

RECEIVED

JAN 04 1978

DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS

INTEROFFICE CORRESPONDENCE

TO Full-Service Faculty, Administrators, and
Student Government

DATE January 4, 1978

FROM Virginia Phillips, Secretary of the Senate

7

SUBJECT January Senate Meeting

There will be no January Senate meeting due to lack of business.

There will be a Senate meeting scheduled for February 3, at 4:00.

Virginia Phillips

~~Letter to Peacock?~~

• Earl Edgar
• V.P., Academic
•

7

TO : Full-Service Faculty, Administrators, and Student Government
FROM: Virginia Phillips, Secretary of the Senate
RE : SENATE MEETING
February 3, 1978, Schwebel Auditorium
4:00 p.m.

January 23, 1978

AGENDA

1. Call to Order
- ✓ 2. Approval of Minutes of previous meeting, December 2, 1977
- ✓ 3. Report of the Charter and Bylaws Committee 778-6
- ✓ 4. Report of the Executive Committee
- ✓ 5. Report of the Elections and Balloting Committee
6. Reports of other Senate Committees
 - 778-5 Academic Events Committee - Commencement Receptions and Honoring Retiring Faculty
 - 778-7 Continuing Education Committee
7. Unfinished Business
8. New Business
9. Adjournment

Arman
w/Earl

~~Chrt Bylaws "Progress report"~~

- 1) Issue re computer time - Edgman + C.C. to ... week on "Compromise"
- 2) Issue later on. w/dg OEA-450 Agreement. diff to change cur of Sub-C.

RECEIVED

JAN 30 1978

DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS

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

Date 11/22/77

Report Number (For Senate Use Only)

778-5

Name of Committee Submitting Report Academic Events

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

Names of Committee members: See minutes of Nov. 18 meeting

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The committee considered ways to improve the receptions which follow commencement. The committee is also considering the most appropriate way to honor retiring faculty members. The committee meet twice fall quarter, minutes are attached.

Do you anticipate making a formal motion relative to the report? Not at this time.

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? N/A

Other relevant data:

F.B.

Chairman (please initial)

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

Date January 23, 1978

Report Number (For Senate Use Only)

778-6

Name of Committee Submitting Report

Charter and ByLaws

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

Elected Chartered

Names of Committee members: Howard Cox, chm., Edgar Cobbett, Ikram Khawja
Agnes Smith, E. Terry Deiderick, Dick Jones

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

An oral report will be presented. Accompanying material
will be circulated at the meeting.
The report will pertain to the examination by Charter and ByLaws
of the passed motion regarding computer policy.

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: _____

Tear Kelly for H. Cox.
Chairman (please initial)

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

Date January 18, 1976 Report Number (For Senate Use Only) 778-7

Name of Committee Submitting Report Continuing Education

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

appointed

Names of Committee members: J. Burnett, T. DeLoraine, H. Cox, M. Walton, J. Peggion, J. Morrison, J. Fenn, M. Cunningham, (Suzuki), J. Feldman, P. ...

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

Proposed Policy Statement on the Continuing Education Unit

Do you anticipate making a formal motion relative to the report? yes

If so, state the motion: that the Senate approve the granting of the Continuing Education Unit as suggested in the Proposed Policy Statement

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?

We hope that there will be no changes and that the motion will pass.

Other relevant data: .

This was on the agenda for the May 7, 1976 Senate meeting but was dropped. It is not new material!

Raymond Feldman

Chairman (please initial)

DRAFT
PROPOSED POLICY STATEMENT
ON THE
CONTINUING EDUCATION UNIT

I. Designation of the Unit and Purpose

The Senate Committee on Continuing Education and the Department of Continuing Education of Youngstown State University propose to award the Continuing Education Unit (CEU) for continuing education courses, workshops, seminars and conferences effective the spring quarter of the 1977-1978 academic year.

The purposes of the Continuing Education Unit (CEU) are:

1. To establish permanent records for individuals participating in Continuing Education programs for accumulating, updating and transferring non-credit continuing experiences to employers, professional groups, licensing agencies and others who routinely examine and evaluate individual educational experiences.
2. To provide a uniform system for accumulating data to assist in program planning and development and in administration and fiscal management.
3. To establish a system of measurement, consistent with a national system, to facilitate the collection of data on a national, state and regional basis.
4. To recognize the academic value and contribution of continuing education courses, workshops, seminars and conferences designated for the award of the Continuing Education Unit (CEU).

II. Description of the Continuing Education Unit

Definition of the Unit

A Continuing Education Unit (CEU) is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Criteria for Award of the CEU

Each element in the definition of the Unit is a part of the larger concept of developing educational experiences sufficient to merit the award of the CEU and to be documented in a permanent record for the individual:

1. "Organized Continuing Education Experience..."

An organized educational experience presumes there has been planning to meet a specific need. The essential elements of such planning include the determination of the program's educational objectives in terms of: (a) the clientele to be served;

(b) the new skill or understanding to be realized through the content or subject matter to be covered; and (c) the program format and instructional methodology to be employed.

Adequate and properly responsive program planning requires interaction between administrative personnel of the sponsoring organization, the instructor or educational leaders responsible for the learning experience, and representatives from the clientele group to be served. Additional inputs into the planning process by knowledgeable and interested persons may further strengthen the educational enterprise.

2. "Under Responsible Sponsorship..."

The sponsoring organization that awards CEU may be an educational institution, a professional association or a business or governmental organization. The sponsor must assume administrative responsibility for the program. This responsibility includes the assignment of direct supervision of the activity to a professionally capable program director or educational administrator and the maintenance of a permanent record system. The reputation and organizational integrity of the sponsor are reflected in the quality of the educational experience which is presented.

3. "Capable Direction..."

The elements of capable direction include: (a) professional educational leadership in program planning and development; (b) selection of the most effective educational format for the intended purpose and objectives; (c) assignment of qualified instructional staff; (d) adequate program management and administration; and (e) the design and implementation of evaluation techniques applicable to both individual participants and the total program.

4. "And Qualified Instruction..."

The development of a systematic process leading to specified educational objectives requires the selection of an instructional staff that has the following qualifications: (a) competence in the subject matter (may be evidenced by experience in which command of the subject matter is recognized by the individual's peers, by formal education or training, or by demonstrated knowledge through publication in professional journals or appropriate media); (b) ability to transmit the educational content to the participants; (c) understanding of the program objectives; and (d) knowledge and skill in the instructional methodology and learning processes to be employed.

The standards as set forth by the National Task Force on the Continuing Education Unit shall guide the award of the Continuing Education Unit unless modified by Senate action.

III. Administration

The Continuing Education Unit (CEU) program will be administered by the Department of Continuing Education with the authorization to administer, award and maintain records pertaining to the CEU.

The Department of Continuing Education will award the Continuing Education Unit in accordance with the national standard, upon receipt of formal recommendation from the department and school/college. ^{academic} Each school/department shall establish a procedure for review of proposed CEU programs. After receipt of the departmental and school endorsements the Department of Continuing Education will determine the number of CEU's to be awarded based on the "Description of the Continuing Education Unit" incorporated as a part of this policy statement.

The Department of Continuing Education is charged with the development of a procedures manual and forms for implementing the use of the CEU at Youngstown State University.

IV. Need for the CEU

With the current emphasis on lifelong learning throughout the nation the importance of non-credit study has received increasing support from employers, professional societies, licensing agencies and citizens in general who seek to increase their understanding and knowledge in terms of personal or professional development.

A pattern in higher education throughout the country has been to offer degree credit work with admissions requirements, student records and transcripts. Continuing education also provides instruction but, unlike degree credit, often with no record of student accomplishment except on program rosters typically filed in departmental archives. These two categories of work are often times referred to as degree credit and non-credit. From the standpoint of outside looking in, the term non-credit is inappropriate for this type of work in this era of lifelong learning since industry and government rely very heavily upon informal instruction for upgrading and advancement of their employees. Education, the health sciences, and many other fields are now finding the value of continuing education in assisting individuals remain professionally sound.

Continuing education is described as non-credit partially because of the way this part of the institutions academic program is administered. That is, an individual registers for a three-day comprehensive workshop, completes it, goes home, and is summarily forgotten within the institution where he has done his work. From the standpoint of continued interest in a student by an institution, continuing education has too often concentrated on "one-shot" experiences which go unrecorded and unrelated to the continuing needs of the individual.

To recognize the academic value of continuing education offerings and to give students due recognition for work accomplished, a national task force under the joint sponsorship of the National University Extension Association, the American Association of Collegiate Registrars and Admissions Officers, the U.S. Civil Service Commission, and the U.S. Office of Education set out in 1968 to identify a measure of achievement for non-credit study. After two years of deliberation, this Task Force concluded that such a measure was necessary and feasible, and, allowing for some local modification, could be made universal. The unit of measure indicated by this Task Force is referred to as the Continuing Education Unit, and is a measure of individual participation in continuing education programs.

Utilization of the Continuing Education Unit (CEU) at Youngstown State University will allow the University to recognize student participation and effort regardless of program format and help it to facilitate the educational needs of prospective students who can gain from involvement in educational programs.

More than 1000 institutions award the Continuing Education Unit. Of the state universities in Ohio a majority already award the CEU and those not now awarding the unit are considering the adoption of the unit. In Northeast Ohio, Cleveland State University, The University of Akron and Kent State University and its regional campuses award the unit.

away, BGSU, 100% of the state

V. Need for Additional Facilities and Staff *CSU - No. Akron*

The immediate application of the CEU will not require additional facilities or staff as it will be possible to absorb the record keeping system and reporting system into existent positions in the Department of Continuing Education. In the long run it may require clerical assistance or the development of a computerized system for inputting, storing and retrieving the CEU records as the use of the CEU increases.

*Miam
Kent*

Additional file space will be required for the maintenance of individual records.

VI. Use of Consultants and Advisory Committees

Formal consulting services were not utilized although the materials available from institutions awarding the CEU and from the National Task Force on the Continuing Education Unit and the ERIC Clearing House on Career Education were utilized in the review and development of the program for Youngstown State University.

YOUNGSTOWN STATE UNIVERSITY

INTER-OFFICE CORRESPONDENCE

TO Virginia Phillips, Secretary, University Senate *J* DATE March 1, 1978

FROM James D. Steele, Chairman, University Curriculum Committee *J.D. Steele*

SUBJECT -- Error in curriculum changes reported to the Senate and appended to the minutes.

Due to human error, the following courses should not be appended to the Senate minutes of February 3, 1978: Econ. 515, 521, 651, and 661. These courses were tabled by UCC pending action by the Academic Affairs Committee on CAST package of studies courses.

Please also note: Electrical Engineering 716L, 717L, and 718L should read "deletions" not "additions". A motion will be made on the Senate floor to correct the minutes accordingly.

tt

cc: Vice Pres. Edgar
Economics Department
J. Kelty
UCC file

RECEIVED

MAR - 1 1978

DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS

YOUNGSTOWN STATE UNIVERSITY

INTER-OFFICE CORRESPONDENCE

TO Virginia Phillips, Secretary University Senate DATE March 3, 1978

FROM James Steele, Chairman University Curriculum Committee

J Steele

SUBJECT Correction to Senate Minutes for February.

Updating my memo of March 1, 1978. The following courses should be deleted from the senate minutes of February 3. Economics 512, 515, 521, 651, 661 and also Speech Communication and Theatre 800C.

cc: V.P. Edgar
Harold Yiannaki
Wealthie Prince
UCC File
Jean Kelty
Speech Communication & Theatre

RECEIVED

MAR - 3 1978

DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS