<hr/>	
<u>State Government Sponsored Programs:</u>			
Ohio Instructional Grant	1,401	\$154,752	
Ohio Vocational Rehabilitation	421	93,021	
Pennsylvania Higher Education Assistance Agency	276	51,954	
Pennsylvania Vocational Rehabilitation	34	13,569	
*Guaranteed State Loan	6	5,920	
Ohio War Orphans	4	840	
Furlough Program	1	342	
New York Vocational Rehabilitation	1	215	320,613
		<hr/>	
<u>University Sponsored Programs:</u>			
Remission	332	\$ 42,886	
Athletics	145	32,767	
YSU Student Loan Fund	76	16,194	
International Student Loan Fund	5	2,066	
Kilcawley Dorm Residents	6	1,116	95,029
		<hr/>	
<u>Local and Private Donor Sponsored Programs:</u>			
Youngstown Educational Foundation	985	\$ 81,911	
Youngstown State University Scholarship	304	61,100	
Youngstown Hospital Association Loan	12	2,371	
Public Service Careers	11	2,034	
YEF Fellowship - Mechanical Engineering	2	270	
Oblate Convent	2	164	
Ursuline Nuns	1	12	147,862
		<hr/>	
	5,493		<u>\$700,718</u>

YOUNGSTOWN STATE UNIVERSITY
Statement of Income and Expenditures
Current General Fund
For the period of July 1, 1973 to May 31, 1974

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CURRENT INCOME

Instruction and general:		
State appropriation		\$ 9,959,414
Student fees		8,780,408
Recovery of indirect expense		13,620
Private gifts and grants		8,085
Departmental sales		34,085
Other		482,114
Total instruction and general		<u>19,277,725</u>
Public services		170,100
Total current income		<u><u>19,447,825</u></u>

CURRENT EXPENDITURES

Instruction and general:		
Departmental instruction		8,183,269
General:		
Instructional services	\$ 222,932	
Library	727,599	
Plant operation and maintenance	2,114,967	
Student services	830,091	
General expenses	1,205,743	
General administration	<u>1,025,510</u>	
Total general		6,126,842
Organized research		15,375
Public services		309,428
Student aid		750
Total current expenditures		<u>14,635,664</u>
Excess of current income over current expenditures		4,812,162
Appropriation to (from) other funds:		
Loan funds	<u>14,214</u>	
Total appropriation		14,214
Excess of current income over current expenditures and appropriations		<u><u>4,797,948</u></u>

BUDGET SUMMARY

Estimated income for the fiscal year 1973-74		19,858,012
Less: Actual income to May 31, 1974		<u>19,447,826</u>
Uncollected portion of estimated income		<u><u>410,186</u></u>
Estimated income		19,858,012
Unappropriated balance, June 30, 1973		450,000
Total		<u>20,308,012</u>
Less: Appropriation expenditures	14,649,878	
Encumbered appropriations	491,015	
Fund balance-appropriated	<u>5,167,119</u>	
Total		<u><u>20,308,012</u></u>
Fund balance-unappropriated for the fiscal year 1973-74		<u><u>\$ -0-</u></u>

YOUNGSTOWN STATE UNIVERSITY

CHARTER OF THE ACADEMIC SENATE

Approved by the Board of Trustees on _____

Board Authorization

On _____ (date) the Board of Trustees of Youngstown State University adopted Resolution YR- _____ authorizing the operation of the Academic Senate under this charter. The following excerpts, taken from the minutes of the Board of Trustees, are an integral part of the document approved by the Board.

WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles in the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

Now be it therefore resolved that the Board of Trustees accepts and approves this charter for the Youngstown State University Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject.

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE.--The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS.--For the purpose of this Charter and the Bylaws, the meaning of the following terms shall be:

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

Section 2. Academic Department.

An academic department is defined as one which provides instruction for academic credit, and which is administered by a Chairman budgeted under and responsible to the Dean of an undergraduate college. For the purpose of this definition, a college not separated into academic departments shall be considered an academic department.

Section 3. Faculty

Faculty shall include all those employed as full service faculty who hold academic rank and are paid, at least in part, by an academic department for teaching responsibilities. Their home department shall be that academic department which pays the greater portion of their teaching salary. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who are not eligible for election to the Senate as Faculty.

Section 5. Faculty Administrators.

All academic department chairmen and Assistant Deans of Colleges, for the purpose of this Charter and By-Laws, shall meet the above definitions as Faculty and Administrators.

ARTICLE III

The Academic Senate

Section 1. Membership.--The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership.--The selection of Senators shall be--

- (a) For students:

- (1) Non-elected representatives; by virtue of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college based upon the percentage of faculty in each college. The determination of faculty in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office.--Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
- (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
- (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

- (a) A Chairman of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The Chairman of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings.

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees together with the agenda, must be circulated to the Faculty and any other persons designated by the Executive Committee at least five days prior to a Senate meeting at which it is to be considered. All proceedings of the Senate shall be reduced to minutes and similarly circulated.

- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES.--The Senate shall have two classifications of committees, Chartered and those created by the Executive Committee.

Section 1. The Chartered committees of the Senate shall be divided into two categories;

- (a) Elected chartered committees--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.
 - (4) The Continuing Education Committee.
 - (5) The Curriculum Committee.
 - (6) The Educational Media Committee.
 - (7) The Library Committee.
 - (8) The Research Committee.
 - (9) The Student Affairs Committee.

Section 2. The composition and function of the elected chartered committees shall be--

- (a) The Elections and Balloting Committee;
 - (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
 - (2) Eligibility and election procedures shall be as specified in the Bylaws.

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(3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee;

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

(c) The Executive Committee;

(1) (A) Composition--

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
- (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
- (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
- (iv) The Chairman of the Senate by virtue of his office shall be a member of the Committee.

(B) The terms of office--

- (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive Committee may be elected for two full consecutive terms.
- (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate the Executive Committee shall establish such committees.
 - (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
 - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
 - (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of the Senate--

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit then in the following manner:

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the Amendment is to be considered, The Charter and Bylaws Committee Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
- (c) Upon a two-thirds affirmative vote of the Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

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BYLAWS of the CHARTER

of the

FACULTY SENATE

BYLAW 1 PURPOSE

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

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Unless otherwise specified, the members of the Senate, at a meeting at which this is an announced agendum, shall nominate at least twice as many candidates as are to be elected.

All such elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Tellers. For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

Section 2. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots, except as provided in Article V Section 2 (f) and Article VI Section 1 of the Charter, and distribute them to the appropriate electorate. Unless otherwise specified, all balloting must be completed within ten days from the date of mailing by the Elections and Balloting Committee.
- (b) Unless otherwise specified, all elections and balloting under the supervision of the Elections and Balloting Committee shall be by closed mail ballot.
- (c) The names of the nominees shall be listed in alphabetical order on all mail ballots with a statement of the maximum number to be voted for, (which shall be the number to be elected), and instructions for return of the ballot, and enclose an unmarked envelope for return of the ballot. The marked ballot is to be sealed by

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the elector in the unmarked envelope, and the elector is to sign the slip bearing his name on the outside of the envelope. After collecting all the ballots, the Elections and Balloting Committee is to remove the name slips of the eligible electors and give the sealed unmarked envelopes to the tellers.

- (d) Upon the direction of the Senate at a meeting requesting a written ballot, the chairman shall appoint a sufficient number of tellers who shall distribute blank ballots, collect and tally the same, and report the results to the chairman. The chairman shall announce the results.

Section 3. Balloting Disputes. All balloting disputes shall be resolved by the Election and Balloting Committee, and their determination shall be final.

Section 4. Ties. Ties shall be resolved by the tellers by drawing of lot(s). This shall be reported in their report.

Section 5. Reporting results of elections and balloting. The Elections and Balloting Committee shall make the results of all elections and balloting public. A complete record of the results or each balloting shall be retained for a period of one year. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of the publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Election and Balloting Committee.

BYLAW 3

ELECTION OF FACULTY SENATE

Section 1.

- (a) All persons who meet the definition of faculty, as provided in Article II Section 3 of the Charter, are eligible for election to the Senate.
- (b) The Academic Department and College of a faculty member shall be determined by the Election and Balloting Committee.

Section 2. Apportionment of Faculty Seats. As provided in the Charter, Article III, Section 2, (c) (1), each college shall be assigned four seats the total sum of which shall be deducted from seventy. The remainder shall be apportioned among the various colleges based upon the percentage of Faculty in each college determined as of January 31. The Elections and Balloting Committee shall compute these percentages based upon a list of Faculty provided by the Faculty Personnel Office. It shall then calculate the number of additional seats apportioned to each college based upon this percentage.

Section 3. Election Procedures.

(a) Time of Elections;

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.
- (2) College At -Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of Academic Departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with June 15. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

Section 4. Withdrawal from Senate Election.

A faculty member may have his name removed from nomination for either the Departmental election or the At-Large election, or both, by submitting a signed written request to the Elections and Balloting Committee chairman not later than March 15.

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Section 5. Organizational Meeting of the Senate.

The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for chairman of the Senate, and Charter and Bylaws Committee.

BYLAW 4

OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 15.

Section 2. The Elections and Balloting Committee.

- (a) All faculty members eligible for Senate Election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be for two years beginning with June 15. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

Section 3. The Charter and Bylaws Committee.

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) Candidates for this committee shall be nominated at the organizational meeting of the Senate.

- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years beginning with June 15. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the Constitution and Bylaws Committee who have one year of term remaining shall continue as members of the Charter and Bylaws Committee.

Section 4. The Executive Committee.

(a) Faculty members;

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
- (3) The term of office for elected faculty members of the Executive Committee shall be for three years beginning with June 15. The continuity of the election of the various college representatives shall continue on the staggered three-year term basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive Committee.

(b) Administrative and Student Members.

- (1) As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
- (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 15.

Section 5. The chairman of all elected chartered committees shall be elected annually by the committee at their first organizational meeting.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate meetings and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

Section 2. Secretary.

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting.

Section 3. Parliamentarian.

The parliamentarian shall advise the chairman, upon request, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.
 - (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate committees in order to facilitate communication between the committee and the administration, and, accordingly, they shall have no privilege to vote.

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- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Student may serve on only one Senate Chartered Committee at any one time.
- (e) The chairman of each appointed chartered committee of the Senate shall be elected annually from within the committee.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their own Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate committee members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
- (1) This committee is charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
- (2) The membership of the committee shall consist of eight faculty with at least one member from each college, administrator(s), and two students.

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- (b) The Academic Events Committee;
- (1) To recommend to the Senate new policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (c) The Computer Committee;
- (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (d) The Continuing Education Committee;
- (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
 - (2) Membership shall consist of eight faculty, administrator(s), and two students.
- (e) The Curriculum Committee;
- (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.
 - (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in which to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.

- (a) If no objections are received by the Curriculum Committee within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for communication purposes only, in recognition of the autonomy of a college.
- (b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.
- (c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairman.
- (3) The membership shall consist of eight faculty members with at least one member from each college, administrator(s), and three students.
- (f) The Educational Media Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (2) The membership shall consist of eight faculty, administrator(s), and two students.
- (g) The Library Committee;
 - (1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (h) The Research Committee;
 - (1) To recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.

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- (2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and two students.
- (1) The Student Affairs Committee;
 - (1) To recommend to the Senate academic policies concerning students.
 - (2) The membership of the committee shall consist of eight faculty, administrator(s), and four students.

BYLAW 7

VACANCIES

Section 1. Determination.

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling of Vacancies and Certifying Memberships.

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

P.J.

Section 3. Other Faculty Vacancies.

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies

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

Section 5. The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 8.

ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last 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
- 7) Unfinished business
- 8) New business
- 9) Adjournment

BYLAW 9.

RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2. Any member of the University community shall have the right to address the Senate, provided he has notified the chairman, in writing, of his intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he is recognized by the chair.

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- Section 3. All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.
- Section 4. Senate business shall be conducted by Informal Consideration, except following affirmation of a motion "to consider formally." Closure of Debate, nevertheless, may still be ordered by a two-thirds majority.
- Section 5. An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances;
- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
 - (b) When the conduct of the Senate's business is terminated by the arrival of a pre-determined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."
- Section 6. Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

BYLAW 10.

AMENDMENTS

- Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.
- Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.
- Section 3. At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chairman shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.
- P.S.
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OHIO BOARD of REGENTS

88 East Broad Street, Room 770
Columbus, Ohio 43215

(614) 466-6000

Dr. James A. (Dolph) Norton, Chancellor

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RECEIVED

JUN 5 1974

June 4, 1974

PRESIDENT'S
OFFICE

MEMORANDUM

TO: Presidents of Public Two-Year Colleges and Universities

FROM: Dolph Norton, Chancellor

RE: Discussion of the Task Force Report with Trustees

As most of you will recall, at our recent meetings with the trustees of your institutions there was considerable concern about the Task Force Report and its ramifications. I expect that each one of you will want to speak privately with your trustees about the report, and possibly give them copies of the report, but we thought it might be appropriate for someone from the Board of Regents or the Task Force to appear before your board at a public session and review some of the Task Force's recommendations. This would give them an opportunity to be involved in the discussions of the Task Force Report, as well as provide some opportunity for the local press to become aware of the Task Force Report and its recommendations. We realize that this cannot be accomplished in the month of June or even July, but perhaps in the next three to four months. However, it would be appropriate and probably possible for one of us to make a presentation to each one of your boards on the Task Force Report. Please let us know if this would be convenient and what date would be most convenient for our presentation.

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YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

May 20, 1974

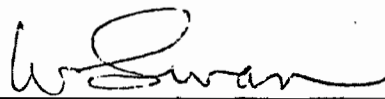
TO: John J. Coffelt, President
Youngstown State University

FROM: William O. Swan, Administrator
Faculty Personnel

RE: Arbitration in Metzger grievance

The grievance filed by Associate Professor Metzger (Foreign Language Department) was processed through the first three steps of the grievance procedure and was, subsequently, appealed to advisory arbitration. As provided in the Agreement (Article VII, Section 3), the Federal Mediation and Conciliation Service (FMCS) was requested to submit a panel of prospective arbitrators to the University and Association. The panel (seven arbitrators qualified to hear this particular type of case) was received on May 7. At that time, Dr. Robinson (Association) and I (University) selected an arbitrator from the panel (see attached letter) to hear the case. The arbitrator will be contacted by the FMCS; he, in turn, will contact the University and the Association to arrange a hearing date. I will give you the time and place as soon as it is determined.

WOS:emd



SECRETARY'S REPORT RE ATTENDANCE AT BOARD MEETINGS

(For year ending May 15, 1974)

TERMS EXPIRE	TRUSTEE	SPECIAL 32nd MONDAY MAY 21, 1973	REGULAR 33rd SATURDAY JUNE 16, 1973	SPECIAL 34th FRIDAY JULY 13, 1973	REGULAR 35th SATURDAY NOV. 10, 1973	REGULAR 36th SATURDAY JAN. 26, 1974	SPECIAL 37th MONDAY FEB. 8, 1974	REGULAR 38th SATURDAY APR. 13, 1974
1973	STROUSS, Clarence J., Jr.	P	P	P	-	-	-	-
1974	WEAN, R. J., Jr.	P	a	a	a	a	a	a
1975	WILLIAMS, Robert E.	P	a	P	a	P	P	P
1976	BROWN, William J.	P	P	P	P	P	a	a
1977	BURROWES, Dr. Bertie B.	P	P	P	P	P	P	P
1978	DENNISON, Carl L.	P	P	P	P	a	P	P
1979	NEWMAN, John M.	P	P	P	P	P	P	P
1980	SHIPKA, Albert J.	a	P	P	P	P	P	P
1981	ISROFF, Ann L.	P	P	P	P	P	a	a
1982	SHUTRUMP, Fred J., Jr. (appointed 7/13/73)	-	-	-	P	P	P	P
		8 Present 1 Absent	7 Present 2 Absent	8 Present 1 Absent	7 Present 2 Absent	7 Present 2 Absent	6 Present 3 Absent	6 Present 3 Absent

(REPORT SUBMITTED AT 39TH MEETING, JUNE 22, 1974 PER BY-LAW, ARTICLE III, SECTION 6)

HUGH W. MANCHESTER
SECRETARY OF THE BOARD

July 16, 1974

Trustees of
Youngstown State University

Gentlemen:

Enclosed is draft of minutes of the Meeting
of Trustees held June 22, 1974.

Yours very truly,
Hugh W. Manchester
Secretary to the Board of Trustees
of Youngstown State University

HMW MM
Enclosure

These minutes mailed to the following on July 16, 1974.

William J. Brown
Dr. Bertie B. Burrowes
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)

Hugh W. Manchester