

TO : Full-Service Faculty, Administrators, and Student Government
FROM: Virginia Phillips, Secretary of the Senate
RE : SENATE MEETING
May 5, 1978, Schwebel Auditorium
4:00 p.m.

April 26, 1978

AGENDA

1. Call to Order
2. Approval of minutes of previous meeting, April 7, 1978
3. Report of the Charter and ByLaws Committee
778-25 Candidates on election ballots
4. Report of the Executive Committee
5. Report of the Elections and Balloting Committee
6. Special Reports to the Senate
7. Reports of other Senate committees
778-19 Individualized Curriculum Program Committee - Conference
778-23 Academic Affairs Committee - Recalculation of GPA
778-21 Student Affairs Committee - Meetings
778-24 Student Academic Grievance Committee - Procedures
778-26 University Library Committee - Meeting Reports
8. Unfinished Business
778-22 Computer Committee - Revised Motion
9. New Business
10. Adjournment

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

Date 4-24-78

Report Number (For Senate Use Only)

778-25

Name of Committee Submitting Report Charter and ByLaws

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

Elected chartered

Names of Committee members: Cox (chm), Khawja, A. Smith, Deiderick, Jones
Cobbett.

Please write a brief summary of the report which the Committee is submitting to

the Senate: (attach complete report) On April 17, 1978, in an emergency meeting of the Executive ~~Committee of the Academic Senate~~ the Executive Committee voted to ask the Charter and ByLaws Committee to render an interpretation of the term "balloting disputes" in BYLaw 2, Section 4, and clarify the question of the Elections and Balloting Committee's accountability to the Academic Senate.

~~April 24, 1974, Charter and ByLaws determined that "every candidate named on a nominating ballot shall have the right to appear on a subsequent election ballot."~~

(see attached 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: _____

J. C. Ly. JK.
Chairman (please initial)

INTER-OFFICE CORRESPONDENCE

TO Dr. Jean Kelty, Chairman of the Academic Senate DATE April 24, 1978FROM Dr. Howard B. Cox, Chairman, Charter and ByLaws Committee

SUBJECT Report on Senate Executive Committee request concerning Elections and Balloting Committee

The Charter and ByLaws Committee held a special meeting on April 21, 1978, to consider the material forwarded to it by the Senate Executive Committee relative to the Elections and Balloting Committee. Our conclusions follow:

- (1) The Elections and Balloting Committee is, in fact, an integral part of the Academic Senate. It is specifically named as such in the Charter (Article IV, Section 1 (a)(3), page 5).
- (2) The Charter states that in the absence of other approved procedures, Roberts' Rules of Order shall be followed(Article III, Section 5(e), page 5).
- (3) An approved alternate procedure for elections could be established by a description of the procedure to be followed being included in a report to the Academic Senate. Once the Senate has been afforded the opportunity to consider the measure and to pass on it, the electoral procedure would be considered approved by the Academic Senate and could be utilized in future elections.
- (4) Roberts' Rules of Order(attached) provide that every candidate named on a nominating ballot shall have the right to appear on a subsequent election ballot.
- (5) Although the Elections and Balloting Committee is charged with judging balloting disputes (ByLaw 2, Section 4, page 2), it is the opinion of this committee that this matter is concerned with a procedural dispute rather than a balloting dispute. The Charter and ByLaws Committee is charged with making "interpretations of the meaning and intent of the Articles and ByLaws" (Article IV, Section 2 (b) (3), page 6 of the Charter). Therefore, the Charter and ByLaws Committee is appropriate to have this matter referred to it and to make a determination of the dispute.

Howard B Cox
Howard B. Cox, Ph.D.
Chairman

Charter and ByLaws Committee

cc: Dr. Secrist

NOMINATIONS BY BALLOT. The object of a nominating ballot is to provide the members with an indication of the sentiments of the voting body which they may take into account in voting in the election. The value of the nominating ballot is that it shows the preferences without electing anyone. The nominating ballot is conducted in the same way as an ordinary electing ballot except that everyone receiving a vote is nominated; the tellers' report, therefore, does not state the number of votes necessary for nomination. Since each member has the opportunity to nominate on his ballot a candidate for every office, he does not have the right then to make nominations from the floor, unless the assembly by a majority vote authorizes such nominations.

Impropriety of making the nominating ballot the electing ballot. Sometimes a motion is made to declare the nominating ballot the electing ballot. Such action negates all the advantages of a nominating ballot and is, in effect, the same as having an electing ballot without any nominations. If there is to be only one ballot, it should be the electing ballot, with nominations from the floor, or by a nominating committee and from the floor. A nominating ballot cannot take the place of an electing ballot in an organization whose bylaws require elections to be held by ballot.

Impropriety of limiting voting in the election to the two leading candidates. In some organizations using the nominating ballot, an attempt is made to limit the voting on the electing ballot to the two nominees for each office receiving the highest number of votes on the nominating ballot. This—or any attempt to limit the number of candidates for an office to two, by whatever method they are nominated—is an unfortunate practice and should be discouraged. Often the two leading candidates for a position will represent two different factions, and division within the organization may be deepened by limiting the election

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Date 3/22/78 Report Number (For Senate Use Only) 778-19

Name of Committee Submitting Report Individualized Curric. Program Com.

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

Appointed chartered

Names of Committee members: W. MAYHALL, C. GAY, A. RAHIM, D. MILLEY, G. PILCHER, M. HOUSEHOLDER, C. SIMGLER, D. BERTELSEN, W. LIVOSKY, R. Ameduri, students - Lori Cocucci and FRANK DIPIERO

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

A spring conference will be held at YSU, inviting interested persons in the I.C.P.

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: _____

Robert A. Ameduri

Chairman (please initial)

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

Date 4-21-78 Report Number (For Senate Use Only) 778-23

Name of Committee Submitting Report Academic Affairs Committee

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

Appointed Chartered

Names of Committee members: Vice President Edgar, Dean Scriven, professors Kougl, Khawaja, Hill, Quinby, Richley, Shuster, Skarote, Vogel; Mr. Curry

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The Committee recommends a change in Recalculation of Point Average as it appears on page 43 of the current undergraduate catalog.

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

If so, state the motion: Move that the attached recommended change in Recalculation of the Point Average be approved.

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? Make decision at Senate meeting

Other relevant data: _____



Chairman (please initial)

Proposed change in policy:

Current catalog entry under Recalculation of Point Average on page 43.

"When a current undergraduate student repeats a course, the student may petition the dean of the school for a recalculation of the grade point average reflecting that repetition. Although courses are not deleted from the permanent record, the record is adjusted to reflect the inclusion of only the higher grade in the computation of the point average. The hours credited toward degree hours completed are those earned with the higher grades. Only undergraduate students currently enrolled in the University may request this recalculation privilege. A post-baccalaureate student is not eligible to petition for a recalculation unless both the course and the repetition are completed subsequent to the conferring of the degree. A student holding the two-year associate degree may petition after receiving the associate degree only if currently pursuing a baccalaureate degree."

Proposed change:

"A current undergraduate student may petition the dean of his school for a recalculation of his grade point average when he has legitimately repeated a course once and earned a higher grade in a course in which he previously received a grade of C or lower. If a student has received permission from his dean to repeat a course more than once and earns a higher grade, then all previous grades in that course will, upon an approved petition, be deducted from the calculation of the grade point average and only the last grade will be used in computation of the grade point average. In the case of the latter, the hours credited toward a degree will be those earned with the last grade. Although this policy provides for the recalculation of the grade point average, the student's permanent record will include all grades earned.

A post-baccalaureate student taking undergraduate courses is not eligible to petition for a recalculation unless both the course and the repetition are completed subsequent to the conferring of the degree. A student who has earned an associate degree may petition if currently pursuing a baccalaureate degree."

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

Date April 20, 1978 Report Number (For Senate Use Only) 778-21
Name of Committee Submitting Report Student Affairs
Committee Status: (elected chartered, appointed chartered, ad hoc, etc.) _____

Names of Committee members: Faculty Members - R. Burkholder, P. Dalbec, S. Gardner
G. Haushalter, J. Lapinski, J. Ritter, J. Simmons, C. Vanaman. Student Members -
V. Ahlswede, C. Jukich, D. Tomich, J. Wansack. Ex-Officio - D*. Andrews, C. McBriarty

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The committee has met four times during the current academic year. The committee considered a recommendation to revise the student code and is presently reviewing academic advisement and counseling at YSU. The committee was also addressed by a member of the Student Grievance Committee concerning academic grievances of students.

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: _____

Paul E. Dalbec P.E.D.
Chairman (please initial)

REPORT OF STUDENT AFFAIRS COMMITTEE

The following matters were considered by the Student Affairs Committee.

1. The members of the committee discussed a proposed addition to the Student Code concerning cheating suggested by the College of Applied Science and Technology. In discussions with the representative from C.A.S.T it was agreed that the present language in the Student Code was sufficient.

2. The committee is considering problems students encounter in the area of academic counseling and advisement. The committee has contacted the deans on methods of academic counseling in their colleges. The interest of the committee in this area is due to the fact that a number of student grievances were initiated due to an apparent lack of proper advisement.

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

Date Apr. 21, 1978 Report Number (For Senate Use Only) 778-24

Name of Committee Submitting Report Student Academic Grievance

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

Appointed chartered.

Names of Committee members: Chairman, Mark Shasteen; Secretary, Gloria Atkins;
Dr. George Drew, Dr. Robert DiGiulio, Dr. John Kearns, David Kedzierski,
Cindy Jukich, Linda D. Hayes, Alfred Owens, Ivis Boyer, Robert Wolanin.

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

SEE ATTACHMENT S

Procedures developed, 3 cases heard and decided, discussion of due process.

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? No action considered at this time.

Other relevant data: _____

M.S.
Chairman (please initial)

INTER-OFFICE CORRESPONDENCE

TO University SenateDATE April 21, 1978FROM Student Academic Grievance Committee

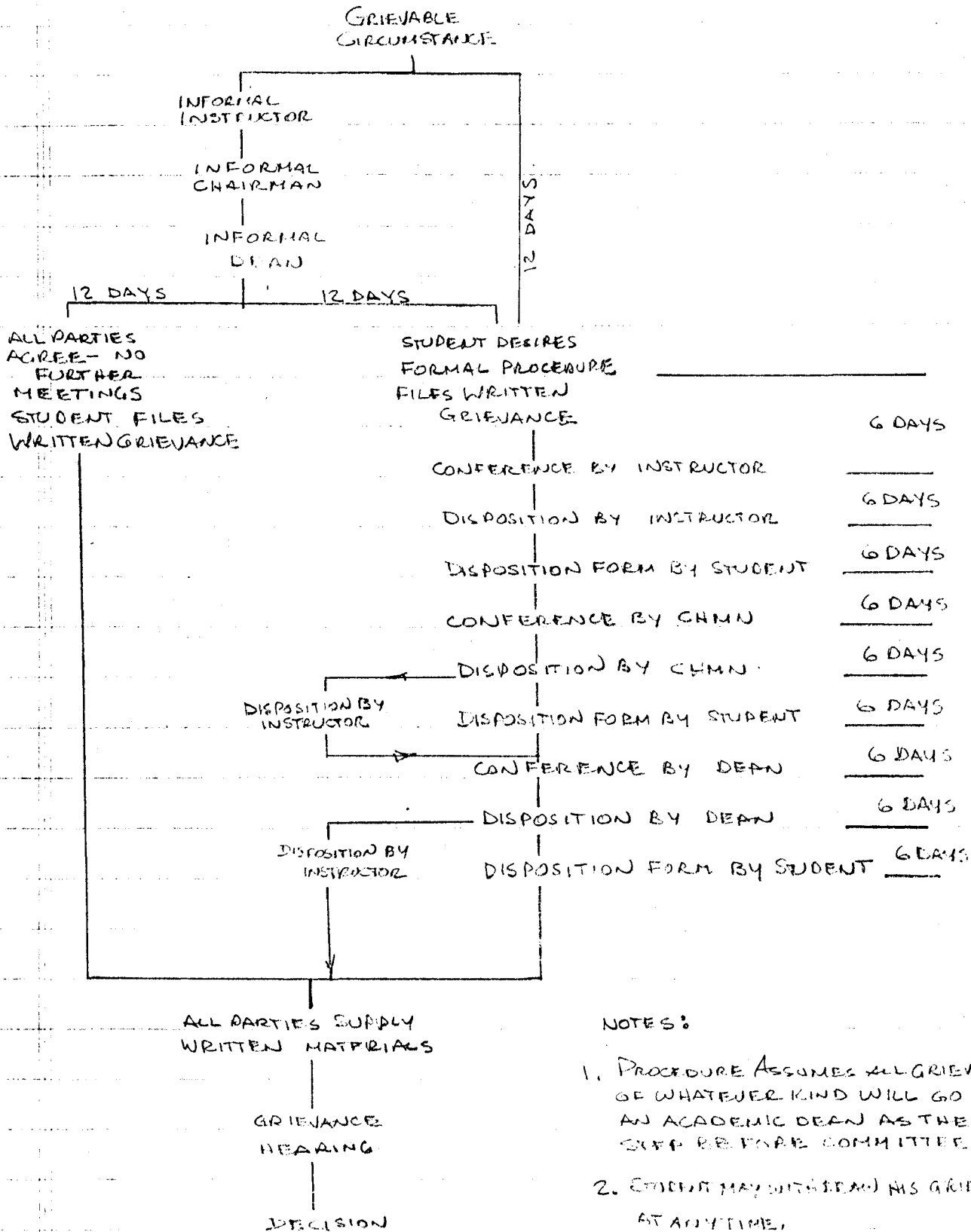
SUBJECT Report to the Academic Senate

This Committee has met on a regular basis since its formation earlier in 1977 both as an ad hoc committee and as a regular standing committee. To date, we have accomplished the following:

1. Our procedures have been developed and used for grievances.
2. To date, three cases have been heard and decided, four are pending, and approximately thirty grievances have been filed.
3. Attached you will find a flow chart of the grievance procedures and form used.
4. All information relevant to each case is placed in the professor's personnel file and student's file and decisions are sent to the dean of the respective academic unit and the faculty member's evaluation committee.
5. All data is housed in Dean McBriarty's office relative to the Committee's procedures.
6. We reviewed extensively the problems of due process with the procedures and the liabilities of the Committee. We concluded, after consultation with several authorities on this subject, that, as long as we operate within the procedures, we do not violate the basic principles of due process and we, the Committee, are not liable for any further legal action.

crm

STUDENT ACADEMIC GRIEVANCE PROCEDURE



NOTES:

1. PROCEDURE ASSUMES ALL GRIEVANCES OF WHATEVER KIND WILL GO TO AN ACADEMIC DEAN AS THE LAST STEP BEFORE COMMITTEE.
2. STUDENT MAY WITHDRAW HIS GRIEVANCE AT ANY TIME.
3. APPARENTLY INSTRUCTOR CAN GRIEVE FOLLOWING DECISIONS TO COMMITTEE (PROBABLY ALSO TO OEA)

JUL
2/6/78

STUDENT GRIEVANCE PROCEDURE

This form must be returned to Student Grievance Secretary by _____.

Grievance filed _____ Grievance Number _____

Grievance by _____ Grievance Against _____

The parties involved in this grievance under provisions of the "Student Academic Grievance Procedure", revised January 4, 1977, as approved by the Academic Senate are listed below. If any party wished to have a formal conference under Section 1-B of the "Procedure" before proceeding to the Student Academic Grievance Committee, (A standing committee of the senate), please indicate below:

I, _____ do/do not desire a formal conference.

Name

Signature

Date

*Note: Any questions should be directed toward the Student Grievance Secretary.

**Enclose copy of grievance

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

Date 4/21/78 Report Number (For Senate Use Only) 778-22

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,
Eminkizer, Liu, Largent, Jonas, Prince, Photakis

Please write a brief summary of the report which the Committee is submitting to
The Academic Senate recommends that the
the Senate: ~~(attach complete report)~~ President of the University establish an
administrative committee consisting of six faculty members, one from each
college/school on the recommendation of the Senate Executive Committee, six
administrative representatives, and two students on recommendation of the
president of student government. This committee shall have the following
charge: "To review plans and make recommendations relative to both academi
and administrative computing services, including the evaluation of computer
hardware, software, and institutional data needs." The joint committee will
make its recommendations to the administrative officer to whom the Director
of the Computer Center reports. This proposal shall replace the Senate
Motion No. 1, of May 20, 1977, concerning allocation of programming and
Do you anticipate making a formal motion relative to the report? YES / analysis
/// hours

If so, state the motion: Attached

Move to rescind the action of May 20 , Proposal No. 1 and move the
adoption of the above 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)

REVISED MOTION

The Academic Senate recommends that the President of the University establish an administrative committee consisting of six faculty members, one from each college/school on the recommendation of the Senate Executive Committee, six administrative representatives, and two students on recommendation of the president of student government. This committee shall have the following charge: "To review plans and make recommendations relative to both academic and administrative computing services, including the evaluation of computer hardware, software, and institutional data needs." The joint committee will make its recommendations to the administrative officer to whom the Director of the Computer Center reports. This proposal shall replace the Senate Motion No. 1, of May 20, 1977, concerning allocation of programming and analysis hours.

April 7, 1978

Submitted by Computer Committee

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

778-26

DATE: 4/25/78 Report Number 1
NAME OF COMMITTEE SUBMITTING REPORT: University Library
Committee
COMMITTEE STATUS: (elected, appointed, chartered, ad hoc, etc.)

APPOINTED CHARTERED

Names of Committee Members: Dr. John R. Anton
Dr. William Flad
Prof. Haggerty
Dr. M. Dean Hoops
Dr. Leon Rand
Dr. Matthew Siman
Dr. Phyllis Smith
Dr. Arthur Spiro
Dr. John R. Turk
Mr. J. D'Appolito, student

Please write a brief summary of the report which the Committee is submitting to the Senate (attach complete report) The University Committee met weekly in the Fall Quarter on Wednesday from 12 to 1 P.M., in the Winter Quarter, due to climatic conditions, only twice and in the Spring Quarter some sessions did not materialize because no quorum could be achieved (scheduling of different departments).

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

No

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?

Yes

Other relevant data: _____

John R. Anton
Chairman for 1977/78

REPORT SUBMITTED TO THE ACADEMIC SENATE
BY THE UNIVERSITY LIBRARY COMMITTEE 1977/78

The discussions relating to library affairs were held in a communicative spirit, we missed the attendance of the Chief Librarian, Mr. Owen, who on account of his sickness was absent from most meetings.

We discussed procedures for a possible arrangement of budget allocations to justify the most effective allocation of Library Funds for each department or school according to their accustomed demand and teaching requirements.

We started the continuation of a previous recommendation of Dr. Houck to create an organization of the "Friends of the University Library," we are now in contact with Dr. Jones in order to avoid a duplication or too much draining of potential financial resources in our academic community.

The most important task for the Library Committee is still ahead, namely the Budget allocation for 1978/79. We could not present any recommendation as the Chief Librarian did not reveal the total budget allocation from the University Budget. We are ready to present the allocation for each department and colleges once we receive said finalized total budget figure.

Dr. John R. Anton