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MAY 14 1976

DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS

— Edgar, Earl E.
Vice President, Academic

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

FROM: Virginia Phillips, Secretary of the Senate

RE : ORGANIZATIONAL MEETING OF 1976-77 ACADEMIC SENATE
Friday, May 21, 1976 *attended*
Schwebel Auditorium
4:00 p.m.

May 14, 1976

AGENDA

1. Call to Order
2. Nominations for Chairman of the Senate
3. Nominations for members of the Charter and Bylaws
Committee
4. Approval of Minutes of previous meeting, May 7, 1976
5. Report of the Charter and Bylaws Committee
6. Report of the Executive Committee
7. Reports of other Senate Committees
Academic Affairs Committee
Curriculum Committee (also see agenda for May 7, 1976
meeting)
Library Committee (see agenda for May 7, 1976 meeting)
8. Unfinished Business
9. New Business
10. Adjournment

ATTACHMENTS:

Academic Affairs Committee report
Curriculum Committee report

NOTE: The 1976-77 Senate roster will be distributed prior to
the May 21 meeting.

INTER-OFFICE CORRESPONDENCE

TO Mrs. Phillips, Secretary of Academic Senate

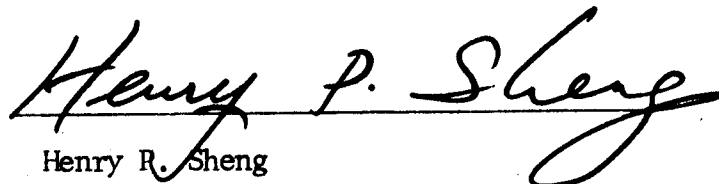
DATE May 10, 1976

FROM Dr. Henry P. Sheng, Chairman of the Academic
Affairs Committee

SUBJECT Majors and Minors Requirements

In response to Vice President for Academic Affairs's request on behalf of the Dean's Council, the Academic Affairs Committee has on May 7 approved the following revised version for Senate's final rec-
tification. The attached shows the current version (p. 39 1975-
1976 Bulletin) vs. the proposed version.

HPSdc
Attachment


Henry R. Sheng

Majors and Minors. The student must complete a major and at least one minor.

A departmental major consists of at least 45 quarter hours with grades of C or better in one department.* A combined major, for which the courses are in more than one department, consists of at least 70 quarter hours with grades of C or better.

A minor consists of at least 21 quarter hours with grades of C or better in a department other than that of the major.

The chairman of the department the student is majoring in determines the course requirements for both the major and the minor or minors; both must meet with his approval. He may require the student to do more, but not less, than the minimums stated above. (The student might also want to consult with an advisor from the department he is minoring in.)

Departments may require all senior majors to take the Graduate Record Examination, and the score on the examination may be one factor in determining whether or not the student has completed the requirements for his major. (See *Special Fees*, at the end of this section.)

As soon as a student has decided on his major, he should consult the chairman of the department in which his major study will be done. While no student is compelled to declare his major before he files an "Intention to Graduate" form, in some departments it is essential that the planning be done not later than the beginning of the sophomore year, or in some cases earlier, to avoid delay in graduation.

(p. 39, 1975-76 Bulletin)

Majors and Minors. Each student must complete a major. In addition, each student must complete a minor, unless the student: (1) elects to complete a combined major, or (2) enrolls in a school/college offering approved professional or technical curricula which do not require a delineated minor.

A departmental major consists of at least 45 quarter hours in one department with grades of "C" or better. A combined major, in which courses are offered by more than one department, consists of at least 70 quarter hours with grades of "C" or better. A minor consists of at least 21 quarter hours with grades of "C" or better in a department other than that of the major, unless the department includes more than one discipline. Certain approved interdisciplinary programs are exceptions to the above definitions.

Each department specifies the course requirements for the major. If the department chooses, it may also establish a pattern of courses to be recommended for students seeking a minor in the department's academic discipline. However, responsibility for certifying that a student has completed his/her major and minor rests with the chairperson of the department in which the student seeks a major. The student may be required to do more than the minimum stated in the preceding paragraph.

As soon as a student has decided on the major, he/she should consult with the chairperson of the major department. While no student is compelled to declare a major before completing an "Intention to Graduate" form, early consultation with the chairperson is strongly recommended. In some departments, the student must begin course work related to the major during the freshman year or risk a delay in graduation.

(Proposed version)

CURRICULUM CHANGES FOR SENATE CONSIDERATION

(These courses have been circulated according to the procedures outlined in the Constitution & By-laws--objections were received and a recommendation has been made by the Curriculum Committee to the University Senate)

<u>Department and Catalog Number</u>	<u>Course</u>	<u>Description</u>
Speech 755 4 q.h. (A)	Ethical Considerations of Speech Communication	Problems and issues dealing with the propriety of public discourse. Explores and evaluates rationales for prior restraint of discourse based on moral, artistic and practical consideration. Prereq: 553, 554, 652, or permission of instructor.
Speech 854 4 q.h. (C --number change from 754)	Theories of Persuasion	Rhetorical and socio-psychologic al theories or persuasion. Prereq: 658 or permission of instructor.
History 743 4 q.h. (A) (Vote 7 for, 1 abstention)	Labor in American History	Impact of labor and the labor movement upon the course of American history, with emphasis on the historical context surrounding labor conditions and on the political and social implications of the labor movement. Prereq: History 606

Legend

- A addition
- C change
- D deletion

CURRICULUM CHANGES TO BE APPENDED TO SENATE AGENDA
 (These courses have been circulated according to the
 procedures outlined in the Constitution and By-Laws--no
 objections were received)

<u>Department and Catalog Number</u>	<u>Course Title</u>	<u>Description</u>
Education 847 (9-15 q.h.) (D)	Supv. Student Teaching: Health and Physical Education, K-12	Prereq: Educ. 704 and 706; H&PE 700, 750 (men), 761, 762, 765, 780, 785 (women), 792 and 890 for Health and Physical Education candidates.
Education 847 (9-15 q.h.) (A)	Supervised Student Teaching: Educa- tional Media, Grades K-12	Prereq: Educ. 704, 706, 800 or equivalent, senior status and approval of the chairperson of Secondary Education Department.

D = Deletion
 A = Addition

D. Other Cases

The procedures of this Article shall be available to settle questions raised by the University or the Association concerning the meaning or application of the terms of this Agreement. If such questions arise, the University or the Association may file a statement thereof with the other party with appeal to arbitration according to the time limits and other restrictions specified in this Article.

ARTICLE IX
THE ACADEMIC DEPARTMENT*

A. Introduction

An academic department is a budgetary unit of the University which provides instruction for academic credit. The chairperson of an academic department is the administrator of the department as well as a teaching faculty member.

B. Shared Rights and Responsibilities

With respect to department matters, the full-service faculty in the department shall share rights and responsibilities with the department chairperson in accord with the following:

1. Collegial: These matters are the prerogative of the full-service faculty in the department and in these matters the department chairperson shall function as a coequal faculty member. These matters include:
- a) curricular matters such as curriculum revision, requirements for major and minor, and program development;
 - b) rotational system for summer teaching (see Article V, Faculty Salaries);
 - c) the expenditure of department travel funds;
 - d) evaluation of the academic goals and progress of the department; and,
 - e) promotion in rank (see Article XI, Promotion in Rank).
2. Administrative: These matters are the prerogative of the department chairperson. The department faculty may establish department advisory committees to develop recommendations to the chairperson on these matters. These matters include:
- a) faculty teaching schedules (see Article XII, Workload);
 - b) department budget requests;
 - c) recruitment and selection of department personnel;
 - d) assignment of faculty to offices;
 - e) supervision of the department office; and,
 - f) all matters not referred to in paragraph B.1. above.

*All department policies and practices shall be consistent with the terms of this Agreement and other University-wide policies and practices.

INTER-OFFICE CORRESPONDENCE

TO Mrs. Virginia Phillips

DATE 5/19/76

FROM Guido A. Dobbert, Chairman, Senate Research Committee

SUBJECT REPORT OF SENATE RESEARCH COMMITTEE

The Senate Research Committee recommends to the Senate that it adopt the following motions:

- I. In those cases where the need for duplication of papers for professional meetings or seminars can be established as part of expected budget considerations, chairpersons and deans are urged to assist the faculty in defraying such cost if other channels for financial assistance are not available.
- II. To further enhance a climate conducive to research, it is recommended that suitable arrangements be maintained to facilitate access to university buildings on weekends and holidays, and that the procedure for such arrangements be made known to the faculty and staff.
- III. As one technique for fostering an atmosphere conducive to research, department scheduling committees and departmental chairpersons are urged to try to accommodate interested faculty by means of prudent scheduling of teaching assignments. The intent here is to make significant blocks of time available to research activities.
- IV. Copies of approved URC proposals along with final and interim reports be placed in the University library.

G. A. Dobbert

REPORT OF THE LIBRARY COMMITTEE TO THE SENATE

The acquisition policy developed by the committee is currently under discussion in the Senate.

The Library Policy package; the Faculty Loan Policy; and the New Program Funding Policy are attached for the Senate's consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carl F. Chuey". The signature is written in black ink and is positioned above the printed name.

Carl F. Chuey

Chairperson



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

WILLIAM F. MAAG LIBRARY

LIBRARY POLICIES

1. The Maag Library's foremost purpose is to be of service, first to the students, then to the faculty, of Youngstown State University, and the community.
2. In achieving this purpose, the Library should function as the heart of the academic program, developing its collection and facilities to support and enrich the curriculum for all courses of instruction, in every Department of the University.
3. In order to plan efficiently for balanced acquisitions, all University departments and schools should assess by December, 1976, what subject areas should be augmented in their present holdings. An attempt should be made to bring the collection to adequate levels for all curricula by the end of fiscal year 1979-80; or at the latest, fiscal year 1981-82. This will allow for a 3 to 5 year allocation of funds to fill gaps in the collection, in addition to continuing with acquisition of current materials. An initial goal should be a minimum of 1/2 million monographs.
4. Outside sources of support for the Maag Library, over and above that covered in Policy 3, shall be encouraged.
5. Acquisition allocations by department and/or schools should reflect that department and/or school's accreditation standards, student enrollment, number of faculty, historic need and potential future development.
6. In selecting materials for the Library, all points of view on any chosen subject shall be fairly and objectively represented. Any attempt to slant or censor the collection concerning any controversial issue shall be vigorously resisted by all persons or groups responsible for the library, its purpose and operation.
7. Administrative statements have indicated that the Maag Library shall not be located in more than one location: i.e., no departmental or satellite libraries located in different buildings. The geographical size and pattern of the Y. S. U. campus is such that the central location of the Library building is reasonably accessible to all schools and departments. Therefore, one central collection of print and microform library resources will serve the University more efficiently and economically than a group of satellite libraries, with the duplication of materials and staff they entail.

However - administrative decisions made in the campus planning of recent years have also indicated that the Maag Library should be primarily a resource for print materials, either on paper or in microforms.

Two other facilities on campus have also evolved from campus planning:

A. The Dana Collection contains extensive holdings of records, a format not included among materials now administered by the Maag Library. Dana also requires quantities of music scores in multi-copies, sheet, spiral and other bindings unsuitable for general library housing and handling.

Facilities for listening to such materials are imperative to permit the use required of them. Furthermore, quarters for the music library were incorporated into the plans for Bliss Hall, whereas no such facility is contained in the Maag Library building.

B. The Curriculum Materials Center, though organized in a room of the old library building in September, 1964, was moved to the School of Education Building by mutual consent in 1967. Since then, it has been staffed and budgeted as part of the School of Education. The entire basement of the Elm Street Building, formerly occupied by the Geography Department, was redesigned for C.M.C. occupancy as part of remodelling the School of Education. The bulk of the C.M.C.'s holdings comprise materials which the Library is not acquiring, or has designated as inappropriate for its collection: sets of textbooks used by pupils in the public schools; specimen curriculum guides, teaching aids and devices, AV software, and production equipment for the making of graphics and copies for school curriculum enrichment. Such a facility is mandated for Schools of Education by the Ohio State Board of Education, as an educational demonstration center and development laboratory.

Therefore, the Library Committee recommends that these two agencies, all dealing with materials basically not in the Maag Library collection be recognized as independent entities.

For the future, however, the Committee recommends that satellite centers in general be prohibited, and that Phase II of the Maag Library be planned to incorporate any more such facilities that may be essential to ongoing University programs.

Approved by the University Library Committee _____

FACULTY LOAN POLICY

In order to be certain that all library resources are available to students as well as faculty members, the following new policy for faculty library use is proposed:

1. Faculty members have a loan period of one academic quarter for all regular circulating books, with optional renewal for one quarter.
2. Only one renewal will be possible. A renewed book may be recalled immediately if requested for another user.
3. All loaned books are automatically recalled at the end of the last week of classes of Spring quarter, to allow the library to prepare for the immediate demands of the short summer terms.
4. Books not returned within one month of recall will be presumed lost. Only one overdue notice will be sent.
5. Lost book charges will be billed to the faculty member through the appropriate university office and will include a processing fee and the estimated replacement cost of the book, which may be significantly higher than the original cost.
6. The library will request the names from the Academic Vice President's office of faculty departing from the campus on leave, retirement or resignation, so that books charged out to them may be recalled before they leave the campus.

NEW PROGRAM FUNDING POLICY

New programs and/or departments should not be expected to be funded from current library budget but should receive adequate additional funding in their own right.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

WILLIAM F. MAAG LIBRARY

ACQUISITIONS POLICY STATEMENT

as amended at May 21, 1976 Academic Senate Meeting

The library's collection of books, periodicals, pamphlets, documents, newspapers, maps, microforms, and other materials, must be constituted as to give effective strength and support to the educational program of the institution. The collection should meet the full curricular needs of students and faculty and should be easily accessible to them. In addition to the materials related directly or indirectly to the curriculum, the collection should contain the standard works which represent the heritage of civilization. These works should be continuously supplemented by a wide variety of books which combine timelessness with enduring value, chosen to arouse the intellectual curiosity of students and to satisfy their recreational needs. The periodicals subscription list should be well balanced and carefully chosen to meet the requirements of students for collateral course reading, to provide for the research needs of advanced students and faculty, to keep the faculty informed on developments in their fields, and to afford thought-provoking general and recreational reading. The right of the librarian and the faculty to select books and other materials representing all sides of controversial issues must be safeguarded by the institution, and any attempts at censorship from whatever sources or for whatever reasons must be resisted.

The above statement is based upon the American Library Association's Policy Statement, "Standard for ^{Academic} ~~College~~ Libraries", to which Maag Library fully agrees. The above states positively in general terms the proper objectives of a well conceived acquisitions program in an academic library.

Because questions inevitably arise from time to time as to the appropriateness to the total educational program of certain types of title requests submitted by faculty, insofar as "appropriatedness" can be defined by a consensus of the academic community, we have enumerated a number of general guidelines which we hope the faculty will voluntarily adhere to in submitting requests for library materials.

The faculty member has the right and responsibility as a professional to order materials in support of his and/or her own teaching and/or research program qualified by the following considerations which are thought to be reasonable and responsible limitations upon his freedom in the interest of the development of library resources for the academic community as a whole.

- 1) The quality of the library collections should not be sacrificed to unnecessary duplications of titles. However, works of lasting significance or of contemporary importance should be available in a sufficient number of copies to give students a fair opportunity to examine them thoroughly. The duplication of titles already available in department or office libraries should be avoided whenever possible.
- 2) Book title requests should be of a level and subject content appropriate to an academic institution and should not duplicate the general type of material readily available in any public library. Although there is, of course, some overlap in the categories of public and academic library materials, we believe the distinction between these categories of materials will be clear in most cases.
- 3) Most textbooks are inappropriate to library requirements. The library should not be a repository for books used as texts and should not compete with the college book store in this respect, but texts may be purchased where deemed appropriate. Copies of text for examination for course adoption, when not available free from publishers, should not be submitted as library order requests.
- 4) Careful discrimination should be exercised in requesting acquisition of materials highly technical or specialized in relation to our curriculum or to reasonably anticipated research requirements. Requests for purchase of materials exclusively in support of faculty research interests should be voluntarily and responsibly limited by faculty.
- 5) Reasonable care should be exercised by faculty in avoiding requests for material on subjects, and of a level and type of treatment, which would duplicate or closely parallel materials already available in the library collections. Heavy demand or particular special merits of the titles in question might suggest exceptions to the application of this guideline.
- 6) While mutual consultation and occasional voluntary withdrawal of an order request will usually be a satisfactory procedure (in the few instances where it might seem appropriate), the Director of the Library is understood to have

* this amendment was on the floor at the time a quorum was lost; therefore, it will have to be voted on again at the June 4, 1976 Senate meeting.

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