

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

FROM: Virginia Phillips, Secretary of the Senate

RE : SENATE MEETING  
March 5, 1976, Schwebel Auditorium  
4:00 p.m.

February 27, 1976

AGENDA

1. Call to Order
2. Approval of Minutes of previous meeting, February 6, 1976
3. Report of the Charter and Bylaws Committee
4. Report of the Executive Committee
5. Report of the Elections and Balloting Committee
6. Reports of other Senate Committees  
Academic Affairs  
Curriculum Committee
7. Unfinished Business
8. New Business
9. Adjournment

Attachments:

Charter and Bylaws Committee Report  
Academic Affairs Committee Report  
Curriculum Committee Report

February 20, 1976

The Charter and Bylaws Committee recommends adoption of the following changes in Articles IV and V of the Charter of Youngstown State University's Academic Senate.

1.) Article IV (Senate Committees), Section 2 (b) (3)

Present Language: The Charter and Bylaws shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

Proposed Addition: This committee shall make interpretations of the meaning and intent of Articles and Bylaws when questions are brought to the committee by Senate members or Senate Committees. Such interpretations are to be reported to the Senate for its information. If the Senate, by majority vote, objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interpretation shall be held in abeyance.

2.) Article V (Challenge of a Senate Action)

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

Proposed Language: Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

Explanation: Changes in Articles IV and V are to be considered together as part of a single proposal.

Without language to the contrary, it has been assumed that the Charter and Bylaws Committee is charged with making interpretations of the Articles and Bylaws. The proposal clarifies this, and at the same time, provides a mechanism for disputing interpretations of the Charter and Bylaws Committee.

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Charter and Bylaws Committee

Frederick Blue  
Philip Hahn  
Edwin Pejack (secretary)

Irwin Cohen  
Daniel O'Neill  
Charles Singler (chairman)

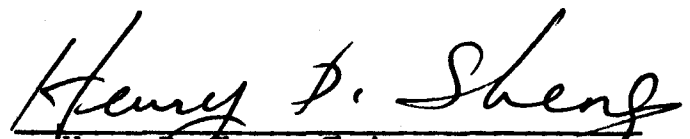
## INTER-OFFICE CORRESPONDENCE

TO Mrs. Virginia Phillips, Secretary of SenateDATE Feb. 25, 1976FROM Dr. Henry P. Sheng, Academic AffairsSUBJECT Re-Submission of Policy Statement on Prerequisites for 600, 700  
and 800 Level Courses

The Academic Affairs Committee has approved the following articles in response to the Senate's reaction on Prerequisite Policy Statement in the last meeting.

- 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(s)", "Junior Standing" and "Senior Standing" must be justified to the appropriate Curriculum Committee(s) by the department offering the course.
- 5) Prerequisites are subject to waiver only on an individual basis by the department chairman, in consultation with the instructor(s) teaching the course, for courses offered in that department.

It is recommended that all the five articles be approved as a package unit by the Senate.

  
Henry P. Sheng, Chairman  
Academic Affairs Committee

HPS/dc

INTER-OFFICE CORRESPONDENCE

TO Mrs. Virginia Phillips

DATE Feb. 16, 1976

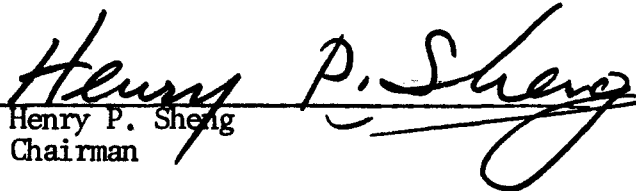
FROM Henry P. Sheng - Academic Affairs

SUBJECT Approval of New Programs

The University Academic Affairs Committee has on February 13, 1976 approved the following three proposed programs as requested by Department of Business Education and Secretarial Studies.

- 1) Secretarial Studies with a Concentration in Office Management
- 2) Secretarial Studies with a Concentration in Medical Secretary
- 3) Medical Assisting Program

These programs are to be recommended to the Senate for final approval.

  
Henry P. Sheng  
Chairman

HPS/dc

OFFICE MANAGEMENT PROPOSAL

TENTATIVE CURRICULUM

Secretarial Studies with a Concentration  
In Office Management

<u>BE &amp; 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

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.

**MEDICAL ASSISTING**

<b>COMMUNICATIONS</b>				
550 Basic Composition I	4	_____		
551 Basic Composition II	4	_____		
<b>PSYCHOLOGY</b>				
501 Intro. to Psychology	3	_____		
<b>HISTORY</b>				
699 History of Science and Medicine	4	_____		
<b>SOCIOLOGY</b>				
500 Fundamentals of Sociology	4	_____		
<b>ELECTIVES</b>				
(Humanities)	4	_____		
(Social Studies)	4	_____		
<b>LIBERAL ARTS COMPONENT</b>				
<b>TOTAL:</b>	<b>27</b>	<b>Hours</b>		
<hr/>				
<b>BIOLOGY</b>				
551 Physiology & Anatomy of Man I	4	_____		
552 Physiology & Anatomy of Man II	4	_____		
<b>H &amp; P E</b>				
590 Health Education	3	_____		
601 First Aid	3	_____		
<b>ACCOUNTING</b>				
605 Elementary Accounting I	5	_____		
<b>REQUIRED COURSES</b>				
<b>TOTAL:</b>	<b>19</b>	<b>Hours</b>		

**MEDICAL ASSISTING MAJOR**

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

<b>NURSING</b>	501 Introduction to Nursing	4	_____
	711 Intro. to Pharmacology	4	_____

**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.

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. 4 q.h.
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
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. 3 q.h.
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 60 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.

*Senate File  
March 5*

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Article V

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3. Charter and Bylaws Committee Policy

It shall be the policy of the Charter and Bylaws Committee to consult with the Vice-President for Academic Affairs prior to the committee's final interpretation of the Articles and Bylaws of the Charter and its report to the Senate on questions brought to the committee's attention.

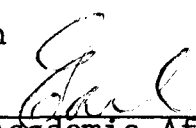


**YOUNGSTOWN STATE UNIVERSITY**  
**YOUNGSTOWN, OHIO 44555**

February 9, 1976

MEMORANDUM

To: Dr. Marvin Chrisp  
Elementary Education

From: Dr. Earl E. Edgar   
Vice President for Academic Affairs

Enclosed is the statement of mission, in which the priorities section only has been revised in light of the Senate discussion. I'm sending ten (10) copies for distribution to the committee members.

Enclosures

bn

## A PROPOSED STATEMENT OF UNIVERSITY MISSION

### PREFACE

Youngstown State University is an urban university, established and assisted by the State of Ohio, and maintained in order to provide a wide range of opportunities in higher education to satisfy the needs particularly--but not exclusively--of the residents of northeastern Ohio and western Pennsylvania.

The University seeks to reflect the age in which it lives, responding to the changing needs of its students and our society through the development of various programs while still retaining the best elements of the long tradition of humanistic, liberal education. The institution seeks to develop in its students an awareness of their cultural heritage and the qualities of intellectual and emotional maturity necessary to produce graduates who can enjoy productive, fulfilling lives as individuals and citizens.

### ACCESS

The University has long been committed to the goal of broad access to higher education. When the University joined the state system of higher education, this policy was continued under the state provision for "open admission" for Ohio students who have earned a high school diploma or its equivalent. Realizing that this policy admits students with varied academic backgrounds, the University offers a wide range of curriculum options including special assistance through the Student Development Program and special courses. Financial subsidies from the state have similarly strengthened economic access to higher education, by making possible a fee structure which is within the means of most prospective students; extensive programs of financial aid to students have further aided in achieving this goal. In addition to academic and economic access, the institution fulfills the state's commitment to geographic access. Located in the center of its service region, the University seeks to provide adequate facilities for commuting students as well as for those who are housed within the University area. The University also offers courses and programs at locations off campus, when this is appropriate.

Agenda Item D.6.  
Exhibit D

*BOT- 2/14/76*

## RANGE OF PROGRAMS

The range of courses and programs offered has expanded to meet the needs of a society substantially more complex than it was a few decades ago. The University recognizes that change and complexity are accelerating, making it more important than ever that the University assume a leadership role and provide graduates capable of dealing with social, economic, and technical problems. The Graduate School, the Technical and Community College and the Department of Continuing Education and Public Services are but three examples of institutional development during recent years aimed at responding to the needs of students served by the institution and providing society with the leadership it requires. The programs of these organizational units, along with those in Arts and Sciences and in the professional schools, now serve the University constituents by providing a broad range of educational experiences, from the one-day workshop to graduate degrees; from the non-credit course offered for personal enrichment to the technological training needed to prepare the individual for immediate employment; from the course offered the professional who needs periodically to renew licensure or certification to the traditional program of study in the liberal arts; from the program which permits the high school student an early opportunity to commence a University career to the course which offers renewed intellectual stimulation to the senior citizen.

## PRIORITIES

The University is committed to instruction, research and scholarship and public service. Instruction is, and will continue to be, the primary function of the University. Research, which usually emphasizes the extension of the boundaries of knowledge, and scholarship, which is directed more at a synthesis and reorganization of existing knowledge, constitute another priority, and together research and scholarship undergird instruction and public service. The University sees as another priority the function of public service--apart from the service inherent in making instruction available to the public.

## REGION

A major goal of the institution, through its seventy years of history as a law school, as an institute, as a college, and as a University, has been to serve primarily the postsecondary educational needs of the residents of this geographical region: Mahoning, Trumbull, and Columbiana counties of Ohio and Mercer and Lawrence counties in Pennsylvania. The University has been, and will continue to be, basically a non-residential campus, and it has placed emphasis on the students who have wished to pursue their education while remaining at home, often combining a program of higher education with employment off campus. While nurturing its regional identity, the University has welcomed students from other parts of the nation and from around the world. But as a developing urban university, the institution has sought to become, and is committed to be, preeminent as a leader within its service region.