

MINUTES
ACADEMIC SENATE
Friday, February 6, 1976

PRESENT: T. Alderman, G. Almond, J. Bakos, P. Baldino, F. Barger, F. Blue, B. Brothers, R. Burkholder, F. Castronovo, T. Chrobak, I. Cohen, H. Cox, P. Dalbec, E. T. Deiderick, J. Del Bene, T. DiSalvo, T. Dobbelstein, Vice President Edgar, L. Esterly, I. Feldmiller, R. Gould, M. Gubser, P. Hahn, S. Hanzely, E. Harris, D. Hille, H. Jeffrey, R. Jones, E. Juhasz, G. Kafantaris, Vice President Krill, M. Mamula, C. McBriarty, T. Miner, W. Miner, A. Moore, J. Naberezny, N. Paraska, E. Pejack, P. Peterson, V. Richley, S. Roberts, K. Salaka, L. Satre, G. Schoenhard, J. Scriven, J. Senary, M. K. Senary, H. Sheng, T. K. Slawewski, A. Smith, S. Sniderman, R. Sorokach, E. Sterenberg, C. Sweeney, C. Vanaman, J. White, W. Yeaton, B. Yozwiak.

A quorum having assembled, the meeting was called to order at 4:00 p.m. by Chairman of the Senate, Clyde Vanaman. The minutes of the previous meeting, January 9, 1976, were approved as distributed.

COMMITTEE REPORTS

Executive Committee: No report.

Elections and Balloting Committee: Dr. Cox, Chairman, said that ballots had been prepared for the one-word change in Article VI of the Charter and Bylaws that had been passed at the previous meeting. The ballots will be distributed in approximately one week to all full-service faculty members.

Academic Affairs Committee: Dr. Sheng moved approval of the "Revision of PR Grade" as proposed by the Academic Affairs Committee and circulated with the agenda for this meeting. The motion was seconded by Dr. Sweeney. Dr. Sheng said that the purpose of the revised PR grade is to accommodate competency-based instruction. The Undergraduate Curriculum Committee of the School of Education had originally requested a redefinition of the I grade. The Academic Affairs Committee sent memos to the department chairmen, asking for their opinion of a redefinition of the I grade. The majority were against redefinition. The Committee then decided to revise the PR grade.

In response to a question, Vice President Edgar said that competency-based instruction involves continuing study for a course to a second quarter to attain mastery at a certain level. Thus, it would not involve registration for a second quarter for the same course.

It was pointed out that the revision of the PR grade would provide for two different uses of the grade. Dean Scriven said that the PR grade proposal consists of two parts: the first paragraph of the proposal refers to the present use of the PR grade; the second paragraph covers competency-based courses. The hyphenated course system that we now have comes under the first paragraph.

Dr. Alderman asked if the second paragraph meant that a given course could be taught either way. Dr. Sheng said that the instructor would decide how the course would be taught.

Dean Moore said that time becomes a variable in competency-based instruction. The student would receive a grade for a course when he had achieved the competencies involved in that course.

It was pointed out that a PR grade could be converted to an I in circumstances beyond the student's control, such as illness or accident.

Dr. Alderman said that whether or not a particular class section was to be taught as competency-based could not be stated in the catalog, and this is at variance with what the catalog is supposed to convey to students, i.e., how a course is to be conducted.

Dr. Barger said that competency-based courses would require more work by faculty than the other method, and that competency-based instruction is hard to define but easy to identify. The time variable is an identifiable factor, as is the fact that a student must attain a minimum competency in each unit of a multi-unit course. He said that the proposed PR grade would be a more reasonable grading procedure.

Dr. Brothers said that the problem is not that we are changing the grade, but whether or not it would be the policy that any instructor can change the nature of a course. As the revision statement was worded, she said, any course could or could not be taught on the competency basis; but it would not be identifiable beforehand.

Dr. Baldino said that whether or not a course is competency-based should be determined beforehand for the students' information. He said a number of institutions already have competency-based instruction.

Dr. Sweeney said that competency-based instruction keeps standards absolute while manipulating time. He sees this proposal as a sign of progress. He suggested that it be designated in each bulletin which courses or sections of courses would be taught on a competency basis.

Dean Yozwiak said that two departments in Arts and Sciences had prostituted the use of the I grade, with the Dean's permission. The courses involved were Math 500 and Psychology 613. An innovative program was begun with Math 500 in which the entire course was broken up into modules. The student passed each module before he went on to the next. In some cases, this ran beyond one quarter. Psychology 613 had also been broken up into modules, permitting the student to go into the next quarter completing the modules. There was a question of what grade to use. An I grade was used, but the I grade is not supposed to be used to give more time to complete a course. Dean Yozwiak said that the PR grade seemed more appropriate for this.

Dean Paraska said that he supported the revised PR grade. He said that the Home Economics Department has to convert its two-year Dietary program and its four-year Dietetics program to competency-based instruction. The revised PR grade, he said, would solve the problem.

Dr. Roberts moved an amendment to the motion on the floor, changing the first sentence of the second paragraph of the proposal to read: "The PR grade may also be given at the end of the quarter in courses specifically identified as competency-based in the class schedule . . ." (addition of the last four words). The motion was seconded by Dr. Baldino. Upon voice vote of the Senate, the amendment was approved.

Dr. Vanaman called for the question on the amended motion. The motion carried.

Dr. Sheng moved adoption of the Policy Statements on Prerequisites for 600, 700, and 800 Level Courses. The motion was seconded by Dr. Baldino.

Mr. Krause of the Psychology Department (not a Senate member) said that in many cases, the instructor of a course is in a better position to determine the suitability of unusual backgrounds and other bases for waiver of prerequisites for courses than anyone else, including the chairman of the department. Dr. Sheng responded by saying that different instructors may see situations in different ways; one instructor may waive a requirement and another may not. Having the authority rest with the department chairman would provide more consistency.

Mr. Senary made a motion to amend the second sentence of section 4 to read: "Prerequisites are subject to written waiver . . ." (addition of the word "written"). The motion was seconded by Mr. Kafantaris. Upon voice vote of the Senate, the motion carried.

It was pointed out that these policy statements referred to new courses, and not to existing ones.

Dr. Sniderman asked if a department could justify in general, or if every course would have to be justified individually.

Dr. Cox disagreed with the policy statements on two counts: (1) There would be no mechanism for policing this. (2) There are some courses for which a prerequisite is not needed.

Dr. Alderman asked what constitutes justification, and to what body justification would be made. He said that if it was the intent that the University Curriculum Committee should make value judgments on justifications, then the charge to the University Curriculum Committee would have to be rewritten. Mrs. Phillips said that as the charge is now written, the University Curriculum Committee acts only on objections. It was conceivable that the committee could act on an objection to a justification, but it could not speak to a justification.

Dr. Sniderman said that a definition of justification was needed. He questioned the differences between 800, 700, and 600 level courses, and said that the University Curriculum Committee had originally requested a statement of these differences. He said that there are a number of 800-level courses that don't need prerequisites, and that the Curriculum Committee had been getting courses with prerequisites that didn't seem appropriate for the level of the course.

Dean Paraska made a motion to refer the entire document back to the Committee. The motion was seconded by Dr. Richley. The question was called for, and the motion carried.

Computer Committee: Dr. Householder reported for the Committee. Dr. Jones moved ratification of the two Computer Center policies as drawn up by the Computer Committee. The motion was seconded by Dr. Slaweki.

Dr. Del Bene said that the second policy was vague. She said that the policies required extensive bookkeeping with little benefit; that files are usually cued to accounts, and that the termination dates for the file and account are often the same. She suggested that some of the paperwork be eliminated by attaching every file to an account, and that the manpower necessary to carry out the proposed policies could be better utilized in other areas.

Dr. Householder said that, in his opinion, it would require less paperwork; that the committee was concerned with accounts which expire and cause files to be erased. If an account is extended beyond one quarter, paperwork is saved by avoiding having to reinstate it. In the past, files having an expiration date have been erased, and the faculty members consequently lost the contents of the files. The reason for this is that the expiration dates are set at a maximum of yearly intervals. The Committee wants to extend that expiration date.

Dean Yozwiak said that in the past, to his knowledge, Computer Center policies have been established outside the Senate.

Dr. Jonas (not a member of Senate) suggested that either the policies be defeated or they be sent back to the committee. He said that the cost of implementing these suggestions would be prohibitive. A special mechanism would have to be set up, where one does not now exist, to detect file expiration dates for 24 faculty members (at this time) having 34 files, using less than 2% of the storage space that is available. He said that when a faculty member applies for file space, the record given to him reminds him of the expiration date. Everyone is informed in advance, and there is a ten-day grace period. Speaking to item 2, he said that it would be necessary for the Computer Center to log and analyze statistics on jobs run on the computer to determine who has used their account and who has not. He said that this would increase costs.

Dr. Jonas said that if the two policies were adopted, he would either (1) instruct the director of the Computer Center to disprove the files and accounts of the 24 faculty members who apply, or (2) not implement the recommendations.

Dr. Cohen said that he felt that this a faculty matter, and there are some who are very much concerned with it. He said that more cooperation seemed necessary between the Computer Committee and the Computer Center. He moved that the proposals be sent back to the Committee. The motion was seconded by Dr. Baldino. Upon voice vote, the motion carried.

Ad Hoc Calendar Committee: Dr. Dale gave an interim report for the Committee. He said that Senate support was needed for item 7 of the report, which involved instructional variables. It is necessary for the Committee to know what the faculty and students want. Beginning fall quarter, the Committee began work on a questionnaire to determine the opinion of students and faculty concerning nine instructional variables. The Committee is testing the questionnaire; if it is satisfactory, it will be sent out to the faculty. The committee will determine the desires of the faculty, then will turn to the students' desires. Dr. Dale asked for support from the Senate for the efforts of the Committee.

Ad Hoc Committee on the Relationships Among Schools: Dr. Vanaman said that this Committee will complete the revisions made in the Statement of University Mission, as passed at the January 9, 1976 Senate meeting (with provision for editorial revisions). The Committee will report back to the Senate concerning the revised Statement of University Mission and the recommendations in the Committee's report that was made at the January 9 meeting.

Ad Hoc Committee on Academic Advisement: Dr. Vanaman said that this committee has compiled an interim progress report, which is attached to these minutes.

UNFINISHED BUSINESS

Dean Paraska moved that time be extended long enough to consider Management 719. The motion was seconded by Mr. Kafantaris, and it carried.

Mrs. Phillips reported on Management 719. She read a letter from Dr. Hotchkiss regarding the course (attached to these minutes).

Dr. Alderman moved an amendment of the course description, to change the last sentence to read: "Teaches persons to conduct selection interviews and how to handle themselves as interviewers in a job interview setting." (addition of the words "as interviewers"). The motion was seconded by Dr. Pejack. Upon voice vote, the motion to amend carried.

Dr. Sniderman moved to amend the course description to eliminate the last part of the third sentence. The amended sentence would read: "Teaches persons to conduct selection interviews." Dr. Sniderman said that the sentence, as previously worded, was repetitious. The motion was seconded by Mr. Kafantaris. Upon voice vote of the Senate, the motion carried.

Dr. Krishnan said that the revised course description was acceptable to the Management Department.

Dr. Vanaman called for the question to adopt Management 719. It passed, on voice vote.

The next Senate meeting will be held on March 5, 1976. All committee materials which are to be circulated with the agenda of that meeting should be sent to the Secretary no later than February 24, 1976.

The motion for adjournment was made at 5:40 by Dr. Ward Miner; it was seconded by Dr. Thelma Miner.

Respectfully submitted,

Virginia Phillips
Secretary

Attachments



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44555

February 2, 1976

Clyde V. Vanaman, Ed.D.
Chairman, Academic Senate
UNIVERSITY

Dear Doctor Vanaman:

This is to convey my appreciation to the Academic Senate for delaying action upon the proposed Management 719 course in order to permit efforts to see if our two departments could find some equitable manner for sharing instruction in this area of mutual concern. Dr. Rama Krishnan and I have met and have discussed our positions with respect to this course. While, hopefully, this meeting may lead to closer cooperation at some future date, we arrived at no acceptable solution for sharing the presently proposed course.

Accordingly, I must report a failure to resolve the issue. By the same token, I would urge that as departments we seek every means to share overlapping instructional areas, especially where we are dealing with material which each contestant can claim and for which each has qualified instructors. As Senate members, may I again thank you for your patience on this matter.

Sincerely,

Sanford N. Hotchkiss
Chairman, Department of Psychology

SNH:ms

cc: Dr. Rama Krishnan
Dr. C. J. Sweeney

The Executive Committee of the Academic Senate, in a memorandum dated May 9, 1975, appointed an Ad Hoc committee to study academic advising. The Ad Hoc committee consisted of:

Dr. George E. Letchworth, (Chairperson) Director, Counseling Center
Mr. Harold Yiannaki, Registrar
Mr. Jack Frankenburg, Academic Advisor, Arts & Sciences
Mrs. Mary Danus, Student Development
Mrs. Margaret Foley, Special Studies, Technical & Community College
Mrs. Anna Margaret Battin, Academic Advisor, Elementary Education
Mr. George Luke, Student

The Ad Hoc committee was asked to make recommendations to the Senate Executive Committee as a result of its deliberation. The following is the report and recommendations of the Ad Hoc committee.

The Ad Hoc committee after studying some of the problems of academic advising, developed its own definition of academic advising and then formulated a proposal for a program of advising which would address the problems and meet the requirements of the definition.

The definition is as follows: Academic advising is a planned deliberate, and continuous process which will enable students to choose appropriate areas of study and to meet program and degree requirements.

Planned advising implies that the process occurs by design, that mechanics are streamlined, and that academic programs and requirements are well defined. Deliberate advising implies that the advisor is professional or trained, and knowledgeable. Continuous advising implies that a student can be assigned to a particular advisor and that this advisor will be available throughout his/her attendance at all undergraduate academic levels (freshman, sophomore, etc.). By

virtue of such advising, students should be able to select academic programs suitable to their background and aspirations and be in a position to know and to meet the academic requirements for their particular academic goals.

The Ad Hoc committee felt that, while there are many advisors who perform academic advising as defined, the University has not made a commitment to a rigorous program of advising. For the most part, advisement has not been planned, deliberate, or continuous. Therefore, the committee proposes that:

1. The University appoint a Coordinator of Academic Advisement, and that this position be placed under the appropriate administrative official. The responsibilities of such a person would be to:
 - a. Coordinate the advising functions of the various schools;
 - b. Aid in the development of advising programs suitable to specific schools;
 - c. Develop and maintain an in-service training program for advisors;
 - d. Coordinate advising functions with the registration activities;
 - e. Develop tools for evaluating academic advisors;
 - f. Assure that advising is planned, deliberate and continuous.
2. Each school, with the assistance of the Coordinator of Academic Advisement, develop an advising program to utilize the services of both full-time professional or trained advisors and faculty.

A. Full-time professional or trained advisors in each school will:

1. Provide individualized advisement which is available on a regular and continuous basis, which will allow ample time for program selection, explanation of degree requirements, and course planning, which will permit students ^{referral} to other advisors and services of the University.
2. Maintain necessary records for continuous advisement and degree evaluation.
3. Maintain a designated office which will be open and available throughout the day and evening, which will have private interviewing rooms, and which will contain a library of materials, brochures, catalogues, and information from all schools, departments, and offices of the University.
4. Report to the Dean of the schools and;
5. Coordinate advisement activities with academic departments within the school.

B. Academic departments through the chairperson will:

1. Develop a program of advisement for students majoring in the department which will be planned, deliberate and continuous;
2. Utilize the services of faculty throughout the year and ^{during} ~~during~~ registration periods in the summer;
3. Participate in training programs;
4. Certify that students have fulfilled major requirements.

Before submitting a final report to the Executive Committee the Ad Hoc Committee on Academic Advisement wishes to solicit reactions and suggestions from faculty, students and administrators. Therefore, open meetings have been scheduled for _____.

If you are unable to attend any of the open meetings, we solicit your reactions and suggestions in writing. This material may be sent to the chairperson or any other member of the committee.

CURRICULUM CHANGES TO BE APPENDED TO SENATE MINUTES
 (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> |
|--|---|--|
| English 756 (D) | History & Structure of Eng. | Survey of the historical development of English language structure and its social context from its origins to the the present. Prereq: Eng 755. |
| H. & P.E. 632R (C) | Skin and Scuba Diving Prereq: 400-yard swim within 15 minutes | Basic skin diving with use of mask, fin and snorkle. Scuba diving skills with use of tank and regulator. Emphasis on diving physics, physiology, life-saving, first aid, and safety skills related to skin and scuba diving. 1 q.h. |
| Biol 790 (C) | Molecular-Cellular I | Cellular and macromolecular function in relation to cell replication and its control, information theory, regulation of cellular activity, interaction between organelles and the nucleus and control of cellular differentiation. Three hours lecture and two hours laboratory per week. Prereq: Biol. 506,507, and 508 or admission to NOUCOM-YSU program or consent of instructor. 4 q.h. |
| M.E.T. 606 (C) | Machine Design I | Study and design of machine elements such as bolts, screws, shafting and welded connections. Three hours lecture, three hours laboratory per week. Prereq. or concurrent: CET 607 4q.h. |
| MET 820 (C) | Machine Systems | Analysis and design of complex machine systems incorporating electrical, pneumatic and hydraulic subsystems. Students will work on comprehensive projects. Three hours lecture, three hours laboratory per week. Prereq: 501, MET 607. 4 q.h. |
| EET 610 (C) | Direct Current Machines | Construction and principles of operation of D.C. motors and generators; characteristics, efficiency, control and associated equipment; specialized D.C. machines. Prereq. EET 502 3 q.h. |
| EET 820 (C) | Power Transmission. | An introduction to power system analysis transmission line parameters and calculations, and steady state power system representation. Prereq: eet 710/ 4 q |

Dental Hygiene 601 L Dental Hygiene IV
(A)

Continued clinical experience. Completion of two plaque control patients in addition to a required number of prophylaxes. Utilization of the ultrasonic scaler. The following tests are included: Linqual Ascorbic, Blood Pressure, Diabetes. Twelve hours lab week. Prereq: dh 503L 4.q.h.

Dental Hygiene
602 (C)

Dental Hygiene V

Responsibility of the dental hygienist to the dental profession and to the dental hygiene associations. The limitations of the private practice of the hygienist and the American Dental Hygiene Association Code of Ethics. DH 602L must be taken concurrently. Prereq: DH 601 and 601L. 2 q.h.

Dental Hygiene
602 L (A)

Clinical
Dental Hygiene V.

Continued clinical experience. Completion of one proficiency patient and two plaque control patients in addition to a specified number of oral prophylaxes. A comprehensive examination, charting and history of a periodontally involved patient is required. Prereq: DH 601 L. 4 q.h.

Dental Hygiene
603 (C)

Dental Hygiene VI

Practice management encompassing all phases of the dental office. The role of the hygienist as an office manager able to employ sound principles of practice management. DH 603L must be taken concurrently. Prereq: DH 602 and 602 L. 2 q.h.

Dental Hygiene
603L (A)

Clinical Dental Hygiene VI

Continued clinical experience. Completion of one proficiency patient and two plaque control patients in addition to specific clinical requirements. Prereq: DH 602 L. 4 q.h.

Dental Hygiene
610 (D)

Office Management and
Jurisprudence

Business procedure and accounting systems in a dental office are studied. The scope and role of dental hygiene and responsibilities and ethics of the dental hygienist are presented. Legal definitions pertinent to dentistry are discussed. The laws relating to the practice of dentistry are discussed. The laws relating to the practice of dentistry and dental hygiene in the State of Ohio are given in detail. 5 q.h.

EET 810 (C)

Electrical Systems Design

A course concerning the design and layout of electrical systems for power, light, heat, signals, and communications in commercial, industrial and residential buildings. Three hours lecture, three hours laboratory per week. Prereq: EET 611. 4. q.h.

Dental Hygiene
Tech 501 (C)

Dental Hygiene I.

An introduction to dental hygiene and its role as an integral part of the dental health profession. Medical dental terminology, principles of dental instrumentation and clinical records. A detailed study of planning patient care, patient preparation and positioning in the dental chair, patient instruction in oral physiotherapy and instrument sharpening. Three hours of lecture and six hours of lab per week. Prereq: Perm of Ins. 5 q.h.

Dental Hygiene
502 (C)

Dental Hygiene II

Radiographic theory, technique and use for diagnosis and prevention of dental and related diseases. The technical skills necessary to expose and develop dental films in the office. Prereq: DH 501. DH 502 L must be taken concurrently. 3 q.h.

Dental Hygiene
503 (C)

Dental Hygiene III

Oral prophylaxis with an emphasis on periodontology and nutrition as it affects oral health. The application and effectiveness of fluoride products. DH 503 L must be taken concurrently. Prereq: DH 502 & 502L. 3.q.h.

Dental Hygiene
520 (C)

Anatomy I

Oral topography, basic terminology of soft and hard oral structures. The dentition of presented both as system entities and components. The symptoms and classification of dental caries. Two hours of lecture and three hours of lab per week. Prereq: Permission of supervisor. 3.q.h.

Dental Hygiene
521 (A)

Anatomy II

The anatomy of the head and neck considering the relationship of the bone structure, muscles, nerves, arterial supply and lymphatic system. Prereq: DH 520. 2. q.h.

Dental Hygiene
601 (C)

Dental Hygiene

Introduction of the practice, principles and armamentarium in the following dental specialties: anesthesia, endodontics, operative dentistry, oral diagnosis, oral surgery, orthodontics, pedodontics, periodontics and prosthodontics. Dental research and dental assisting to widen the spectrum of the knowledge of the dental hygienist. DH 601 concurrently. Prereq: DH 503 and 503L. 3.q.h.

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| CPT 716 (C) | Advanced Operating Systems. | An advanced study of operating systems with emphasis on systems generation, control language, timesharing, and multiprogramming. Prereq: CPT 616 or consent of instructor. 4 q.h. |
| CPT 618 (C) | Data Processing Application | Business data processing applications. Practical case studies include payroll, accounts payable, budget control, inventory control, production control, etc.. Three hours of lecture and three hours of laboratory per week. Prereq: CPT 608. 4 q.h. |
| Music 754 (D) | Counterpoint II | Study of the eighteenth-century contrapuntal technique. Analysis of the works of Bach, culminating in composition of two- and three-part inventions by the student. Class meets three times a week. |
| Music 832 (A) | Counterpoint II | Contrapuntal style of Baroque music including analysis of examples in imitative and invertible counterpoint; creative assignments in writing 2 and 3 part inventions and 3 and 4 part fugal expositions. Prereq: Mus 612. 3 q. |
| Music 831 (A) | Counterpoint I | 16th-Century contrapuntal style including introduction of species technique; analysis of liturgical and secular repertoire; creative assignments in writing imitative counterpoint with stylistic rhythms and cadences. Prereq: Mus 613. 3 q.h. |
| Music 753 (D) | Counterpoint I | Study of the medieval modes: harmonic, rhythmic, melodic, and contrapuntal aspects of the sixteenth-century vocal polyphony. One recitation a week is devoted to sight-singing and ear-training in the style of the period, with special emphasis on the works of Palestrina and Lassus. |
| Music 501 (A) | Applied Theory | Applied instruction in music theory of diatonic harmony which will develop independent study and research projects in such areas as analysis, aural perception, scoring and arranging. May be repeated once. Prereq: Per of Inst 2 q.h. |

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| Music 601 (A) | Applied Theory | Applied instruction in music theory of chromatic harmony which develops independent study and research projects in such areas as analysis, aural perception, scoring and arranging. May be repeated once. Prereq: Permission of the Instructor. 2 q.h. |
| Music 701 (A) | Applied Theory | Applied instruction in music theory of medial and/or non-tonal music which develops independent study and research projects in such areas as analysis, aural perception, scoring and arranging. May be repeated once. Prereq: Permission of the Instructor. 2 q.h. |
| Allied Health 680 (A) | Clinical Procedures | Preparing patients, taking and recording vital signs, assisting physician with examinations, preparing examining room. Methods of sanitation, asepsis, and sterilization. Care of equipment and supplies. Identification of and treatment for emergencies. Laboratory orientation. Prereq: M.A. 501 and 502. One hour lecture; nine hours lab. 4 q.h. |
| Allied Health 600 (A) | Insurance Forms and Medical Records | Standard insurance forms; preparing and updating medical charts and records. Two hours lecture, two hours lab per week. 3 q.h. |
| Allied Health 502 (A) | Law and Ethics | Types of medical practice. Legal relationship of physician to patient i.e., professional liability, implied and informed consent, malpractice, invasion of privacy. Emphasis on professional attitude and behavior. Prereq: None. 4 q.h. |
| B. E. S. S. 731 (C) | Specialized Dictation | Dictation and transcription in specialized fields: law, medicine, etc. Includes machine transcription. Four hours lecture, four hours laboratory per week. Prereq: BE & SS 631, 615, 620 or consent of instructor. 4 q.h. |
| B. E. S. S. 622 (C) | Typewriting VI | Advanced specialized typewriting in the technical, medical, legal or executive office. Prereq: BE & SS 620 or consent of instructor. 2 q.h. |

Health & Phys. Ed. 537
(A)

Swim-Trim

Fitness through swimming and conditioning exercises tailored to the individual needs of the student.
Prereq: Ability to swim 50 yards.

S & A 800 (E)

Human Development and
Social Environment

1 q.h.
Relationship between present-day American social structure and cultural patterns in the development of personality throughout the life process. Students who have received credit for Soc.Anth. 800 may not receive credit for Soc.Anth. 621.
Prereq: Soc. Anth. 500. 4 q.h.

S & A 732 (A)

Social Work Theory
and Practice

Strategies of intervention in problem-solving. Social work concepts and their application to advanced methods in working with client groups. Research relevant to clinical practice and current trends in theory will be analyzed.
Prereq: Soc. Anth. 722. 4 q.h.

S & A 731 (A)

Social Services and
the Handicapped.

Problems arising from or related to illness and disability; adjustment of handicapped persons. Application of general interventive techniques for working with the handicapped. Exposure to recent research and treatment innovations. Prereq: Soc. Anth. 620. 3 q.h.

S & A 730 (A)

Social Services and
the Aged

An empirical and analytical base for understanding the policies, problems and trends in services for the aged.
Prereq: Soc. Anth. 620. 3 q.h.

S & A 728 (C)

Social Services for
Children

Social welfare agencies and services developed by communities for the care and training of children. Development of a conceptual framework for understanding the issues, problems, and policies in children's services. Prereq: Soc. Anth. 620 4 q.h.

S & A 724 (C)

Community Organization
Methods

Analysis of the major processes employed in community organizations and social action for the purpose of achieving a more effective adjustment between social service needs and community resources; relation of community organization methods to areas other than social work, such as civic leadership, industrial planning, political and legal services.
Prereq: Soc. Anth. 620 3 q.h.

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| S&A 723 | (C) | Social Group Work Methods | Analysis of the major processes employed in social group work; relation of social group work methods to other fields, such as teaching, recreational leadership committee work, and participation in civic and community affairs. Prereq: S&A 620 3 q.h. |
| S&A 722 | (C) | Social Casework Methods | Analysis of the major processes employed in social casework, the relation of these methods to other fields, such as medicine, nursing, teaching, legal counseling, personnel and business administration. Lecture and field work. Prereq: S&A 620 or admission to NONCOM-YSU program. 3 qh. |
| S&A 721 | (C) | Social Policy | A survey of the programs, organization and functions of social services, and the effects of government policies upon the administration of these services. May include visits to local agencies. Prereq: S&A 620. 4 c |
| S&A 720 | (C) | Introduction to Social Work | Historical survey of the development of social services and social work as a profession in Western civilization with emphasis on the United States. Visits to local agencies. Students who have received credit for S&A 720 may not receive credit for S&A 620. Prereq: S&A 500 4 q.h. |
| S&A 719 | (C) | Health Care Systems | A sociological analysis of the role of the physician, the nurse, the social worker, and paramedical personnel in a variety of settings including private practice, the hospital, and public agencies. Some attention to federal programs as related to local systems. Lectures and field work. Prereq: S&A 620, or admission to the NOUCOM-YSU program. 3.q.h. |
| CET 617 | (C) | Construction Methods and Materials | Methods and planning of construction. Estimating and scheduling materials, equipment and labor. Engineering fundamentals of construction equipment. Understanding steel, wood, concrete, asphalt and composites as construction materials. Development of skills in standardized testing of concrete. Three hours lecture and three hours laboratory per week. Prereq: CET 604. 4 q.h. |

Econ 822

(A)

Urban Economics

Economic analysis of the problem of urbanized areas. Benefit-cost and microeconomic techniques are used to explore urban unemployment, education expenditure, traffic congestion, environmental housing problems, and the economic development of urban centers. Prereq: Econ 622 and one of the following: 702, 704, or consent of the instructor. 4 q.h.

Hom Ec

740

(A)

Family Clothing

Clothing selection and construction for varying age levels including children, men, the elderly and the physically handicapped. Prereq: H Ec 503, or equivalent. 4 q.h.

Hom Ec

704

(A)

Design by Draping

Creating new dress designs through the draping technique. Prereq: Hom Ec 702. 4 q.h.

Ed 812

(C)

Language Arts:
Teaching of Reading

The principles and methods of teaching reading in the elementary school. Prereq: Admission to School of Ed. 3 q.

Ed 813

(c)

Language Arts:
Teaching Methods

Teaching oral and written communication through consideration of listening, speaking, handwriting, spelling, creative and formal writing in the elementary school. Prereq: Admission to School of Education 3 q.h.

Allied Health 690

(A)

Externship

Practical, nonpaid experience in office of qualified physician. Will perform clinical and administrative procedures under supervision. Eighteen hours weekly in medical office and one hour seminar per week. Prereq: A.H. 680 6 q.h.

CHE 882 L

(C)

Process Dynamics Lab

Experimental studies in process dynamics and control. Simulation of control systems with the aid of an analog computer. Treatment of experimental data with correlation and comparison with theory. Preparation of technical reports. One hour lecture/demonstration plus three hours laboratory. Prereq: ChE 882. 2 q.h.

| | | |
|-------------|--|---|
| ChE 882 (C) | Process Dynamics | Introduction to automatic control and control loop concepts. LaPlata transform techniques. Linear open-loop and closed-loop systems. Root-locus and frequency response methods. Non-linear methods. Process applications. Prereq: ChE 787 and Math 705. 4. q.h. |
| EE 601 (A) | Basic Circuit Theory I | Basic principles of linear circuit. Circuit concepts and laws, method of analysis, network theorems. Power in DC circuits. Transients in RC and RL circuits. Magnetic circuits. Prereq or concurrent Math 572. 3 q.h. |
| EE 602 (A) | Basic Circuit Theory II | Sinusoids, phasors, complex numbers. Analysis of AC circuits. phasor diagrams, impedance and admittance, resonance. Power in AC circuits. Magnetic circuits with AC signals. Prereq: EE 601. Prereq of Concurrent: Math 673 3 q.h. |
| EE 603 (A) | Basic Circuit | Mutual inductance and transformer. Frequency response and transfer functions. Three phase circuits. Fourier series applications to nonsinusoidal periodic signals. Fourier transforms and Laplace transforms in circuit analysis. Prereq: EE 602. 3 q.h. |
| EE 611 (A) | Instrumentation & Computation Laboratory I | Theory and applications of laboratory instruments. Laboratory experimentation. Digital computer techniques using ECAP or equivalent. Prereq or concurrent: EE 601 or equivalent |
| EE 612 (A) | Instrumentation & Computation Laboratory II | Theory and applications of laboratory instruments. Laboratory experimentation. Digital computer techniques using ECAP or equivalent. Prereq: EE 611 1 q.h. |
| EE 613 (A) | Instrumentation & Computation Laboratory III | Theory and applications of laboratory instruments. Laboratory experimentation. Digital computer techniques using ECAP or equivalent. Prereq: EE 612. 1 q.h. |

CPT 818 (C)

Development of Data Bases

Study of the basic structure, design, development, implementation, and modification of data bases for use in management information systems. Prereq: CPT 618, 4. qh

S&A 725 (C)

Field Work in Social Services

Supervised practice in approved social agencies under the direction of professional social workers, designed to give the student a controlled educational experience in social work. The student is required to spend 15 hours weekly in the agency. Concurrent: S&A 734. May be repeated once for the baccalaureate degree. Prereq: 20qh in social work. 6 q.h.

English 743,4,5
(D)

Creative Writing
I,II,III

Courses in advanced composition for mature students, providing opportunity to develop creative ability. English 743 offered in fall quarter, 744 in winter quarter, 745 in spring quarter.

English 746 (A)

Creative Writing:
Fiction

Provides an opportunity for students to write original short stories and to have their efforts discussed by their classmates. May be repeated twice. Prereq: Eng 551. 3 qh

English 747 (A)

Creative Writing:
Poetry

Provides the student with an opportunity to study the metric structure and language of poetry and to apply these techniques to the writing of original poetry. May be repeated twice. Prereq: Eng 551. 3 q.h.

Eng 717 (A)

Journalism III

Techniques and approaches in writing special kinds of articles such as reviews, editorials, and reports of speeches and meetings. Prereq: Journ 715 4 q.h.

S&A 734 (A) Field Work Seminar

Provides integration in learning experiences of social work students involved in field work. Coordination between theoretical content and its application to social service assignments in the field. May be repeated once for the baccalaureate degree. Concurrent Soc-Anth 725. 2 q.h.

~~English 757~~ The English Language:
(A) ~~Its Social and Historical~~
Setting

After a survey of the history and social context of English, students will in the last third of the course pursue such extensions of the subject as analyses of literary works, dialects of English, and functions of as well as attitudes toward language, according to their own interests. Prereq: English 755 5 q.h.

~~English 758~~ The English Language:
(A) Grammar and Related Systems

After a survey of descriptions and analyses of English grammar, students will in the last third of the course pursue such extensions of the subject as analyses of narrative, metaphor, logic, rhetoric, composition, stylistics and linguistic semantics, according to their own interests. Prereq: English 755. 5 q.h.

Dental Hygiene Technology 611
(C) Dental Materials

The source, physical properties, methods of manufacturing, and use of various dental materials are presented. These materials are manipulated in laboratory procedures so that the student will be able to assist the dentist at the chair, perform certain laboratory procedures and perform specified clinical duties. Two hours of lecture and three hours lab per week. Prereq: Second year standing in program. 3 q.h.

Dental Hygiene Technology 503L
(A) Clinical Dental Hygiene III

Clinical application of dental hygiene techniques. Discussions of clinical situations with emphasis on X-ray techniques and the application of fluoride. One hour lecture and eight hours lab per week. Prereq: D.H. 502L 3 q.h.

Dental
Hygiene
Technology 502L
(A)

Clinical Dental
Hygiene II

Clinical application of dental hygiene techniques. Clinical procedures, records, patient management and patient education. One hour lecture and eight hours lab per week. Prereq: D.H. 501 3 q.h.

Mathematics
743, 841
(C)

Mathematical
Statistics I, II

An introduction to the theory of probability and statistics, using the concepts and methods of calculus. Topics include discrete and continuous probability models, random variables and their distributions, sampling distributions, estimations, tests of hypotheses, and regression. Prereq: Mathematics 674 is required for Mathematics 743, and 743 is required for 841. 4 + 4 q.h.

Civil
Engineering
Technology 624
(C)

Environmental
Analysis

Introduction to analysis of problems in public works. Elements of water supply and waste management and their impact on land use planning. Analysis of water distribution systems, drainage systems and waste water treatment processes, including the impact of governmental regulations. Prereq: MET 615, Chem. 501. 4 q.h.

Legend:

A = Addition
C = Change
D = Deletion

TO : CHAIRMEN OF SENATE COMMITTEES

FROM: VIRGINIA PHILLIPS, SECRETARY OF THE SENATE

SUBJECT: COMMITTEE REPORTS

February 18, 1976

Typed committee reports to be included with the agenda of the March 5, 1976 Senate meeting will be accepted until February 24, 1976.

Send reports to: Virginia Phillips, c/o Business Education and Secretarial Studies, no later than February 24.

b1j

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>Prereq.</u> | <u>Description</u> |
|--------------------------------------|---|----------------|--|
| Econ 510 (New Course) | Economic Theory and the Individual | None | Micro-theory's relation to the market place decisions. The micro-economic theories of utility maximization, savings, individual capital formation, cost structures and information costs will be taught as they relate to an individual in today's economy. |
| CPT 510 (New) | Introduction to Computers and Computer Applications | None | An introductory course providing an overview of practical applications of computers. Based on the BCS telecourse "MAKING IT COUNT." Discusses hardware and software, operating systems, multiprogramming and processing, system analysis applications, use of computing power and uses in decision making. Educational media including home television, and/or university based video cassette lessons, and student-teacher lecture sessions. 2 q.h. |
| Home Ec 642 (New) | Applied Fabric Design | H.E.504 | A creative approach to fabric design through the use of dyes and needlework as applied to clothing and home furnishings projects. Prereq: H.Ec. 504 4 c |
| Home Ec 640 (New) | Historic Costume | Soph Stand | Costume from ancient Egypt to the present, including the influence of social, political, and economic conditions on dress; emphasizing Western European countries. Prereq: Soph St, 4 qh |

CURRICULUM CHANGES FOR SENATE CONSIDERATION

| <u>Department and Catalog Number</u> | <u>Course</u> | <u>Prereq</u> | <u>Description</u> |
|--|--|---------------|--|
| BESS 570 (N) | Legal Terminology | none | History and philosophy of legal terms used by the legal secretary, court administrator and law enforcement officials. Meanings of common legal terms and their usage in legal correspondence, legal documents and court proceedings. |
| CPT 611 (C) | Programming - S/360 & 370 <u>Assembler</u> | none | This course includes the use of the assembler language in writing, testing and running of programs on this computer system. Three hours lecture and three hours of laboratory per week. Prereq: CPT 601 or CPT 607. 4 q.h. |

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> |
|--------------------------------------|-----|--------------------------------------|--|
| EET 611 | (C) | Alternating Current Machines | Transformer construction design; standards, operational characteristics; three-phase transformers; alternators; induction motors; synchronous motors; single-phase motors. Prereq: EET 503, 610 3qh |
| CET 604 | (C) | Properties and Strength of Materials | Introduction to the physical and chemical structures of materials and their relationship to the behavior of materials under load. Introduction to the concepts of stress and strain. Instruction in use and care of testing equipment and standard tests. Methods of data retrieval and reduction and report preparation. Three hours of lecture, three of laboratory per week. 4 q.h. |
| CET 624 | (C) | Environmental Analysis | Introduction to analysis of problems in public works. Elements of water supply and waste management and their impact on land use planning. Analysis of water distribution systems, drainage systems and waste water treatment processes, including the impact of governmental regulations. Prereq: MET 615, Chem 501 4 q.h. |

MEDICAL ASSISTING

COMMUNICATIONS

| | | |
|--------------------------|---|-------|
| 550 Basic Composition I | 4 | _____ |
| 551 Basic Composition II | 4 | _____ |

PSYCHOLOGY

| | | |
|--------------------------|---|-------|
| 501 Intro. to Psychology | 3 | _____ |
|--------------------------|---|-------|

HISTORY

| | | |
|--|---|-------|
| 699 History of Science and Medicine | 4 | _____ |
|--|---|-------|

SOCIOLOGY

| | | |
|----------------------------------|---|-------|
| 500 Fundamentals of Sociology | 4 | _____ |
|----------------------------------|---|-------|

ELECTIVES

| | | |
|------------------|---|-------|
| (Humanities) | 4 | _____ |
| (Social Studies) | 4 | _____ |

LIBERAL ARTS COMPONENT

TOTAL: 27 Hours

MEDICAL ASSISTING MAJOR

| | | | |
|---------|---|---|-------|
| MA | 501 Medical Terminology | 4 | _____ |
| | 502 Law and Ethics | 4 | _____ |
| | 600 Insurance Forms & Medical Records | 3 | _____ |
| | 680 Clinical Procedures | 4 | _____ |
| | 690 Externship | 6 | _____ |
| BE & SS | 510 Office Procedures | 4 | _____ |
| | *Typing | 2 | _____ |
| | 622 Typing VI | 2 | _____ |
| | 720 Personal Relations | 4 | _____ |
| | 731 Specialized Dictation | 4 | _____ |
| | 740 Records Systems-- Theory & Practices | 3 | _____ |
| | 805 Office Practicum | 4 | _____ |

BIOLOGY

| | | |
|---------------------------------------|---|-------|
| 551 Physiology & Anatomy of Man I | 4 | _____ |
| 552 Physiology & Anatomy of Man II | 4 | _____ |

| | | | |
|---------|-----------------------------|---|-------|
| NURSING | 501 Introduction to Nursing | 4 | _____ |
| | 711 Intro. to Pharmacology | 4 | _____ |

H & P E

| | | |
|----------------------|---|-------|
| 590 Health Education | 3 | _____ |
| 601 First Aid | 3 | _____ |

ACCOUNTING

| | | |
|-----------------------------|---|-------|
| 605 Elementary Accounting I | 5 | _____ |
|-----------------------------|---|-------|

REQUIRED COURSES

TOTAL: 19 Hours

TOTAL HOURS FOR DEGREE: 98

HIGH SCHOOL PREREQUISITES:

Biology, Chemistry, Algebra I and Typing I (personal typing does not substitute).

*Typing course taken will depend on previous typing background.

SECRETARIAL STUDIES DEPARTMENT

MEDICAL SECRETARY CONCENTRATION

A.A.B. DEGREE

COMMUNICATIONS

550 Basic Composition I 4 _____
 551 Basic Composition II 4 _____

PSYCHOLOGY

501 Intro. to Psychology 3 _____

SOCIAL STUDIES

*501 Intro to Social Sciences 3 _____
 502 Intro to Economics 3 _____

HISTORY

699 History of Science and
 Medicine 4 _____

HEALTH AND PHYSICAL EDUCATION

590 Health Education 3 _____
 601 First Aid 3 _____

ACCOUNTING

605 Elementary Accounting I 5 _____

NURSING

501 Intro to Nursing 4 _____

ELECTIVES

Non-technical elective 3 _____
 Elective 2 _____

NON-TECHNICAL TOTAL: 41 Hours

SECRETARIAL STUDIES CONCENTRATION

510 Office Procedures 4 _____
 521 Typewriting II 2 _____
 522 Typewriting III 2 _____
 614 Business Machines II 2 _____
 615 Business Machines III 2 _____
 620 Typewriting IV 2 _____
 621 Typewriting V 2 _____
 622 Typewriting VI 2 _____
 630 Shorthand II 4 _____
 631 Shorthand III 4 _____
 704 Business Communications 4 _____
 710 Data Processing 3 _____
 720 Personal Relations in Business 4 _____
 731 Specialized Dictation 4 _____
 805 Office Practicum 4 _____

MEDICAL ASSISTANT COURSES

501 Medical Terminology 4 _____
 502 Law and Ethics 4 _____
 600 Insurance Forms & Medical Records 3 _____

BE & SS MAJOR TOTAL:

56 Hours

TOTAL HOURS FOR DEGREE: 97

NOTE: BE & SS 622, 731 and 805 must be taken concurrently. The Medical Block Program is offered during the Winter quarter.

NURSING 501 for Medical Secretaries is offered during the FALL quarter ONLY.

*Other Social Studies courses may be substituted with advisor's approval.

OFFICE MANAGEMENT PROPOSAL

TENTATIVE CURRICULUM

Secretarial Studies with a Concentration
In Office Management

| <u>BE & SS Concentration</u> | | <u>Hrs.</u> | | | <u>Hrs.</u> |
|----------------------------------|---------------------|-------------|---------------|----------------------|-------------|
| BE & SS 510 | Office Procedures | 4 | Comm 550, 551 | Communications I, II | 8 |
| BE & SS ? | Typing | 2 | Econ 520 | Intro. to Econ | 3 |
| BE & SS 615 | Machines III | 2 | Psych 501 | Intro. to Psychology | 3 |
| BE & SS 704 | Bus. Communications | 4 | Electives | Soc. St./Science | 6 |
| BE & SS 706 | Business Law | 4 | Math 531 | Math of Business | 5 |
| BE & SS 710 | Intro. Data Proc. | 3 | H & PE | Health Education | 3 |
| BE & SS 718 | Word Processing | 4 | | TOTAL | 28 |
| BE & SS 720 | Personal Relations | 4 | | | |
| BE & SS 740 | Records Management | 3 | | | |
| Bus. Tech. 500 | Survey of Am. Bus. | 4 | | | |
| Acctg. 605 | Elementary I | 5 | | | |
| Acctg. 606 | Elementary II | 5 | | | |
| Mkgt. 624 | Fund. of Marketing | 5 | | | |
| Speech 652 | Bus. & Prof. Speech | 3 | | | |
| Mgt. 725 | Fund. of Mgmt. | 4 | **Electives | | 13 |
| | TOTAL | 56 | | TOTAL | 97 |

*Student will take one typing course. The course taken will depend on previous typing background.

**Suggested Electives:

| | |
|-------------|--------|
| Econ. 621 | 3 hrs. |
| Mgt. 740 | 3 hrs. |
| BE & SS 805 | 4 hrs. |
| Geog 519 | 4 hrs. |
| P R 510 | 3 hrs. |
| Mgm. 804 | 4 hrs. |

PREREQUISITES: Two years of high school typing or equivalent
One year of high school shorthand or equivalent