

GILLIS, BERNARD T.

OFFICE OF THE PROVOST

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MAY 19 1983

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TO: FULL-SERVICE FACULTY, ADMINISTRATORS, AND STUDENT GOVERNMENT
FROM: Cynthia Peterson, Secretary, Academic Senate
RE: ACADEMIC SENATE MEETING
1 June 1983, Schwebel Auditorium
4:00 p.m.

18 May 1983

Next Oct 5

AGENDA

1. Call to order.
2. Approval of Minutes of Meeting of Academic Senate, 4 May 1983.
3. Charter and By-Laws Committee, (No Report).
4. Senate Executive Committee, Report by Larry Esterly.
5. Elections and Balloting Committee, Report by Sara Throop.
6. Reports of Other Senate Committees:
 - 823-24 Curriculum Division, Academic Programs and Curriculum Committee, Report by Lois Hopkins;
 - 823-25 Programs Division, Academic Programs and Curriculum Committee, Report by Frank Castronovo;
 - 823-26 Academic Planning Committee, Report by Larry Hugenberg;
 - 823-27 Informational Report, Academic Standards and Events Committee, Report by Hugh Earnhart;
 - Informational Report, Continuing Education Subcommittee, Report by Daniel Suchora.
7. Unfinished Business:
 - * 823-23 Student Academic Affairs Committee, Report by Robert Campbell.
8. New Business.
9. Adjournment.

* Senate members may wish to bring to the June 1st meeting their respective copies of the Agenda for the May 4th meeting, and Minutes for the May 4th meeting. Senators should also anticipate a meeting of somewhat extended length.

Included are the following course proposals which have been passed by the Curriculum Division Committee as being acceptable for inclusion in the University Inventory of Courses. However, the Administration has filed objections to the course proposals which have not been resolved as of this date (5/13/83); therefore, the Committee cannot present the courses as approved to the Senate. Their resolution should be considered at this time:

Dept. of Business Education and Technology

83-212-Information Processing/Specialized Application	BET 642
83-216-Microcomputer Applications BASIC	BET 761
83-223-Computer Terminal Keyboarding	BET 523
83-224 83-225-Business Communication 11	BET 705

Dept. of Speech Communication and Theatre

83-128-Ballet 1-Men	Sp 568 M
83-129-Ballet 1-Women	Sp 568 W
83-130-Ballet 11-Coed	Sp 569
83-136-Musical Theatre Dance 11	Sp 664
83-238-Dance for the Musical Theatre	Sp 768
83-239-Musical Theatre Dance 1	Sp 663

Dept. of Art

83-228-Arts and Crafts. Pre-School	Art. 759
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83-183 Home Economics-CAST (addition)

H.E.618 Pre-Clinical Skills: Skill development essential to dietetic or other health care practitioners in preparing clients to assume more control over dietary and other personal life style choices. Prereq: H.E. 551 plus 5 hours in dietetics, nursing, allied health fields, or social work. 2 q.h.

83-184 Mechanical Engineering (change)

ME 870. Mechanical Vibrations. The behavior of the lumped system with one and two degrees of freedom including applications (such as: vibration isolation, Seismic instruments, etc.). Methods of analyzing lumped systems with many degrees of freedom. Prereq: CE 603, ME 641, ME 781, Math 705, or consent of instructor. 4 q.h.

83-185 Mechanical Engineering (change)

ME 781. Dynamic Systems Analysis. Theoretical study of the dynamics of linear lumped parameter models of mechanical, electrical, fluid, thermal and mixed systems. Laplace transforms and input response concepts. Prereq; ME 641; Math 705; EE 714R; ME 725 (or concurrent). 4qh

83-186 Mechanical Engineering (change)

ME 580. Basic Engineering Concepts. Development of skills for problem solving and the communication of results; with application exercises drawn from mechanics, chemistry and energy conversion. Discussion of practice with the engineering design process. Ethics and professionalism. Prereq: Math 571 and ME 501. 3 qh

83-187 Mechanical Engineering (change)

ME 850L. Stress and Strain Analysis Laboratory. Static and dynamic electrical strain gage applications. Introduction to photoelasticity. Theory and application of brittle lacquers. Three hours laboratory per week. Prereq: ME 751. 1 qh

83-188 Mechanical Engineering (change)

ME 852. Stress and Strain Analysis II. Continuation of ME 751. Introduction to classical elasticity, inelastic behavior and high temperature creep. Emphasis is on design applications. Prereq: ME 751 and Math 706. 4qh

83-189 Mechanical Engineering (deletion)

ME 881. Engineering Analysis. An integration of the fundamental facts, principles, and laws of mathematics, science and engineering, and their utilization in a rigorous training in methods of analysis and solutions of engineering problems. Prereq: Math 705, ME 641, senior-level standing. 4qh

83-190 Mechanical Engineering (change)

ME 892. Control Theory. Introduction to the principles of automatic control of electro-mechanical and hydraulic systems using Laplace transform methods. Discussion of system stability. Prereq: Math 706, ME 781. 4qh

- 83-191 Accounting and Finance (change)
Accounting 610. Management Information Systems I. A study of inter-related methods, procedures and equipment utilized in developing, processing, storing and reporting business data. Theory and problems of systems design and implementation will be considered. Emphasis will be placed on electronic systems. The basic elements of machine oriented programming are presented utilizing FORTRAN. Prereq: "C" or better in Accounting 606 or equivalent. 4qh
- 83-192 Accounting and Finance (change)
Accounting 709. Management Information Systems II. Additional study in systems, design, implementation, internal control and use of data processing systems for gathering, analyzing and reporting business data. COBOL is utilized to emphasize the use of a high level language suitable for numerous business applications. Prereq: "C" or better in Accounting 610 or equivalent. 4qh
- 83-193 Nursing CAST (addition)
N 705. Child Health Maintenance. Current trends, issues and approaches in pediatric nursing practice are considered from a wellness perspective. Emphasis is on prevention of developmental health problems. Nursing roles in child health specialties are explored. Prereq: RN. 4qh
- 83-194 Honors (addition)
Freshman Honors Seminar 501, 502, 503. Freshman Honors Seminar. An interdisciplinary team-taught seminar series, dealing with topics appropriate to the entrance of students into the Honors Degree Program and continuation thereof. The subjects may include, but are not limited to, creativity, organization and function of the University, the total human being, etc. Prereq: Eligibility for the Honors Degree Program. 2+2+2. qh
- 83-195 Allied Health (addition)
AH 802. AH 802 Advanced Cardiac Life Support. The course is designed to follow the goals and objectives of the American Heart Association's Advanced Cardiac Life Support program. Included will be ECG recognition, pharmacology of cardiovascular drugs, resuscitation techniques, and airway management. Course may be used for initial ACLS certification. Prereq: Biology 551, 552 or its equivalent with "C" grade or better, successful completion of BCLS course, documentation of one of the following: R.N. or LPN license, CRTT or higher, EMT-P certification, or enrollment in 2nd year of NEOUCOM program. Two hours lecture concurrent with AH 802L. 2qh
- 83-196 Allied Health (addition)
AH 802L. Advanced Cardiac Life Support Laboratory. The laboratory will involve obtaining skills necessary to meet the goals and objectives of the American Heart Association's Advanced Cardiac Life Support Course. Students will practice intubation, utilized airway adjuncts, defibrillation, direct Mega codes and learn algorithms according to ACLS protocols. Must be taken concurrently with AH 802. Student must receive a grade of "C" or better to receive certification. 3 hour lab./week. 1qh

- 83-197 Health & Physical Education (addition)
Weight Training. HPE 557. Introduction to progressive resistive exercise for men and women. Topics covered include strength training, types of equipment, exercise techniques, circuit training, competitive weight-lifting, body building, and injury prevention. 1qh
- 83-198 Health & Physical Education (addition)
Tennis III. HPE 580. Theory and practice of advanced skills, strategy and play. Prereq: Tennis II or consent of instructor. 1qh
- 83-199 Health Education (addition)
HPE 799. Health Promotion in the Community Setting. Philosophy, principles, planning, methods and evaluation of health education and/or health promotion programs in community settings including patient education, community health education, and industrial health. Three hours lecture, two hours lab. per week. Prereq: HPE 690. 4qh
- 83-200 Economics (deletion)
Economics 729. Evaluation of Community Health Services. Cross-listed and identical with Sociology Anthropology 729. An interdisciplinary clinical course taught jointly by the departments of Economics, Geography, Political Science and Sociology Anthropology. Prereq: Jr. Standing or admission to NOUCOM-YSU program. 8qh
- 83-201. Sociology/Anthropology/Social Work (deletion)
729. Evaluation of Community Health Services. An analysis of contemporary American health care delivery. Each subsystem is considered with respect to its organization, social function, objectives, financing, legal responsibilities, and interactions with other subsystems; these include medical man-power; hospitals and residential care facilities; federal, state, and local health agencies; epidemiology and pathology as it relates to human variation; physiological adaptations and environmental factors; spatial organization, and distance as factors in planning and meeting needs; consumer behavior and incentives in health care. An interdisciplinary course with field observation taught jointly by and cross-listed in the departments of Economics, Geography, Political Science and Sociology/Anthropology; two quarter hours may be counted toward a major, and two toward a minor in any other subjects. Prereq: Admission to NEOUCOM YSU or Sociology 719 and 745 and Political Science 717, or equivalent. Cross-listed in Economics. Geography and Political Science. 8qh
- 83-202. Geography (deletion)
Geo. 729. Evaluation of Community Health Services. Cross-listed and identical with Sociology/Anthropology 729. An interdisciplinary clinical course taught jointly by the departments of Economics, Geography, Political Science and Sociology/Anthropology and Social Work. Prereq: Jr. Standing or admission NOUCOM-YSU program. 8qh
- 83-203 Political Science and Social Science (deletion)
729. Evaluation of Community Health Services. Identical with Sociology 729. 8qh
- 83-204 Mathematical/Comp. Sciences (change)
Math 500. Elementary Algebra I. Operations with signed numbers; linear equations in one variable; polynomials; factoring; rational numbers and expressions. Intended for those with no working knowledge of algebra. Evaluated as one high school credit for the A.B and B.S. degrees. A student taking this course must take an additional 5 qh' to complete the requirements for the degree. Grading for Math. 500 will be CR/NC, 5qh

- 83-205 Mathematical/Comp. Sciences (change)
Math 501. Geometry. A first course in geometry. Evaluated as one high school credit for the A.B. and B.S. degrees. A student taking this course must take an additional five quarter hours to complete the requirements for the degree. The credit/no credit grading system is used. Prereq: One unit of high school algebra or Math 500. 5qh
- 83-206 Secondary Education (change)
Education 891, 892, 893. Seminar in Secondary Education. Various topics of current interest in the secondary education area as selected by the staff. Prereq: Admission to Upper Division status in the School of Education or Graduate School. 1-6 qh (15 maximum)
- 83-208 Business Education and Technology (change)
BET 740. Records Mangement. Includes electronic filing, micrographics, information mangement and interactive processing. Prereq: BET 710 or permission of instructor. 3qh
- 83-209 Business Education & Technology (change)
BET 710. Introduction to Data Processing. A study of the vocabulary and media of data processing. Problems in procedures and applications of basic current uses. Prereq: BT 580. 3qh
- 83-211 Business Education and Technology (change)
BET 731. Specialized Dicitation. Dictation and transcription in specialized fields: law, medicine, etc. Includes machine transcription. Use of shorthand laboratory is required. Prereq: BET 539 or 631, BET 615, BET 620, or Permission of instructor. 4qh.
- 83-212 Business Education Education and Technology (addition)
BET 642. Information Processing/Specialized Applications. Specialized applications on the text-editing typewriters, shared logic system, and OCR. Logging, recording, and extensive revisions on legal, medical, accounting and statistical applications, using input from rough drafts and dictation media. 1 hour lecture, 4 hours lab. Prereq: BET 641 3qh
- 83-213 B.E.T.--CAST (change)
BT 582. Elementary Accounting Tech. 111. Extensive treatments of inventory, depreciation, cash proof journal, payroll; includes an accounting simulation case study. Prereq: BT 581. 4qh
- 83-214 B.E.T.--CAST (change)
BT 683. Cost Accounting. Estimating, planning, and controlling cost processes. Includes standards, analysis of variances, cost and profit selection, product pricing, budgets, distribution, and control. Prereq: BT 560 & 586 or permission of instructor. 4qh
- 83-215 Business Education & Technology-CAST (addition)
BET 760: Office Work Experience for Teacher Certification. To give Business Education students the opportunity to earn work experience hours to apply toward the one-year requirement for vocational certification. Students will work 200 hours in a supervised situation during the quarter. The course may be taken twice for a maximum of 400 work-experience hours. Prereq: Educ. 501, BET 620. 3qh

OBJECTION

- OBJECTION** 83-216 Business Education & Technology (addition)
 BET 761: Microcomputer Applications/Basic. To acquaint students with the fundamentals of microcomputer operation and the software available, to give them practice in using a popular microcomputer and its software, to learn the computer language BASIC, and to write simple business programs in BASIC. Prereq: BET 710 and a typing course. 4qh.
- 83-217 Business Education & Technology (addition)
 BET 762: Independent Study for Teacher Certification. To give Business Education students the opportunity to earn work experience hours to apply toward the one-year requirement for vocational certification. Each quarter hour of credit is equivalent to 125 work-experience hours, with a maximum of 500 work-experience hours for this course. Credit hours will be dependent upon the complexity of the study undertaken, and the course may be repeated for a maximum of 4 quarter hours' credit. Prereq: Jr. standing. 1-4 qh
- 83-218 Business Education & Technology (change)
 LS 515. Labor Law. A preliminary study of the legal agencies of government as they relate to the labor movement. Federal and state labor law--statutory and common--and how it applies to unions, employees, and employers. Prereq: LS 501 or relevant field experience. 3qh
- 83-219 Business Education & Technology (change)
 LS 530. Negotiations. Review of the background of collective bargaining goals (union and management); legal basis; wages-prices-profits-productivity; preparation of collective bargaining proposals, responsibilities of the parties in the bargaining process; strike procedures in bargaining. Prereq: ^{LS 501} or relevant field experience. 4qh.
- 83-220 Business Education & Technology (change)
 LS 610. Administration of Unions. A general study of the characteristics of democratic leadership; jurisdictional lines, finances; administration (local, international, elections, constitutional conventions, membership); checks and balances; federations; political action. Prereq: LS 501 or permission of instructor. 3qh
- 83-221 Business Education & Technology (change)
 LS 640. Labor Studies Seminar. Study of selected issues and problems on the basis of interest and need. May be repeated for a maximum of 12 qh. Prereq: LS 501 or permission of instructor. 1-4 qh
- objection** 83-223 Business Education & Technolgy (addition)
 BET 523. Computer Terminal Keyboarding. To develop basic keyboarding skill and computer terminal use, in order to facilitate faster and more efficient terminal input. Three hours lab. 1qh
- 83-224 Business Education & Technolgy (change)
 BET 704. Business Communication I. Principles of and practice in effective business communication, including letter writing, oral communicating, and the job campaign. Prereq: BET 505 or equivalent. 3qh
- objection** 83-225 Business Education & Technology (addition)
 BET 705: Business Communication II. Principles of and practice in business report writing and modern means of communicating; continued practice in letter writing and other forms of communicating. Prereq: BET 704. 3qh

83-226 ~~Speech Communication & Theatre (change)~~
 Speech 789. ~~Broadcast Interviewing. A study and application of inter-
 viewing techniques for radio and television. Emphasis is placed on the
 local news interview and public affairs interviewing. Includes the
 equivalent of three hours lecture plus two hours lab per week. Prereq:
 Speech 683. 4qh~~

83-227 Art. (addition)
 Art 768. School Arts (Secondary). Study of the needs of children from
 grade eight through twelve and the means of providing desirable art
 experiences. Required of all art education majors. Prereq: Art 760.
 3 qh

83-228 Art. (addition)
 Art 759. Arts and Crafts, Pre-School. Designed for the Child Care major
 with emphasis in establishing the philosophies, attitudes and creative
 art activities in the nursery school. 4 qh. 3 hours lecture & 3 hrs. lab.

83-229 Special Education (deletion)
 Ed. 854 and Ed. 854L. Preparation, Selection and Adaptation of Instruc-
 tional Materials in Special Education. Laboratory experiences in appro-
 priate preparation, selection and/or adaptation of instructional media
 in special education; utilization of auditory, visual, kinesthetic modes
 as they relate to problems of the handicapped; emphasis on teacher-
 made devices and aids, use of materials in alternative classroom settings.
 Prereq: Education 802 and 833 or 863 recommended. 3qh. 854L. See
 Description of Education 854. May be repeated. 1qh

83-230 Speech Communication and Theatre (deletion)
 666. Rehearsal and Performance. Detailed study and practical applica-
 tion of the performance aspects of a play. Credit given for significant
 acting roles, assistant directing or stage managing assignments in univer-
 sity theatre productions. Prereq: Sophomore standing and theatre faculty
 committee approval. 1-3qh

83-231 Speech Communication & Theatre (addition)
 Speech 791. Rehearsal and Performance I. Faculty supervised study and
 practical application of the performance aspects of a play. Credit given
 for significant acting roles, assistant directing, or stage managing
 assignments in University Theatre productions. For students with appro-
 priate experience. Prereq: Sophomore standing and theatre faculty committee
 approval. 1-3 qh.

83-232 Speech Communication & Theatre (deletion)
 667. Projects in Production Design. Supervised design and/or execu-
 tion of scenery, lighting or costumes for public performance. Prereq:
 Sophomore standing and theatre faculty committee approval of proposed
 project. 1-3qh

83-233 Speech Communication & Theatre (addition)
 Speech 792. Projects in Production Design I. Faculty supervised study
 resulting in the design and/or execution of scenery, lighting, or cos-
 tumes for public performance. For students with appropriate experience.
 Prereq: Sophomore standing and theatre faculty committee approval of
 proposed project. 1-3 qh

83-234 Speech Communication & Theatre (deletion)
 766. Rehearsal and Performance. Advanced study and practical applica-
 tion of the performance aspects of a play. Credit given for major act-
 ing or directing assignments in university theatre productions. Prereq:
 Speech 666 & Theatre faculty committee approval. 1-3 qh

deletion

83-235 Speech Communication & Theatre (addition)
 Speech 865. Rehearsal and Performance II. Independent study at an advanced level involving practical application of the performance aspects of a play. Credit given for major acting or directing assignments in University Theatre productions. Prereq: Speech 766 and theatre faculty committee approval. 1-3 qh

83-236 Speech Communication & Theatre (deletion)
 767. Projects in Production Design. Advanced projects in design and/or execution of scenery, lighting or costumes for public performance. Prereq: Speech 667 and theatre faculty committee approval of proposed project. 1-3 qh

83-237 Speech Communication & Theatre (addition)
 Speech 867. Projects in Production Design II. Independent study at the advanced level involving design and/or execution of scenery, lighting, or costumes for public performance, Prereq: Speech 767 and theatre faculty committee approval of proposed project. 1-3 qh

Deletion
 83-238 Speech Communication & Theatre (deletion)
 Speech 768. Dance for the Musical Theatre. Principles and practices of the basic techniques of tap dance, soft shoe, jazz, and combinations of the fundamental forms of movement. Designed to introduce the student to various forms of dance and movement combinations performed in musical theatre. Prereq: H & PE 540 or consent of instructor. 2qh

83-240 Music (deletion)
 810. Instrumental Music Education. Methods of organizing, administering and conducting instrumental music in the schools. A study of literature, instructional methods, library organization, festival participation, scheduling and other problems facing the instrumental music teachers. Includes 2 hrs. of field experience per week. Prereq: Admission to the School of Education and Music 716. 4qh

83-241 Music (deletion)
 811. Vocal Music Education. Methods of organizing, administering, and conducting vocal music in the schools. A study of the literature, instructional methods, library organization, festival participation, scheduling, and other problems facing the vocal music teacher. Includes 2 hrs. of field experience per week. Prereq: Music 717 and Admission to the School of Education. 4qh

83-242 Music (addition)
 815. Vocal and Instrumental Music Education. Methods of organizing, administering, and conducting music in the schools. A study of the literature, instructional methods, library organization, festival participation, scheduling and other problems facing the music teacher. Includes 2 hrs. of field experience per week. Prereq: Music 717 and Admission to the School of Education, 4 qh.

83-243 Music (change)
 882. String Pedagogy. An examination of the problems of string teaching. Survey of grades and levels of instruction, string literature, psychological aspects of individual proficiency and teaching devices. Demonstration with students in a teaching situation. Prereq: String 701 or 704. 2 qh

83-244 Speech Communication and Theatre (change)
 Speech 898. Seminar in Speech Communication. Topics in speech communication not covered in regular course offerings. May be repeated for credit if the seminar subject is not repeated. Prereq: Speech 798 or 799; or Speech 759 with permission of instructor. May satisfy the University's area requirement in the humanities depending on topic. 3-4qh

83-245 Speech Communication & Theatre (change)
 Speech 896. Internship in Speech Communication. An application of communication theories and practices within the organizational setting. Students are selected on the basis of special qualifications, including GPA, courses taken, and a competitive interview. Students submit a written report on the internship experience and meet periodically with the faculty supervisor. For two (2) hours credit ten (10) hours of field experience are required per week. For four (4) hours of credit, twenty (20) contact hours in the field experience are required per week. May be repeated for two consecutive quarters or a maximum of eight (8) credit hours. Prereq: Speech 759 and approval of speech communication faculty. 2 or 4 qh

83-246 Speech Communication & Theatre (addition)
 Speech 859. Advanced Studies of Communication in Organizations. An in-depth analysis of communication topics in modern organizations. Students will examine communication processes as they influence organizational development outcomes. Rotating topics include: The analysis of communication in organizations, communication training in organizations, communication consulting in organizations, and others. May be repeated for credit so long as any one specific topic is not repeated. Prereq; Speech 759. 3-4 qh

83-247 Speech Communication & Theatre (change)
 Speech 740. Special Topics in Speech Communication. An in-depth analysis of topics of relevance and interest in speech communication. Rotating topics include classical rhetoric through contemporary concerns in rhetoric and communication. May be repeated for credit so long as any one specific topic is not repeated. Prereq: Speech 530 or 540 or Jr. Standing with permission of instructor. May satisfy the University's area requirements in the humanities. 4qh

83-248 Speech Communication & Theatre (change)
 Speech 789. Broadcast Interviewing. A study and application of interviewing techniques for radio and television. Emphasis is placed on the local news interview and public affairs interviewing. Includes the equivalent of three hours lecture plus two hours lab. per week. Prereq: Speech 683. 4qh

83-249 Dana School of Music (change)
 Music 834. Electronic Music 1. Techniques of Music Concrete; exploration of sound synthesis and alteration; mixing and recording techniques. The care and use of the synthesizer and attendant recording equipment. Composition of short works. Prereq: For composition majors, Music 506 or equivalent; for non-composition majors, Music 632; for non-music majors, permission of instructor. 2qh

83-250 Music *Marching Band Tech.* (deletion)
 Music 839 is not listed in current catalogue. Class is listed in University course inventory.

- 83-251 Music, *Music in Mass Media*. (deletion)
 Music 625 is not listed in current catalogue. Class is listed in University course inventory.
- 83-252 Music (deletion)
 841A-Survey of Performance Materials. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-253 Music (deletion)
 841B-General music in elementary schools. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-254 Music (deletion)
 841G-Tech/tchg. improv. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-255 Music (deletion)
 841H-Org. string program. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-256 Music (deletion)
 841J-New music/band techniques. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-257 Music (deletion)
 841O-Arr/marching band. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-258 Music (deletion)
 841R-Wkshp/piano tchg. tech. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-259 Music (deletion)
 841S-Drum set artistry. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-260 Music (deletion)
 841T-Modern stage band techniques. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-261 Music (deletion)
 841U-Workshop in choral/vocal problems. Topic does not appear in current catalogue. Course is listed in current course inventory.
- 83-262 Art (deletion)
 Art 724. School Arts (Secondary). Study of the needs of children from grade eight through twelve and the means of providing desirable art experiences. Required of all art education majors. Prereq: Art 760.
 (W) 3qh
- 83-263 Marketing (deletion)
 526. Marketing, The Economy and The Consumer. To present an overview of marketing concerns which affect day to day living of American consumers. This survey of marketing structure is aimed at developing an understanding of the distribution system in the demand portion of the American economy.
 3qh

- 83-264 Marketing (deletion)
749. Fashion Fabrics. Evaluation of fashion fabrics for selection of suitable fabrics for men's, women's and children's clothing. Knowledge necessary for merchandising fashion goods includes the study of the fashion market and the psychological and sociological importance of fashion as applied to fabrics. Prereq: Marketing 745 or consent of the instructor. (Sp) 5qh
- 83-265 Marketing (deletion)
750. Industrial Textile Products. The study of the characteristics and specifications of textiles engineered for a specific industrial end use to enable the student to develop a functioning knowledge of textiles, with experiments on fiber, yarn, construction, weaves, and finishes. Industrial Textiles will include such items as upholstery for buses, planes, and automobiles; astronauts' clothing; textiles for operating rooms and specialized clothing as well as the commonly referred to items: filter cloth, tarpaulins, mail bags, hose, tire and other automotive fabrics, etc. The course would include discussions, visual presentations, projects, reports, observation trips, lectures, guest speakers, and films. Swatches of industrial fabrics are used as illustrations. Prereq: Jr. Standing. (W) 5qh.
- 83-267 Marketing (deletion)
840. Blueprint Reading. A study of the basic skill for reading and interpreting blueprints as an aid in industrial purchasing and industrial management. Prereq: MKT 703. 2qh
- 83-266 Marketing (deletion)
831. Executive Protocol. A study of the importance of grooming, manners, dress, physical fitness, and personnel relations necessary in today's business world. Emphasis is placed on the courtesies and habits that help develop young men and women into executive material. Prereq: Jr. Standing. 2qh.
- 83-268 Marketing (deletion)
846. Commodity Marketing. A critical analysis of commodity buying in both the domestic and international markets. The universal role of futures trading and its relation to the local industrial and consumer markets. A simple description of marketing routes, hedging, speculation, price movements, the use of brokers and commission houses in commodity futures trading by the industrial businessman. Prereq: MKT 720 or consent of the instructor. 2qh.
- 83-269 Marketing (change)
625 Personal Selling. Knowledge of goods; study of customers and their wants, buying motives and attitudes; planning a sale, meeting objections, closing the sale; problems in sales management, organization, planning, and research. 3qh
- 83-270 Marketing (change)
Effective Consumer Motivation (Title). 726. Consumer Behavior. Acquaints students with individual and group behavior as it relates to marketing consumer behavior, considered both from the standpoint of the marketing manager and from that of the individual as a consumer. The behavioral sciences serve as a background to provide standards for the social and human evaluation of current marketing activities. Topics covered include: the buyer as a problem solver; buying decision processes, and models; measurement of promotional effectiveness and lifestyle analysis. Prereq: MKT 703. 4qh

83-271 Marketing (change)
Sales Promotion (Title). 820. Promotion Strategy. A critical analysis of the range and activities of sales promotion; determining what and where to promote; selecting merchandise for promotion, budgeting, planning, and executing promotional activities; external and internal methods of promotion; and coordination of all sales promotion activities. Prereq: MKT 703. 3qh

83-272 Marketing (change)
818. Marketing Channels. Behavioral and functional relationships with and between channel members are investigated. Coverage includes wholesaling, franchise systems, distribution policies, communications, power conflicts, pricing and legal constraints. Prereq: MKT 703. 4qh

83-273 Marketing (change)
825. Marketing Management. A comprehensive study of the management functions in marketing including organization, planning, research, merchandising, sales, advertising and promotion, marketing channels, and control related to corporate policies and objectives. Management practices covering recruiting, selecting, training, equipping, compensating and supervising are investigated. Prereq: MKT 709 or 720. 4qh

83-274 Marketing (change)
845. International Marketing. Development of United States trade, foreign trade promotion, organization, export and import procedures and practices. Taught from the viewpoint of the international marketing manager who must recognize differences between markets in various countries as influenced by their particular cultural and economic environment. Prereq: MKT 703. 4qh

83-275 Marketing (change)
847. Physical Distribution. A consideration of the problems likely to arise in the planning for and movement of goods through channels of distribution from producer to end user. Elements of the logistical system, including transportation modes, plant and warehouse location, and inventory size determinations, are introduced and discussed. Cases and problems are used to sharpen analytical techniques. Final attention turns to the total cost approach of physical distribution analysis and decision making. Prereq: Economics 624. 4qh

83-276 Marketing (addition)
842. Special Topics in Marketing. Topics will vary from quarter to quarter. Subject matter, number of credit hours, and prereq: will be announced in advance of each topic. Not more than one "Special Topic" per quarter is permitted. Course may be taken twice with change of topic. 1-6 qh

83-277 Marketing (addition)
850. Marketing Internship. Through employment with participating business organizations the student will receive professional marketing experience. Candidates will work for the entire quarter at a local business organization under the direct guidance of a faculty advisor. A student receives 4 quarter hours of credit for the internship. A paper will be due at the end of the course on the relationship of marketing theory and practices. 20 hrs/week. 4qh

- 83-278 Health and Physical Education (addition)
802 Internship. A full-time culminating experience in an approved fitness or sports related setting (i.e., health spa or racquetball club) under the direct supervision of a qualified individual and coordinated by a supervising faculty member. This course will require 40 hrs./week. Prereq: HPE 618, 795 and Senior standing. 15 qh
- 83-279 Health and Physical Education (addition)
618 Practicum. A supervised experience in an approved fitness or sports related program (e.g. health spa or racquetball club) under the direction of a qualified individual. This is designed to give the student a controlled field experience with periodic observation by an assigned full-time faculty member. May be repeated for a maximum of 6 hours. This course will involve at least 4-8 hours per week. Prereq: HPE 595 and 4 activity classes. 2qh
- 83-280 Engineering Technology CAST (addition)
624. BASIC Programming. An introduction to programming in the BASIC language. Stresses a modular approach to programming applications in areas such as information processing and character string manipulation. Symbolic and numeric oriented problems will be considered in both the conversational and unconversational mode. Prereq: CPT 601 or CPT 607, or consent of instructor; and CPT 609. 4qh
- 83-281 Allied Health-CAST (change)
MLT 700. Diagnostic Labeled Immunoassays. The basic concepts of immunoassays utilizing labeled antibodies to detect antigens based on immunomicroscopic and receptor binding techniques. Prereq: Chem. 517, MLT 601 & 601L or advanced standing in the M.T. Program. To be taken concurrently with MLT 700L. 2qh
- 83-282 Allied Health-CAST (change)
MLT 700L. Diagnostic Labeled Immunoassays Laboratory. Thyroid, Digoxin, B₁₂, Folic acid, Antinuclear antibodies and T & B cell receptor procedures utilized in the clinical laboratory. Three hours of lab. a week. Must be taken concurrently with MLT 700. 1qh
- 83-283 Allied Health-CAST (change)
501. Dental Hygiene I. An introduction to dental hygiene and its role as an integral part of the dental profession. Prevention of disease transmission through sterilization and asepsis is also discussed. Medical/Dental History, vital signs, and oral inspection are discussed and periodontal disease is introduced. Prereq: Admission to Dental Hygiene Program. 4qh
- 83-284 Allied Health-CAST (change)
501L. Clinical Dental Hygiene I. A detailed clinical study of planning patient care, patient preparation and positioning the dental chair, and principles of instrumentation. Six hours laboratory per week. Prereq: Admission to Dental Hygiene Program. 2qh
- 83-285 Nursing-CAST (addition)
706. Health Promotion in Nursing Practice. The nurse's role in providing competent health prevention and promotion services to individuals and families will be explored. Students will be introduced to conceptual models related to health prevention and promotion, wellness assessment tools and strategies for health promotive action. Prereq: ADN or BSN student or R.N. 4qh

83-286 Allied Health-CAST (addition)
500. Dental-Medical Emergencies. Students will receive certification in Cardio-Pulmonary Resuscitation. Instructions on medical diseases and conditions in relationship to dental procedures. Two hours lecture.:
Prereq: Permission of coordinator. 2qh

83-287 Allied Health-CAST (deletion)
502. Dental Hygiene II. Discussion of clinical procedures and records. Particular emphasis on the principles and skills needed for effective patient education. Three hours lecture. Prereq: DH 501. 3qh

83-288 Allied Health-CAST (addition)
504. Dental Hygiene II. Technics for individualized patient instruction. Clinical procedures and records preparation. One hour lecture. Prereq: DH 501. 1qh

- OBJECTIVE III** 83-128 Speech Communication & Theatre (addition)
Speech 568M. Ballet 1--Men. Theory and practice of classical ballet with emphasis on the males' body placement and muscular awareness. Stressing fundamentals of vocabulary, structure, and placement. This course may be applied as 2 q.h. credit toward the University HPE requirement. 2qh.
- OBJECTIVE II** 83-129 Speech Communication and Theatre (addition)
Speech 568W. Ballet 1--Women. Theory and practice of classical ballet with emphasis on the women's body placement and muscular awareness. Stressing fundamentals of vocabulary, structure, and placement. This course may be applied as 2 q.h. credit toward the University HPE requirement. 2 qh.
- OBJECTIVE I** 83-130 Speech Communication and Theatre (addition)
Speech 569. Ballet 11--Coed. Continuation of Speech 568, expanding upon vocabulary and establishing patterns of balletic movement. Prereq: Ballet 1 or consent of instructor. This course may be applied as 2 q.h. credit toward the University HPE requirement. 2qh
- OBJECTIVE III** 83-136 Speech Communication & Theatre (addition)
Speech 664. Musical Theatre Dance 11. Emphasizes basic tap combinations and routines. Continuation of Speech 663. Prereq: Speech 663 or consent of instructor. This course may be applied as 2 q.h. credit toward the University HPE requirement. 2qh
- OBJECTIVE IV** 83-239 Speech Communication & Theatre (addition)
Speech 663. Musical Theatre Dance 1. Principles and practices of the basic techniques of tap dance, soft shoe, jazz, and combinations of the fundamental forms of movement. Designed to introduce the student to various forms of dance and movement combinations performed in musical theatre. Prereq: H & PE 540 or consent of instructor. This course may be applied as 2 q.h. credit toward the University HPE requirement. 2 qh
- 83-142 Speech Communication & Theatre (change)
Speech 540. Introduction to Rhetorical Thought. An introduction to ideas and writings of thinkers concerned with communication as a practical art. Concepts in lecture and discussion sessions will be applied in practical experiences. 4qh
- 83-143 Speech Communication & Theatre (addition)
Speech 500. Introduction to Speech Communication and Theatre. An introductory course for the disciplines of speech communication, telecommunications, and theatre. Students will be exposed to departmental programs, policies and practices, and unique facilities within the Department of Speech Communication and Theatre. Career education and opportunities for practical experience will be emphasized. Grading for Speech 500 will be N/C

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

Date 13 May 1983 Report Number (For Senate Use Only) 823-25

Name of Committee Submitting Report Programs Division, Academic Programs and Curriculum Committee

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

Names of Committee members: F. Castronovo (chair,) B. Lateef, R. Shuster
G. Murphy, M. Siman, J. Roderick, W. McGraw,
C. Hunter

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

To have the Academic Senate approve the four point set of procedures developed by the Programs Division for the processing of proposals related to new programs, changes in existing programs, and terminations of existing programs.

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

If so, state the motion: (See above)

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: _____

Frank Castronova
Chairman (please initial) JEE

Programs Division, cover sheet, p. 2

Academic Programs Division, Academic Programs & Curriculum Committee

PROCEDURES

- 1) A program is defined as a sequence of courses leading to a Board of Trustees approved degree or certificate.
- 2) All new programs, changes in existing programs, and terminations of existing programs are to be reported on the Program Division report form.
- 3) The reports will go to the Chairman and the Dean before going to the Programs Division.
- 4) The Programs Division will review the program proposals and, by means of committee representation, alert all colleges/schools of the University that a program change is pending which may have ramifications beyond the department originating the form. In this case, Programs Division will attempt to resolve any problems or, failing to do so, bring the matter to the floor of the Senate.

PD#

Date Rec'd

() Addition of a new program _____ (Complete B, C)

Deletion of an existing program _____ (Complete A, C)

Change in an existing program _____ (Complete A, B, C)

Program title _____ Department _____

A. Describe the requirements of the program as it currently exists. (Attach additional sheets if necessary.)

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.)

C. Using as many additional sheets as are necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g. enrollments, frequency of support-course offerings, staffing, budgets, equipment, duplicate courses, etc.).

Signatures

Department Chairperson _____

Dear _____ Prog. Div. _____

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATEDate May 12, 1983

Report Number (For Senate Use Only)

823-26Name of Committee Submitting Report Academic Planning

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

Appointed CharteredNames of Committee members: J. Bakos, D. Brown, E. Cobbett, B. Gillis, M. Horvath, D. Hovey, L. Hugenberg (chair), I. Khawaja, D. Ruggles, A. Smith, B. Yozwiak

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) As the Academic Planning Committee of the Faculty Senate, we feel the need to take a strong position advocating the need for a University-wide commitment to academic excellence. This motion is aimed at articulating the faculty's position to the President and the Trustees. The Committee membership feels that planning the academic future of the University should receive the formal endorsement of the Senate, the President, and the Trustees.

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

If so, state the motion: Move that future academic planning at Youngstown State be committed to the attainment of regional prominence in academics. Whereas this motion is consistent with the Board of Trustees' resolution on athletic prominence and addresses the ebb of faculty morale at Youngstown State, this resolution, once approved by the Senate, should be forwarded to the President and the Board of Trustees.

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

Other relevant data: _____

[Signature]
Chairman (please initial)

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

Date May 12, 1983

Report Number (For Senate Use Only)

823-27

Name of Committee Submitting Report Academic Planning

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

Appointed Chartered

Names of Committee members: J. Bakos, D. Brown, E. Cobbett, B. Gillis, M. Horvath, D. Hovey, L. Hugenberg (chair), I. Khawaja, D. Ruggles, A. Smith, B. Yozwiak

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

With the current facilities planning being completed at the University, it is increasingly evident that facilities planning and academic planning are frequently performed in isolation of each other.

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

If so, state the motion: Move that appropriate academic planning should precede specific facilities planning at Youngstown State University.

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

Other relevant data: _____



Chairman (please initial)

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

Date May 4, 1983

Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Continuing Education Subcommittee

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

Appointed Chartered

Names of Committee members: Dr. Daniel Suchora, Chairman, Prof. Joan Boyd, Dr. Rama Krishnam, Prof. Wendell Orr, Dr. Dorothy Scott, Dr. David Stephens, Dr. Clyde Vanaman, Dr. Barbara Wright, Mr. Steven Grcevich, Dr. John Loch, Dr. James Scriven, Mr. James Hook, Ms. Catherine Simpson.

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The Continuing Education Subcommittee has worked with the Director of Continuing

Education and the Administration to give committee input into the operation of Continuing Education at YSU. One area of interest has been the Continuing Education Unit (CEU). The policy governing the CEU was passed by the Senate at the May 22, 1980 meeting and adopted by the Board of Trustees in August of 1980. The implementation of this policy is contained in the attached "Manual for Award and Recording the Continuing Education Unit at Youngstown State University".

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: _____

DHS
Dr. Daniel H. Suchora

Chairman (please initial)

MANUAL FOR
AWARD AND RECORDING
THE CONTINUING EDUCATION UNIT
AT
YOUNGSTOWN STATE UNIVERSITY

Office of Continuing Education
Youngstown State University

In accordance with the policy adopted by the Youngstown State University Board of Trustees, the following procedures as set forth in the Continuing Education Unit policy (8/23/80), and forms shall be used for circulation and approval of Continuing Education Unit related course/workshops at Youngstown State University.

The procedure focuses at the academic department, and school/college level the responsibility for initiation of such Continuing Education Unit bearing activities. The initial step is for the instructor to prepare Form OCE:CEU-1 and route it to the sponsoring academic department and academic dean of the school/college in which the department is located for endorsement by the department chairperson and dean.

The dean, upon receipt of OCE:CEU-1 from the academic department, will endorse or decline same and forward the OCE:CEU-1 to the Director of Continuing Education.

Upon receipt by the Director of Continuing Education, the form (OCE:CEU-1) will be circulated to the Provost, Associate Provost, all academic deans, and all academic department chairpersons for review and comment. If after the circulation to the University offices listed above, there has been no written objection received by the Director of Continuing Education within ten working days, the Director of Continuing Education will route the Continuing Education Unit proposal to the dean of the sponsoring school/college for approval.

Where no academic department exists within the University academic structure to house the offering, the proposal shall be initiated with the Director of Continuing Education. Upon endorsement by the Associate Provost the proposed Continuing Education Unit activity will be circulated as above to the University officers within the same time period. If no objection is received within ten days the Director of Continuing Education will route the proposal to the Associate Provost for approval.

If an objection is filed within the ten-day circulation period, the Senate Sub-Committee on Continuing Education will conduct appropriate hearings and make a recommendation to the University Senate within ten working days of the conclusion of the initial circulation to dean and department chairpersons.

Summary:

Instructor file Continuing Education Unit proposal	-	Academic Department/Director of Continuing Education
Endorsement by Dean or Associate Provost	-	School/College
Circulate for review and comment (ten days)	-	Deans/Department Chairpersons
If objection	-	Sub-Committee on Continuing Education hearing within ten days to Senate
If no objection, approval by	-	Dean/Associate Provost
Approved for award by	-	Director of Continuing Education

Educational activities approved through the procedures described may be offered over a three-year period with change of instructors as approved by the Office of Continuing Education and the academic dean of the sponsoring school/college or Associate Provost.

In accordance with the Continuing Education Unit policy adopted by the Board of Trustees, the Continuing Education Unit may not be awarded for any program carrying academic credit, either secondary or collegiate. The Board of Trustees Policy on the Continuing Education Unit is printed in the Appendix of this Manual.

The records system for Youngstown State University Continuing Education Unit's utilize the National Registry for Continuing Education of the American College Testing, Ames, Iowa. Each course approved under the Youngstown State University policy will be registered with the National Registry. Students may request copies of the National Registry transcript from ACT. Appropriate entry and transcript fees are charged.

NOTE: Program Instructor: Please complete and route to your academic department chairperson with your signature and route one copy to the Director of Continuing Education.

<u>CIRCULATION DATES</u>	<u>Signature:</u>	<u>Date:</u>
Initiated by Instructor	_____	____/____/____
Academic Department Endorsement	_____	____/____/____
School/College Dean Endorsement	_____	____/____/____
Reviewed by Director of Cont. Education	_____	____/____/____

1. Program Title: _____
2. Description: (attach detailed outline)
3. Program Objectives/Methodology: _____
4. Format: Evening class _____ Workshop _____ Other _____
Short course _____ Seminar _____
5. Proposed dates: _____
Proposed location: _____
Total number of instructional hours: _____
6. Number of CEU's recommended: _____
7. Criteria in determining satisfactory completion/evaluation procedure: _____
8. Name and affiliation of instructors (attach vita)
9. Comments: _____

APPROVAL RECOMMENDED: (After circulation)

Dean: _____ Date: _____
Associate Provost: _____ Date: _____

Approval granted for _____ Continuing Education Units
Director, Continuing Education: _____ Date: _____

PROPOSED STATEMENT
ON THE
CONTINUING EDUCATION UNIT

I. PURPOSE:

The Office of Continuing Education and Public Service proposes that Youngstown State University award the Continuing Education Unit (CEU) for those courses, workshops, seminars and conferences as described below and conducted through the Office of Continuing Education.

Specific objectives for the Continuing Education Unit are:

1. To systematize the recording and reporting system for participation in non-credit continuing education programs.
2. To provide a uniform system for accumulating quantitative data on participation in continuing education activities.
3. To permit the accumulation and updating of the continuing education record of an individual participant.
4. To encourage long-range educational goals and lifelong learning as a process of continuing education, while maintaining a professional career in a chosen field.
5. To make the pursuit of knowledge more attractive as a way of personal and professional development.

II. THE CONTINUING EDUCATION UNIT:

The Continuing Education Unit is to be used in determining the number of instructional contact hours in recording and reporting and in recognizing the participation by adults in programs which seldom in the past have been recorded in a systematic way or with any sense of permanence.

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

This Unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such Units over limited periods of time. The CEU may be computed for all formats and durations of continuing education programming wherever contact hours or their equivalence can be determined. Partial Units may be recorded as called for by taking advantage of the decimal nature of the system of measurement. (EXAMPLE: A 35-hour activity would provide 3.5 CEU's.)

III. AWARDING AND GRANTING OF UNITS:

The number of Units awarded will be determined by considering the number of contact hours in a formal learning situation connected with the program. Other delivery modes such as conferences, workshops and seminars are also intended to be included in this policy. For purposes of clarity, reference will be made to courses throughout this policy although the variety of delivery modes is intended to be encompassed.

A. The following applications of the CEU for Youngstown State University sponsored courses are offered as illustrations but should not be

considered as limitations in the use of the Unit:

1. Non-credit intensive courses, seminars or workshops in technical and professional areas (i.e., for engineers, nurses, dieticians, etc.).
2. In-service training courses on new techniques or in technical areas.
3. Courses offered in cooperation with technical, professional and industrial societies, designed to upgrade members in occupation or technical areas as partial completion for certification or licensing requirements.
4. Paraprofessional or subparaprofessional training courses.

5. Vocational training courses.
6. Courses directed at improving the quality of life and personal satisfaction and development of individuals.

B. The courses which will not be awarded the CEU are extracted from the Guidelines of the National Task Force on the Continuing Education Unit (1974) and are listed below:

1. Credit Programs. CEU are not to be computed or awarded for any program carrying academic credit, either secondary or collegiate.
2. High School Equivalency. Programs leading to high school equivalency certificates or diplomas do not qualify for the awarding of CEU.
3. Orientation Programs. Educational programs which deal with such internal topics as indoctrination in rights, benefits and responsibilities; organizational structure; on-the-job methods, processes or procedures; do not qualify for the awarding of CEU.
4. Committee Meetings. Committee activities do not qualify for the awarding of CEU.
5. Policy Assignments. Conferences, delegate assemblies, or similar meetings for policy-making purposes do not qualify for CEU.
6. Meetings and Conventions. Meetings and conventions of societies and associations do not qualify, per se, as continuing education. However, educational activities programmed independently and held concurrently with these meetings may meet the criteria for awarding CEU.
7. Mass Media Programs. Participation in programs delivered through the media (e.g., television, radio, newspapers) does not merit the award of CEU unless these presentations are an integral part of an educational program which qualified under these criteria and guidelines.
8. Entertainment and Recreation. Attendance at lecture series, cultural performances, entertainment or recreational meetings or activities, and participation in travel groups do not qualify for CEU unless these activities are an integral part of a larger educational program.

9. Work Experience. On-the-job training, apprenticeships and other work experiences do not qualify for the award of CEU unless structured as part of a planned educational experience which fulfills these program criteria.
 10. Individual Scholarship. The independent writing of articles or research reports or the presentation of papers outside a planned educational program does not qualify the individual for the award of CEU.
 11. Self-Directed Studies. Individual, self-directed studies or other forms of independent learning experiences which are not subject to later verification by testing for the acquisition of cognitive or affective skills do not qualify for the awarding of CEU.
 12. Association Membership and Certification Programs. Non-educational activities of associations and professional societies, which may otherwise be used to qualify for professional and occupational group membership or certification, are not eligible for the awarding of CEU. Examples of such activities include: (a) membership or service in a professional, occupational or other society or organization; (b) attendance at annual, periodic or special meetings, conventions, conferences, rallies and retreats; (c) writing or presentation of articles or research papers; (d) teaching or other program assignments; or (e) self-directed reading or study. However, organizations that choose to recognize these activities for purposes of membership or certification may do so by using their own "service," "professional," or other units of measurement separate and apart from CEU.
- C. The following questions are to be answered in the affirmative by the sponsoring academic department and school/college before the Continuing Education Unit can be awarded according to the procedure outlined in this policy.
1. Does the course meet the requirements of being an organized continuing education experience?
 2. Does the course have qualified instruction and direction to assure that the educational objectives will be fulfilled?
 3. Will a record of the Units awarded be of value to the participants?

IV. PROCEDURES:

The President will delegate the responsibility for awarding the Continuing Education Unit through the Office of the Associate Vice President for Public Services to the Office of Continuing Education.

The Office of Continuing Education will award the Continuing Education Unit upon receipt of formal recommendation from the academic dean of the school/college in which the sponsoring department is located (Each school/college shall establish a procedure providing for departmental review and comment to the academic dean of the school/college. A formal recommendation will be made by the academic dean of the school/college to the Director of Continuing Education and Public Service.) or upon the recommendation of the Director of Continuing Education and Public Service and the approval of the Associate Vice President for Public Services. The former procedure is to provide the primary review process where the University has an academic department offering credit courses in the content area of the proposed program, and the latter is to be used where an academic department does not offer such credit courses and where a professional association is seeking to award the CEU for University sponsored courses which meet the criteria set forth in this policy.

- A. In the case of school/college approval, a course with the endorsement of an academic department/school or college will be circulated to the Academic Vice President, the academic deans and department chairmen for their review and comment. If, ten working days after the initial circulation, no written objection has been received by the Director of Continuing Education and Public Service, the course will be submitted to the academic dean of the sponsoring school for approval; and upon receipt of same, the Office of Continuing Education will award the appropriate CEU hours to the course.
- B. In the case of a course with the endorsement of the Director of Continuing Education and Public Service and approval by the Associate Vice President for Public Services, the course will be circulated to the Academic Vice President, the academic deans and department chairmen for their review

and comment. If, ten working days after the initial circulation, no written objection has been received by the Director of Continuing Education and Public Service, the Office of Continuing Education will award the appropriate CEU hours to the course.

- C. If an objection is received in either of the above cases, the course proposal will be referred to the Senate Committee on Continuing Education, which will conduct appropriate hearings and make a recommendation to the University Senate.

The Office of Continuing Education is charged with the development of a manual and forms for implementing the award and recording of the CEU at Youngstown State University.

The standards as set forth in this policy and by the Guidelines of the National Task Force on the Continuing Education Unit (1974) shall guide the awarding of the Continuing Education Unit unless modified by Senate action and approved by the University administration.

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

Date April 15, 1983

Report Number (For Senate Use Only)

823-23

Name of Committee Submitting Report Student Academic Affairs Committee

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

appointed chartered

Names of Committee members: R. Campbell, F. Feitler, T. Leonardi, C. Malley, C. McBriarty, K. Organ, A. Pierce (liaison), V. Richley, J. Ritter, M. Shutes, H. Warren

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Adoption of attached proposal for unconditional admission.


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

If so, state the motion: I move for adoption of the attached proposal

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

Other relevant data: _____

- Re-submitted as unfinished business, -
- 1 June 1983 -
-



Chairman (please initial)

**denotes editorial change

PROPOSAL FOR UNCONDITIONAL ADMISSION

Those students graduating from high school after September, 1985, desiring to pursue a baccalaureate program at Youngstown State University will be granted admission on an unconditional basis upon satisfactory completion of a course of study at the secondary level that includes the following courses:

4 units of English; with emphasis on composition

3 units of Mathematics; specifically Algebra I and II, and Plane Geometry

2 units of Science; including at least one unit of Biology, Chemistry, or Physics. One unit should be a laboratory course

2 units of Social Science; specifically including one unit of U.S. History and one-half unit of U.S. Government

1 unit of Fine and Performing Arts; specifically from the areas of music, art, or drama

Admission to certain programs may require specific levels of performance in the above areas.

Ohio residents who have graduated from high school without completing all of the above program will be admitted on the condition that their course of study includes prescribed courses aimed at correcting any deficiencies. A student admitted with deficiencies should realize that such courses may not count as credit toward fulfilling the baccalaureate requirements.

Rationale for the Recommendation

The above requirements are made in order that a student desiring to pursue a course of study leading to the baccalaureate degree at this university may be alerted to the preparation deemed desirable and necessary to increase his/her likelihood of success in such pursuit.

— Re-submitted as unfinished business, —
 — 1 June 1983 —
 — —

Procedure for Overcoming Deficiencies

The college preparatory curriculum prescribed for unconditional admission includes courses determined to be necessary to succeed in college-level study as well as courses determined to be necessary as an intrinsic part of one's total education. Methods used to correct the deficiencies and the determination of whether credit towards the baccalaureate degree will be earned in the process will vary with the corresponding deficiency as follows:

****English:** All students will be tested for their competency in reading and writing. Regardless of whether or not students have completed 4 units of English, students will be required to take a developmental class or classes if they do not achieve minimum competency on the English Placement Test for entrance into regular sections.

Mathematics: Three units of mathematics are considered essential. Credit for Math 500 (in lieu of one unit of Algebra) and credit for Math 501 (in lieu of Geometry) will be in excess of the minimum required for the baccalaureate degree while credit for Math 502 (in lieu of Algebra II) will be applicable towards the baccalaureate.

Social Studies and Science: For each unit of deficiency, a course in the proper area will have to be completed. The consequence of this is that the particular general requirement area will be increased to the extent of the deficiency and while credit is given towards the baccalaureate, the student's choice and availability of electives in his/her total program will be diminished.

Fine and Performing Arts: For a unit of deficiency in the fine and performing arts area, any recommended course or courses in theatre, art, or music offered for three or more quarter hours of credit may be taken.

Implementation

While a student is in the process of correcting his/her deficiencies in order to attain unconditional status, the following procedures and guidelines will be in effect:

1. Advisors' signatures will be required on all advisement and add/drop forms.
2. The student must register for at least one course aimed at removing a deficiency each quarter until reaching unconditional status.
- **3. The student is expected to achieve unconditional status within the first 90 q.h. No upper division courses, except those aimed at removing deficiencies, can be taken until unconditional status is achieved.

— Re-submitted as unfinished business, —
— 1 June 1983 —

Addendum

The academic senate is requested to establish an ad hoc committee to investigate the possible burdens, or, disparate effects that may be created because of the institution of this policy.

Re-submitted as unfinished business,
1 June 1983