

KELTY, JEAN

ENGLISH

*list circulated add name.  
announce - Va. Phillips  
C. Dykema  
Ballot Results  
Approval of mts.*

TO : Full-Service Faculty, Administrators, and Student Government  
FROM: Virginia Phillips, Secretary of The Senate  
RE : SENATE MEETING  
November 4, 1977, Schwebel Auditorium  
4:00 p.m.

October 24, 1977

AGENDA

1. Call to Order ✓
2. Approval of Minutes of previous meeting, June 3, 1977 ✓
3. Report of the Charter and ByLaws Committee *none*
4. Report of the Executive Committee ✓
5. Report of the Elections and Balloting Committee ✓
6. Reports of other Senate Committees
  - Computer Committee
  - 778-2 Verbal Report ✓
  - Honors Committee
  - 778-1 Honors Conference and Seminar
  - Report of the status of the Ad Hoc Committee on the Feasibility and Desirability of Changing to an Early Semester System - Dr. Edgar's Report *Dr. Edgar*
7. Unfinished Business
8. New Business
9. Adjournment

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date 10/24/77

Report Number (For Senate Use Only)

778-2

Name of Committee Submitting Report Computer Committee

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.) \_\_\_\_\_

appointed chartered.

Names of Committee members: Dandapani, Feitler, Driscoll, Kramer, Dastoli, Eminhizer, Liu, Largent, Jonas, Wealthy Prince, Ugalini, Photakis.

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report)

" Verbal report "

Do you anticipate making a formal motion relative to the report? no.

If so, state the motion: \_\_\_\_\_

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? \_\_\_\_\_

Other relevant data: \_\_\_\_\_

RD.

Chairman (please initial)

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE

Date Oct 19, 1977

Report Number (For Senate Use Only)

778-1

Name of Committee Submitting Report Univ Honors Committee

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)

Appointed Chartered Comm.

Names of Committee members: J. Altinger, Ed. Cobett, Sid Roberts,  
Steve Sniderman, John Arnicia, Robert Hopkine, Merv. Kohn

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) <sup>①</sup> With

Dr. Edgar's permission,  
YSU is sending a representative to the Annual  
Conference of the National Collegiate Honors  
Council to be held in Washington, D. C.

② The Univ Honors Seminar on "Creativity" will be offered Winter Quarter.

Do you anticipate making a formal motion relative to the report? No

If so, state the motion:

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration?

Other relevant data:

J. Altinger

Chairman (please initial)

YOUNGSTOWN STATE UNIVERSITY

INTER-OFFICE CORRESPONDENCE

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

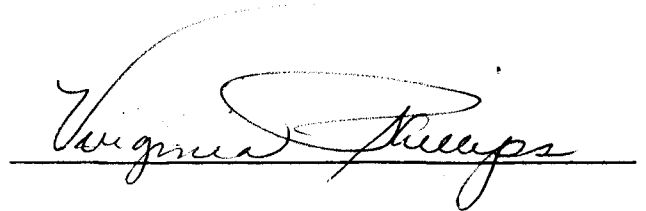
**DATE** September 28, 1977

**FROM** Virginia Phillips, Secretary of the Senate

**SUBJECT** October Senate Meeting

There will be no October Senate meeting as no items for consideration have been received.

It is anticipated that there will be a November Senate meeting.

  
Virginia Phillips

*11/1/77*



**YOUNGSTOWN STATE UNIVERSITY**  
YOUNGSTOWN, OHIO 44503

RECEIVED

OCT 13 1977

BUSINESS EDUCATION  
AND TECHNOLOGY

TO: Vice Presidents, Deans, Department Chairpersons, and Chairpersons  
of Administrative Boards and Advisory Committees

FROM: John J. Coffelt

DATE: October 12, 1977

*J. Coffelt*

Attached is a listing of the 1977-78 Administrative Boards and Advisory Committees. These committee assignments will be effective until the end of the spring quarter, 1978. The deliberations and findings of these committees are an important part of the effective functioning of the University. The time, effort, and energy expended by the members of these Boards and Committees are greatly appreciated.

I have asked the Dean of Student Affairs, Charles McBriarty, to coordinate the replacement of members to these Boards and Committees. Therefore, any questions concerning membership replacement should be referred to him.

Thank you for your cooperation.

lu

cc: Chairman, Executive Committee, Academic Senate;  
Secretary, Academic Senate

YOUNGSTOWN STATE UNIVERSITY

ADMINISTRATIVE BOARDS AND ADVISORY COMMITTEES

FOR 1977-78

Administrative Boards and Advisory Committees are listed in alphabetical order below. Administrative "Boards" are established to provide a means of reviewing decisions of an administrator. The Board may uphold, modify, or reverse such decisions after review. There are four such Boards: (1) Residence Classifications; (2) Student Disciplinary; (3) Traffic and Parking Violations; and (4) University Appeals.

Administrative "Advisory Committees", on the other hand, are established to serve in an advisory capacity to an administrative office. As such, administrative regulations can be reviewed prior to their implementation or operating policies can be reviewed for possible revision.

I. Appointment

All appointments to administrative boards and advisory committees are made by the President from a list of names of persons recommended by administrative, faculty, staff, and student bodies. Such appointments will be for one year provided that the individual maintains his/her status at the time of appointment (e.g., full-service faculty).

A. Administrative Members

The administrative officer to whom a board or committee reports shall recommend the names of administrative personnel for committee assignment, and shall be consulted in the selection of a chairperson.

B. Faculty Members

The Senate Executive Committee shall submit names of faculty members to serve on each of the administrative boards and advisory committees. These names will be submitted to the President by May 30 of each year.

C. Student Members

In most instances administrative boards and advisory committees will include members of the YSU student body. In an effort to make student membership as representative as possible, the following guidelines will be followed:

1. Any student enrolled 8 or more quarter hours and in good academic standing may hold Board or Committee appointments.

2. A student may not serve on more than two boards or committees at the same time.
3. When there are two or more students on a board or committee, only one may be a member of Student Council, unless otherwise specified in the board or committee description.
4. Every effort should be made to have all Schools (Colleges) of the University represented on the boards and committees. Therefore, when the number of students is less than seven, no more than one should come from a single School (College).
5. Names of students to serve on boards and committees will be submitted through the Dean of Student Affairs from a list made and ratified by the Student Council in a formal meeting. These names will be submitted by May 30 of each year.
6. The Dean of Student Affairs will assume responsibility for confirming eligibility of students nominated.

## II. Chairperson

Chairperson of all administrative boards and advisory committees are appointed by the President. A student shall not serve as Chairperson or Temporary Chairperson of any administrative board or advisory committee.

## III. Committee Quorum

A quorum shall consist of the majority of the members of the committee unless otherwise specified below.

## IV. Operation During Summer

In principle, it is the expectation that most boards and advisory committees will not be operating during summer months. Some, however, will have responsibilities that require action during this period. When provisions must be made for limited operation during the summer, the chairperson will convene as many members of the board or committee serving the preceding year as are possible.

The incumbent chairperson will continue to serve during the summer session. If the incumbent is not available, a temporary chairperson shall be appointed from among those faculty and administrative members who are available. The appointment will be made by the President in consultation with the appropriate administrative officer.

Administrative and faculty members who are employed directly for the summer sessions will serve on the board or committee. Faculty members under contract for fall may serve during the summer session if they are available and are willing to participate. Student members must have been enrolled for at least 8 quarter hours during the preceding spring quarter and be enrolled for at least one course during the summer session or be pre-enrolled for the fall quarter.

Quorum requirements may be reduced for summer operations. If the number of members available is below one third, or less than four, whichever is greater, additional faculty ad hoc appointments to reach this minimum number shall be made by the President. In an effort to assure representation on the board or committee, an officer of student government or student council and the Dean of Student Affairs jointly make ad hoc student appointments.

#### V. Additional Information

The President of the University is an ex-officio member of all boards and committees and shall receive a copy of the approved minutes of all boards and committee meetings.

### ADMINISTRATIVE BOARDS

RESIDENT CLASSIFICATION BOARD: receive and hear all appeals on residence classification for tuition purposes made by the Admissions Director. Members include: 1 faculty; 1 student; and 3 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Larry Harris	Ronald Pentz	Thomas H. Martindale ** Charles McBriarty James A. Scriven

STUDENT DISCIPLINE BOARD: serve as a pool from which Hearing Panels are drawn; review disciplinary regulations and procedures and recommend any changes deemed necessary; serve as the University discipline appeals board; at the request of any member of the Board or the Dean of Student Affairs, review decisions of a Hearing Panel; and to advise the Dean of Student Affairs in general disciplinary matters. Members include: 4 faculty; 6 students; and 3 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Joseph Babisch ** Wayne Kearns Gloria Tribble Larry Viehmeyer	Toni DiSalvo Barbara Gazdik Cynthia Tortora Daniel Koutsourais Christopher Andonian Camillo Cotelesse	Donald Minnis K.J. Satrum Disciplinary Officer

\*\*CHAIRPERSON OF THE COMMITTEE OR BOARD



TRAFFIC AND PARKING VIOLATIONS BOARD: hear and render decisions\* on appeals related to violations of University Traffic and Parking Regulations. Members include: 1 faculty; 2 students; 2 administrators; and 1 classified personnel.

FACULTY

Paul Bellini

STUDENTChristopher Andonian  
William Cranston, Jr.ADMINISTRATORThomas H. Martindale  
Donald Minnis \*\*CLASSIFIED PERSONNEL

Joseph E. Scott

ADVISORY COMMITTEES

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 Y.S.U. program and its degree of acceptance by those concerned. Members include: 2 faculty; 2 students; and 3 administrators; also, 2 classified personnel.

FACULTYGus Mavrigan  
Gratia MurphySTUDENT

Ercelia A. DiCiero

ADMINISTRATORTaylor Alderman  
Dennis Clouse  
Louis Hill  
K.J. SatrumCLASSIFIED PERSONNELMarjorie Greenberger \*\*  
Earnest White

ATHLETIC COUNCIL: (Advisory to Associate Vice President for Public Service): make recommendations on the adoption of new policies or changes in existing policies regarding intercollegiate athletics; serve in an advisory capacity on operational matters of the University intercollegiate athletic program. Members include: 2 faculty; 3 students (one nominated by Athletic Department Leaders Club); 5 administrators; and 2 off-campus.

FACULTYDan DiEdwardo \*\*  
Anthony StocksSTUDENTDonald Hernan  
Katrina DanielADMINISTRATORPaul Amodio  
Phil Hirsch  
James Miller  
Arnold Moore  
Barbara ScottOFF-CAMPUS

(Leaders Club)

Val Carano  
John Storey

\*The decision of this Board shall be the final campus authority.

\*\*CHAIRPERSON OF THE COMMITTEE OR BOARD

BUDGET COMMITTEE: (Advisory to President): develop the University budget for recommendation to the Board of Trustees. Members include: 7 administrators.

ADMINISTRATORS

Taylor Alderman	Charles McBriarty	Edmund Salata
John J. Coffelt **	Leon Rand	
Earl E. Edgar		VP for Financial Affairs

BUDGET SUBCOMMITTEE ON GENERAL FEE: (Advisory to President): make recommendations on the division of General Fee for the support of student programs, activities, and services. Members include: 3 students (one nominated by each of the following: Athletic Council, Kilcawley Center Board, and Student Publications Committee); 3 administrators; and 2 ex-officios.

<u>STUDENT</u>	<u>ADMINISTRATORS</u>	<u>EX-OFFICIO</u>
(Athletic Council)	Lawrence Looby Charles McBriarty**	George Glaros (Pres.--Stu. Gov't)
(Kilcawley Center Bd.)	(V.P. for Fin. Affairs)	John Carano (Chairperson-Student Council)
(Stu. Publica. Comm.)		

CONTROLLED MATERIALS COMMITTEE: (Advisory to the Dean of 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. Members include: 2 faculty; 1 student; 3 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Edwin Bishop ** Leslie Szirmay	Michael A. Heilman	Paul Cress James Miller Leon Rand

DATA SERVICES COMMITTEE: (Advisory to President): review plans and make recommendations on priorities relative to administrative data services, including the evaluation of institutional data needs and computer hardware and systems. Members include: 1 faculty; 9 administrators; and 1 additional representative.

<u>FACULTY</u>	<u>ADMINISTRATOR</u>	<u>ADMINISTRATOR</u>
Janet DelBene **	C. David Bertelsen	Victor Richley
ADDITIONAL <u>REPRESENTATIVE</u>	George Drew	James A. Scriven
	Ronald Jonas	Robert Smith
	Thomas H. Martindale	Philip Snyder
	Richard J. Owen	
Yih Liu (Academic Senate Computer Committee)		

\*\*CHAIRPERSON OF THE COMMITTEE OR BOARD

DEGREE REVIEW COMMITTEE: (Advisory to Vice President for Academic Affairs):  
to implement written policy and administrative procedures on the  
recognition of degrees and listing thereof in University publications.  
Members include: 1 faculty; 4 administrators.

<u>FACULTY</u>	<u>ADMINISTRATOR (EX OFFICIO)</u>
John White	Taylor Alderman ** Christine Dykema Leon Rand James A. Scriven

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 increase 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. Members include:  
5 faculty; 2 students; 1 administrator; 2 off-campus.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Lawrence Haims Sally Hotchkiss ** Ronald Richards L. Anthony Whitney John Yemma	Cynthia Brewer <hr/> OFF-CAMPUS Morris Abromovitz Joseph Edwards	George E. Letchworth

PHYSICAL FACILITIES AND SAFETY COMMITTEE: (Advisory to the Dean of Administrative  
Affairs): be advisory on 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.  
Members include: 3 faculty; 2 students; 6 administrators.

<u>FACULTY</u>	<u>ADMINISTRATOR</u>	<u>ADMINISTRATOR</u>
Ralph Crum Frank D'Isa Earl Eminhizer **	Philip Berns Thomas Franklin Richard Glunt	Phil Hirsch Mary Murphy William Narduzzi
<u>STUDENT</u>		
Sandra Kachurek		

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\*\*CHAIRPERSON OF COMMITTEE OR BOARD

PUBLIC CEREMONIAL COMMITTEE: (Advisory to Associate Vice President for Public Service): to administer and arrange for public ceremonials, including Commencement, building dedications, and similar functions. Members include: 1 student; and 7 administrators.

<u>STUDENT</u>	<u>ADMINISTRATOR</u>	<u>ADMINISTRATOR</u>
Ercelia A. DiCiero	Bernice Brownlee	William McGraw
	Hugh Frost	Raymond Orlando
	Russell James	Barbara Scott **
	Stephen McClure	

SENATE-ADMINISTRATION LIAISON COMMITTEE: (Advisory to the President): maintain liaison and communication with all Senate Committees; be advisory to the President in assessment of the implications of Academic Senate Committee consideration, including the appointment of ad hoc Administrative Committees to conduct studies necessary to this assessment. Members include: 10 administrators.

<u>ADMINISTRATOR</u>	<u>ADMINISTRATOR</u>	<u>ADMINISTRATOR</u>
Donald W. Byo	Charles McBriarty	Leon Rand
Earl E. Edgar **	Richard J. Owen	George E. Sutton
Stephen J. Grcevich	Virginia K. Phillips	Harold Yiannaki
Ronald W. Jonas		

SPECIAL LECTURES COMMITTEE: (Advisory to the Vice President for Academic Affairs): to plan a program of extra-curricular lectures including the Special Lecture Series and the Skeggs Lectures. It will also consider requests for departmental lectures. It will seek to bring to campus speakers of a wide variety of views to discuss topics of general interest and concern. This committee will also make specific arrangements for lectures, including lecture halls, press conferences, receptions, hotel and transportation reservations, contracts and publicity. Members include: 4 faculty; 4 students; and 4 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Ranger Curran	Cynthia Jukich	Stephen Grcevich
Barbara Engelhardt	Kurt Hahn	Phil Hirsch
Jon Naberezny	Bruce E. Walker	Lawrence Looby
Sidney Roberts **	Otha Leon Cornute	Barbara Scott

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. Members include: 3 faculty; 6 students; and 2 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
John Buoni	Richard T. Curry	Taylor Alderman **
Thomas Copeland	Kurt R. Hahn	Guy Solomon
George Levitsky	Anthony Linebaugh	
	Alan Simmons	
	Jon Steen	
	William P. Cooper	

UNIVERSITY RELATIONS COMMITTEE: (Advisory to Associate Vice President for Public Service): serve in advisory capacity on University Relations, including the recommending of new policies and changes in existing policies and practices. Members include: 1 faculty; 2 students; and 4 administrators.

<u>FACULTY</u>	<u>STUDENT</u>	<u>ADMINISTRATOR</u>
Virginia Shale	Richard A. Mitchells, Jr.	Stephen Grcevich **
	Alan Simmons	William Livosky
		Steve McClure
		Richard Sapara