

December 7, 1971

TO: UNIVERSITY SENATE **MEMBERS**

FROM: VERA JENKINS
Secretary of the Senate

A REMINDER!

The first Senate meeting of the new year will be held on Friday, January 7, 1972 - 4:00 p.m. IN THE SCHWEBEL AUDITORIUM OF THE ENGINEERING SCIENCE BUILDING (Room 273).

AGENDA: A **continuation** of the agenda for the meeting held on Friday, December 3, 1971:

- 3) Report of Executive Committee of the Senate (Dr. Niemi)
- 4) Committee Reports:
 - 1) Media Center Report (Dr. Foster)
 - 2) Other Committee Reports
- 5) UNFINISHED BUSINESS
- 6) NEW BUSINESS
- 7) REMARKS BY PRESIDENT **PUGSLEY**

November 24, 1971

TO: UNIVERSITY SENATE MEMBERS

FROM: VERA JENKINS
Secretary of the Senate

SENATE MEETING: Friday, December 3, 1971 - 4:00 p.m. IN THE SCHWEBEL
AUDITORIUM (ENGINEERING SCIENCE BUILDING) Room 273.

AGENDA FOR MEETING:

- 1) Approval of minutes of previous meeting (Friday, November 5, 1971)
- 2) Report of Constitution and Bylaws **Committee** (Dr. Behen)
- 3) Report of **Executive** Committee of the Senate (Dr. Niemi)
- 4) Committee Reports:
 - 1) Media Center Report (Dr. Foster)
 - 2) Other Committee Reports
- 5) UNFINISHED BUSINESS
- 6) **NEW BUSINESS**
- 7) **REMARKS** BY PRESIDENT PUGSLEY

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VICE PRESIDENT EARL E. EDGAR
ACADEMIC AFFAIRS

(SENATE)

November 24, 1971

TO: UNIVERSITY SENATE MEMBERS

FROM: CONSTITUTION AND BYLAWS COMMITTEE

The Constitution and Bylaws Committee will offer the attached
Motions at the regular December, 1971 meeting of the University
Senate,

This is for your study and consideration.



VERA JENKINS
Secretary of the Senate

THE CONSTITUTION AND BYLAWS COMMITTEE will offer the following motions at the regular December, 1971, meeting of the University Senate.

I. Motion to AMEND the Constitution by addition to Art. III, Sect. 2:

STUDENT MEMBERS WITH THE RIGHT TO VOTE SHALL BE ELECTED BY EACH UNDERGRADUATE SCHOOL OR COLLEGE. THERE SHALL BE TWO EACH ELECTED FROM THE SCHOOL OF BUSINESS ADMINISTRATION, THE SCHOOL OF EDUCATION, AND THE COLLEGE OF ARTS AND SCIENCES, AND ONE EACH ELECTED FROM THE SCHOOL OF ENGINEERING, THE TECHNICAL AND COMMUNITY COLLEGE, AND THE SCHOOL OF MUSIC. THE CHAIRMAN OF STUDENT COUNCIL AND THE PRESIDENT OF STUDENT GOVERNMENT SHALL BE EX OFFICIO VOTING MEMBERS. STUDENT MEMBERS SHALL BE FULL TIME UNDERGRADUATE STUDENTS ELIGIBLE FOR ELECTION TO STUDENT GOVERNMENT.

[The following Proviso is also part of the Motion, but not part of the Amendment, becoming effective if the Amendment is approved.]

THE CONSTITUTION AND BYLAWS COMMITTEE SHALL EDIT THE CONSTITUTION TO RECONCILE THE APPROPRIATE SECTIONS WITH THIS AMENDMENT.

II. Motion to AMEND the Constitution by substituting for present Art. V (as amended; ref. Minutes of the University Senate, 6 March 1970, p. 1) the following Article (to constitute new Article V):

ARTICLE V. AMENDMENTS

Section 1. PROPOSED AMENDMENTS TO THE CONSTITUTION SHALL BE FIRST SUBMITTED OR REFERRED TO THE SENATE COMMITTEE ON THE CONSTITUTION AND BYLAWS.

Section 2. A PROPOSED AMENDMENT TO THE CONSTITUTION SHALL BE MAILED BY THE SECRETARY OF THE SENATE TO THE SENATE MEMBERSHIP AND THE ENTIRE FACULTY AT LEAST ONE (1) WEEK PRIOR TO ITS BEING SUBMITTED TO THE SENATE FOR CONSIDERATION.

Section 3. FOLLOWING CONSIDERATION BY THE SENATE, AND UPON APPROVAL BY A MAJORITY OF THE MEMBERS PRESENT AT A SENATE MEETING, A PROPOSED AMENDMENT TO THE CONSTITUTION SHALL BE SUBMITTED BY THE SECRETARY TO THE ENTIRE MEMBERSHIP FOR VOTING BY MAIL BALLOT. THE BALLOT SHALL INCLUDE A COMPLETE STATEMENT OF THE PROPOSED AMENDMENT AND SHALL BE RETURNED TO THE SECRETARY OF THE SENATE WITHIN TEN (10) DAYS AFTER IT IS MAILED.

Section 4. AN AMENDMENT TO THE CONSTITUTION SHALL BECOME EFFECTIVE UPON ITS APPROVAL BY TWO-THIRDS OF THOSE VOTING IN THE MAIL BALLOT.

III. Motion to AMEND the Bylaws by the addition of the following article, this Amendment to become effective upon approval of the Amendment to Article V of the Constitution should that Amendment be adopted:

BYLAW X. AMENDMENTS

Section 1. Proposed amendments to the Bylaws shall be first submitted or referred to the Senate Committee on the Constitution and Bylaws,

Section 2. A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate Membership at least one (1) week prior to its being submitted to the Senate for consideration.

Section 3. A proposed amendment to the Bylaws shall become effective upon approval by a majority vote of the Senate members present at a meeting.

IV. Motion to AMEND the Bylaws by the addition of the following Article:

Y L I . RULES OF ORDER

The rules contained in the latest revision of Roberts Rules of Order shall govern in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of the Constitution of the Faculty of Youngstown State University.

EXPLANATORY NOTES

I. No additional explanation is supplied here; it is assumed the purport of this proposed Amendment is well understood,

II. Adoption of new Article V of the Constitution would effect these changes:

(a) Constitutional provisions relating to the amending process would be limited to amendment of the Constitution; present Article V regulates amendment of both Constitution and Bylaws. (Provision for amendment of Bylaws would be made in the Bylaws themselves; see #III, below.)

(b) A requirement would be added that the text of a proposed amendment to the Constitution shall be distributed before the Amendment is considered on the Senate floor (a similar provision already exists for amendments to the Bylaws); but distribution of a proposed Constitutional amendment will be made to the entire faculty and to the entire Senate membership, rather than to the latter only as is provided for Bylaw amendments.

(c) New Article V makes no change in the amending process proper.

III. Adoption of Bylaw X would require prior submission of a proposed Bylaw to the Committee on Constitution and Bylaws, and would place the provisions regulating amendment of the Bylaws in the Bylaws themselves; but would make no change in the amending process proper. Effectiveness of this proposed Bylaw (X) is made contingent on adoption of new Article V of the Constitution, as present Article V contains the provisions regulating amendment of the Bylaws.

VICE PRESIDENT **EARL** ■ EDGAR

ACADEYIC AFFAIRS

(SENATE)

November 23, 1971

TO: SENATE MEMBERS

FROM: VERA JENKINS
Secretary of the Senate

Attached **Media Center** Report is for your consideration.

This Report to be given at Senate Meeting on Friday, December 3.

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V. J.

OPERATIONAL POLICIES FOR MEDIA CENTER
SERVICES AT YOUNGSTOWN STATE UNIVERSITY

by Winston Eshleman, Ed.D.

Media Center Director

November 22, 1971

GENERAL POLICIES

The Media Center is an academic service department under the administrative direction of the Vice President for Academic Affairs. The primary purpose of the Media Center is to support and enhance classroom instruction through the utilization of audio-visual media. All academic departments of the University may receive audio-visual equipment, materials, and services from the Media Center. A secondary purpose of the Media Center is the provision of services to administrative departments of the University.

SERVICE POLICIES

The Media Center now provides the following services:

- 1) The selection, storage, maintenance, and utilization of audio-visual equipment.
- 2) The ordering (through University purchasing procedures), storage, cataloging, maintenance, and circulation of sixteen millimeter motion picture films and video tapes.
- 3) The selection, training, and scheduling of student projectionists and student operators of television equipment.
- 4) The production, editing, and playback of closed-circuit television using portable equipment and one-half inch video tapes (black-and-white only).

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MEDIA CENTER REPORT CONT'D. : (November 22, 1971)
SERVICE POLICIES CONT'D. :

5) The use of graphic arts, photography, and reproduction processes to produce photographic prints, slides, overhead projection transparencies, and paper copies of transparencies.

6) Super-eight millimeter motion picture production, either silent or with magnetic sound.

7) Audio tape production, duplication and editing.

8) The production of synchronized, sound-slide presentations.

9) The provision of equipment and materials for teaching courses in audio-visual media in the School of Education.

10) Consultation with faculty members who wish to utilize or prepare audio-visual materials.

When the Media Center's new facilities become available, the following services may be added to those listed above:

1) Closed circuit color television using a TV studio, control room, and video tape cassettes.

2) Sixteen millimeter film production.

3) Audio tape production in a sound-controlled studio,

4) The development of several kinds of mediated study carrels, equipped and supplied with self-instructional devices.

5) The provision of an audio-visual media laboratory having eight, small, soundproofed rooms where individuals or small groups of students or faculty can make recordings or work directly with equipment.

6) The provision of a general laboratory where students can learn to operate equipment and to prepare graphics, slides, transparencies, photographs, and films.

MEDIA CENTER REPORT CONT'D.: (November 22, 1971)

7) The provision of a room for previewing audio-visual materials.

8) The provision of a small recording studio equipped with a one-way glass wall for observation and video recording.

EQUIPMENT POLICIES

Definitions. The term, audio-visual equipment, refers to the following items: motion picture projectors, slide projectors, film-strip projectors, overhead projectors, opaque projectors, projection screens, record players, public address systems, audio tape recorders, video tape recorders, television cameras, television monitors (excluding computer equipment), projection tables, and attachments or accessories for any of the above items.

Central inventory and direction. All standard type, portable, audio-visual equipment owned by the University for non-specialized uses shall be carried on the inventory of the Media Center and recorded with the University property control officer. The utilization of all such equipment will be directed by the Media Center in consultation with academic deans, department chairmen, and faculty members.

Loan of equipment. The Media Center will loan audio-visual equipment to any department as often as the equipment is needed and for whatever period of time it is needed, Long term loans (permanent assignments) are available for equipment that is used regularly and frequently, There is no departmental charge for the loan of equipment.

Maintenance of equipment. The Media Center will clean, repair, and maintain all audio-visual equipment that is on the Media Center's inventory list, or specialized equipment that was purchased in

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consultation with the Media Center. The Media Center will maintain a supply of spare projection lamps, and commonly used spare parts for equipment on the inventory list. Any maintenance contracts for audio-visual equipment shall be coordinated with the Director of Purchasing and budgeted through the Media Center.

Equipment budgeting and purchase, All audio-visual equipment for instructional purposes will be ordered through the Media Center and purchased by the Purchasing Department. All funds for the purchase of standard type, portable, audio-visual equipment for non-specialized use, therefore, will be budgeted to the Media Center, the director of which will consult with academic deans and through them, departments, to ascertain needs for incorporation in the Media Center's annual budget request.

In the preparation of the Media **Center's** annual budget request, there will then be a series of systematic follow-up conferences between the director of the Media Center and the dean of each academic school or college, or his designated representative, to determine both items and dollar amount of the unit's request to be included in the director's final budget request. If the entire budget is not approved, then reductions in funds earmarked for various units will be systematically determined.

SUPPLIES POLICIES

Definitions. Audio-visual materials, or supplies, include the following items: motion picture films, video tapes, audio tapes, slides, filmstrips, overhead transparencies, photographs, disc

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SUPPLIES POLICIES CONT'D.:

recordings, and the ingredients that go into the production of any of these items,

Categories of supplies. Supplies are either raw materials or finished products. Raw materials include audio tapes or video tapes that have not been recorded, unexposed film of all kinds, and related supplies. When raw tape has been recorded, or when raw film has been exposed and processed, such material then becomes a finished product. Finished products may be produced in the Media Center, or they may be purchased from private companies that produce and sell films, filmstrips, slides, transparencies, etc.

Finished products: storage, circulation, and budgeting. Audio-visual materials in the category of finished products will be stored and circulated by either the Media Center or by academic departments, depending on the type of material.

All sixteen millimeter motion picture films and video tapes will be ordered by the Media Center, and the Media Center, in consultation with academic units, will budget for these materials. All sixteen millimeter films will be stored, cataloged, and circulated by the Media Center.

Video tapes may be cataloged, stored, and circulated either through the Media Center or an academic unit depending on the frequency and nature of typical use.

Each academic department may budget for the purchase, from outside vendors, of the following kinds of audio-visual finished products: audio tapes, slides, filmstrips, overhead transparencies, phonograph records, and eight millimeter film cartridges. These materials will be

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SUPPLIES POLICIES CONT'D.:

stored and circulated by the academic departments.

Dispensing of raw materials. The dispensing of raw materials is not a function of the Media Center, Departments that need such materials should order them from Central Services or through the Purchasing Office.

Materials production, The **Media** Center will supply the raw materials plus the technical skills required to produce finished products for departments requesting the production of audio-visual materials. All production jobs should originate in a consultation between the person requesting the job and a production technician or the director of the Media Center. A lead time of two weeks or longer will be required from the date of the request to the completion of the job. As a general rule, services will be provided on a first come, first served basis, but allowances can be made for emergencies.

There is no charge for production services or for materials used in production jobs, unless the service is for individual research, grants or publications funded from outside sources, in which case the University must be reimbursed **from** such funding by arrangements and approval of the office of Financial Affairs.

Film rentals. There are two types of films that may be shown in the University, A feature film is one that was originally produced for circulation to commercial theaters for general public entertainment. A classroom instructional film, on the other hand, was originally produced for purely educational purposes as an integral part of classroom instruction. Feature films are longer and much more expensive to rent than are instructional films,

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SUPPLIES POLICIES CONT'D. :

All classroom instructional films will be rented through the Media Center and paid out of Media Center supplies budget. Rental fees for feature films should be paid by the requesting department or organization.
