

Edgar, Earl E.  
— Vice President, Academic

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JAN 30 1976

DR. EARL E. EDGAR  
VICE PRESIDENT  
FOR ACADEMIC AFFAIRS

TO : Full-Service Faculty, Administrators, and Student Government  
FROM: Virginia Phillips, Secretary of the Senate  
RE : SENATE MEETING  
February 6, 1976, Schwebel Auditorium  
4:00 p.m.

January 30, 1976

AGENDA

1. Call to Order
2. Approval of Minutes of previous meeting, January 9, 1976
3. Report of the Executive Committee
4. Report of the Elections and Balloting Committee
5. Reports of other Senate Committees
  - Academic Affairs Committee
  - Computer Committee
  - Curriculum Committee (holdover from previous meeting)
  - Ad Hoc Calandar Committee
6. Unfinished Business
7. New Business
8. Adjournment

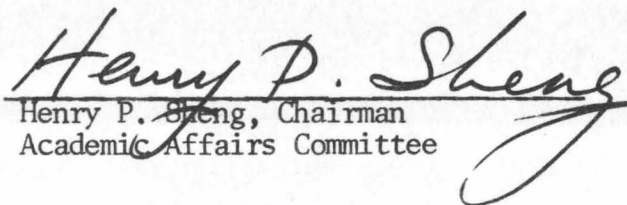
Attachments: Academic Affairs Committee Report  
Computer Committee Report  
Ad Hoc Calandar Committee Report

## INTER-OFFICE CORRESPONDENCE

TO Mrs. Virginia Phillips - Secretary of the SenateDATE Jan. 23, 1976FROM Dr. Henry P. Sheng, Academic Affairs CommitteeSUBJECT Policy Statements on Prerequisites for 600, 700 and 800 Level Courses

The Academic Affairs Committee has acted on the request by the University Curriculum Committee to formulate policy statements on prerequisites for 600, 700 and 800 level courses. The following versions were approved unanimously by the members of the Committee to be recommended to the Senate for final approval. The suggested date for effective implementation is Fall Quarter, 1976-77.

- 1) 600 Courses. It shall be the policy of the University that 600 level courses will carry prerequisite(s) when deemed necessary by the department offering the courses. The prerequisite(s) shall be in the discipline or in a justifiable related area.
- 2) 700 Courses. It shall be the policy of the University that 700 level courses will carry prerequisite(s) in the discipline or in a justifiable related area.
- 3) 800 Courses. It shall be the policy of the University that students taking 800 level courses should have accumulated a number of hours in the discipline, or a 700 level course in the discipline or in a justifiable related area as a prerequisite.
- 4) Any departure from this policy such as "Consent of Instructor", "Junior Standing" and "Senior Standing" must be justified by the department. Prerequisites are subject to waiver by the department chairman for courses in his department on an individual basis only.

  
Henry P. Sheng, Chairman  
Academic Affairs Committee

HPS/dc

INTER-OFFICE CORRESPONDENCE

TO Mrs. Virginia Phillips - Secretary of the Senate

DATE Jan. 9, 1976

FROM Dr. Henry P. Sheng- Academic Affairs Committee

SUBJECT Revision of PR Grade

The members of Academic Affairs Committee have unanimously voted to recommend to the Senate the following version of PR Grade in order to accommodate competency-based instruction as originally requested by Undergraduate Curriculum Committee of the School of Education for a redefinition of I Grade.

"A progress grade, PR, is given in certain approved courses to indicate that work is still in progress on a project that occupies more than one quarter. This grade is changed to a final letter grade at the end of the quarter in which the work is completed.

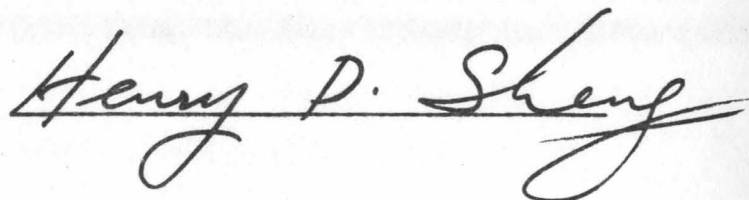
The PR grade may also be given at the end of the quarter in courses specifically identified as competency-based\* to indicate that the student needs more time to demonstrate a mastery of the subject matter. In such instances, the PR grade will be converted to a letter grade by the instructor no later than the end of the subsequent quarter, excluding the Summer Quarter. A PR grade not changed by this time will automatically be converted to an F grade.

A PR grade has no effect upon the point average.

Request for designation of a competency-based course should originate from the department subject to the approval of school/college dean.

*\*(appeared as a footnote in the catalog)* The definition of competency-based instruction is to be provided by the instructor responsible for the course."

If approved by the Senate, it is requested that this change be implemented effective during the Fall Quarter of 1976-77.

  
Henry P. Sheng

YOUNGSTOWN STATE UNIVERSITY

Jan. 12, 1976

TO : Virginia Phillips, Secretary of the Senate

FROM: Michael K. Householder, Chairman, Computer Committee

The charge to the Computer Committee states that the Committee shall recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.

During the Fall 1975 Quarter, the committee has made several policies which we are requesting that the Senate ratify. Therefore, we wish to submit the enclosed report to the Senate at the next regular meeting.

The Computer Committee recommends that the Senate approve the following Computer Center policies:

1. The Computer Center shall notify owners of permanent files in Disk memory of file erasure dates by mail four (4) weeks and two (2) weeks before actual erasure.
2. The Computer Center shall establish a "continuing status" for certain accounts and files of students, faculty, and academic departments, (e.g., MF, FR, SR, and AS)\*, which would have no automatic termination date. For such accounts the Computer Center may establish a system for monitoring the activity of the account(s). Those inactive for a period in excess of a quarter\*\* would receive by mail, a notice of intent to close the said account(s) together with a form provided to request continuation. If such account continued to remain inactive for an additional consecutive quarter, the "owner" of the account on file would be notified that the account was to be closed or file erased.

\*FC accounts may also apply.

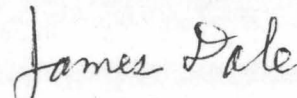
\*\*Or equivalent grading period.

Interim Report  
Ad Hoc Calendar Committee

The charge of this committee is to investigate the feasibility and desirability of changing to an early semester system. The committee has been meeting regularly since April 1975. Thus far it has reached the following conclusions:

1. Opinion about this issue is strong and varies widely.
2. The transferability of students is not a major factor.
3. Administrative costs might be slightly less in a semester system but the amount of saving is not a significant factor.
4. A semester system might reduce student book costs significantly.
5. A semester system might significantly reduce the administrative work of faculty.
6. Transition costs to a semester system in time and frustration would be high, although most people would be willing to absorb these costs if they felt there were significant long-term advantages in a semester system.
7. The major factors involved for both students and faculty are instructional. The committee has isolated nine instructional variables:
  - a. The number of class hours carried per week.
  - b. The number of courses carried at one time.
  - c. The number of class hours a course meets per term.
  - d. The number of class hours a course meets per week.
  - e. The length of the class periods.
  - f. The weekly schedule-the arrangement of class periods.
  - g. The duration of the terms.
  - h. The number of terms.
  - i. The calendar-the spacing of the terms.

Before evaluating either the feasibility or the desirability of a change to an early semester system it is necessary for the committee to determine student and faculty preferences concerning the above variables. A faculty questionnaire is now being constructed and will be distributed later this quarter. A student questionnaire will be developed.

  
James Dale  
Chairperson



# 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

*file*

TO : CHAIRMEN OF SENATE COMMITTEES  
FROM: VIRGINIA PHILLIPS, SECRETARY OF THE SENATE  
RE : COMMITTEE REPORTS

1/20/76

Typed committee reports will be accepted until Monday, January 26, 1976 for inclusion with the Agenda of the February 6 meeting.

If you have a report, send it to Virginia Phillips, c/o Business Education and Secretarial Studies, no later than January 26.

blj



TO: Full-Time Faculty

DATE: January 12, 1976

FROM: Senate Executive Committee

The Senate Executive Committee appoints faculty to Senate committees, and recommends faculty to serve on Presidential Advisory Boards/Committees based on faculty committee preferences.

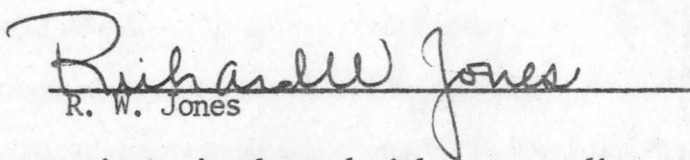
Appointments to Senate Committees are for one year. Each committee member is usually reappointed to the committee twice, so that rotation off of a committee occurs at the end of the third service year.

Listed below are the nine Senate committees (1-9), the three Administrative Boards (10-12), and the ten Advisory Committees (13-22). Each Senate committee requires eight faculty members. The number of faculty on the Administrative Boards/Advisory Committees is variable.

Enclosed is an IBM scan sheet. Please indicate, by preference, three committees on which you would be willing to serve. Mark A, B, and C for first, second and third preference respectively.

If you are currently serving on a committee, and want to remain on that committee, please indicate by marking that committee as first preference. The Executive Committee will probably not reappoint you to a committee if you have completed three years service on the committee. If you are serving on a committee and do not mark that committee with first preference, the Executive Committee will interpret this action to mean that you want to be rotated off the committee.

Print your name at the top of the scan sheet, and fill in your faculty identification number in the box in the upper left-hand corner. Return the scan sheet to R. W. Jones, Department of Chemical Engineering and Materials Science, no later than February 3, 1976.

  
R. W. Jones

- (1) The Academic Affairs Committee: 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 Academic Events Committee: 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.
- (3) The Computer Committee: To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
- (4) The Continuing Education Committee: To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
- (5) The Curriculum Committee:\* The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters. (\*Details in the charge to the Curriculum Committee omitted from this list can be read in the By-Laws to the Senate Constitution.)
- (6) The Educational Media Committee: To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
- (7) The Library Committee: 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.
- (8) The Research Committee: 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.
- (9) The Student Affairs Committee: To recommend to the Senate academic policies concerning students.

- (10) Residence Classification Board: Receive and hear all appeals on residence classification for tuition purposes made by the admissions director.
- (11) Student Discipline Board: Review, hear and act upon cases which involve violation of the Code of Student Rights, Responsibilities, and Conduct; recommend procedures and policy for the disposition of such disciplinary cases; advise the Dean of Student Affairs in general disciplinary matters.
- (12) Traffic and Parking Violations Board: To hear and render decisions\* on appeals related to violations of University Traffic and Parking Regulations. (\*The decision of this Board shall be the final campus authority).
- (13) Affirmative Action Committee (Advisory to the Affirmative Action Officer): Keep abreast of changes in Federal and State laws and guidelines affecting affirmative action; keep informed about the operation of Affirmative Action nationally, state-wide and on the campus; make periodic reports to the President, through the Affirmative Action Officer, on the effectiveness of the YSU program and its degree of acceptance by those concerned.
- (14) Alumni Affairs Committee (Advisory to Special Assistant to the President): Assist the Special Assistant to the President in the development of a viable Alumni Association; serve in advisory capacity on relations between the University and its alumni.
- (15) Athletic Council (Advisory to Special Assistant to the President): Make recommendations on new policies or changes in existing policies regarding intercollegiate athletics; serve in an advisory capacity to the Special Assistant to the President on operational matters of the University intercollegiate athletic programs.
- (16) Controlled Materials Committee (Advisory to V.P. Administrative Affairs): Recommend policies and procedures for control and security of any sensitive materials such as classified documents, drugs, and radioactive materials. Advise on the effectiveness of the implementation of control measures.
- (17) Human Subjects Research Committee (Advisory to Graduate Dean): Develop policies and procedures and assure that the rights and welfare of human subjects are adequately protected in any research or related activity which departs from the application of established and accepted methods or which increases the ordinary risks of daily life; assure the Dean of Graduate Studies and Research that all proposals involving human subjects give adequate protection to those subjects; develop procedures for timely and continuous review of all University projects involving human subjects.
- (18) Physical Facilities and Safety Committee (Advisory to V.P. Administrative Affairs): Be advisory on the management, control, use, and coordination of University physical facilities; promote health and safety programs, and bring to the attention of the Administration those matters considered detrimental to health and safety; examine problems faced by physically and emotionally handicapped persons at the University and recommend solutions to those problems; consider the effects of campus operations and procedures on environment and bring to the attention of the Administration those matters that constitute environmental problems.
- (19) Presidential Advisory Committee: A consultative body available to advise the President, and to serve as an additional channel to receive on behalf of the President suggestions for improvement of the University.
- (20) Special Events Committee (Advisory to V.P. of Academic Affairs): Plan a program of extracurricular activities and other special events of educational value including the Skeggs Lectures and Artist Lecture Series; consider requests for departmental lectures; work with the Assistant Vice President for Academic Affairs in completing the specific arrangements such as a lecture hall, press conferences, receptions, hotel and transportation reservations, contracts and publicity.
- (21) Student Publications Committee (Advisory to the Dean of Student Affairs): Recommend policy respecting student publications; act in an advisory capacity to the Dean of Student Affairs in the appointment of editors and administrative staff to student publications, the review of budget requests, and the allocation of funds, and other matters related to student publications directly funded by the University.
- (22) University Relations Committee (Advisory to Special Assistant to the President): Serve in advisory capacity on University Relations, including the recommending of new policies and changes in existing policies and practices.