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JAN 26 1984

OFFICE OF THE PROVOST

GILLIS, BERNARD T.

OFFICE OF THE PROVOST

ACADEMIC SENATE MINUTES

January 11, 1984

CALL TO ORDER

Chairman Larry Esterly called the meeting of the Academic Senate to order after establishing that a quorum was present.

APPROVAL OF MINUTES OF DECEMBER 7, 1983

Minutes were approved as distributed.

REPORT OF CHARTER AND BYLAWS COMMITTEE

William Jenkins reported. Mr. Jenkins moved the adoption of a new section, Section Seven, to Bylaw Ten. Section Seven reads "A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate, proceeding to be followed will be as specified in Roberts' Rules of Order." A roll call vote will be taken at the request of twenty Senators. (Agenda item: 823-30)

Motion seconded, with no discussion, MOTION CARRIED.

Mr. Jenkins also reported that until the committee proposes a motion or recommendation, and subsequently adopts it, as to the respective charges of the Academic Standards and Events Committee and the Student Academic Affairs Committee, questions regarding admission policy will remain the responsibility of the Student Academic Affairs Committee.

REPORT OF SENATE EXECUTIVE COMMITTEE

Larry Esterly reported. The next Senate meeting will be Wednesday, February 1, 1984, 4 p.m., Arts/Sciences Auditorium. An extension of the SEC report was given by Dr. Neil Humphrey, Acting President. Dr. Humphrey commented on the draft of the "Long Range Facilities Development Plan" and urged attendance at the meeting of Thursday, January 12, 4 p.m., Arts/Sciences Auditorium, which would enable members of the University to voice their opinions concerning the draft plan with Fleischman Architects, Inc. (See attached report)

REPORT OF ELECTIONS AND BALLOTING COMMITTEE

No report given.

Senate Minutes
January 11, 1984

REPORT OF CURRICULUM DIVISION, ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

L. Allen Viehmeyer reported. Approval of curriculum proposals, 84-5, 84-6, 84-18, 84-19 through 84-21, 84-23 through 84-35. Dr. Viehmeyer also noted that the curriculum proposal form has been reprinted, and there is a new accompanying cover sheet, "Senate Approved Policies on Course Prerequisites and Cross-Listings." All new course proposals for Fall, 1984, must be submitted no later than March 21, 1984.

REPORT OF ACADEMIC PLANNING COMMITTEE

Informational report by Ralph Crum. The committee is currently revising the Academic Master Plan; the revised plan will be brought before the Senate later this academic year.

REPORT OF ACADEMIC STANDARDS AND EVENTS COMMITTEE

Informational report by Esterly for Peter von Ostwalden. The committee hopes to have the general requirements report available for distribution to Senate members so that discussion on the report may take place at the February Senate meeting.

REPORT OF COMPUTER SERVICES COMMITTEE

Informational report by James LaLumia. The committee's current concerns are development of a policy regarding micro-computers, in which the establishment of an information center for consultation on the purchase, maintenance, and repair of micro-computer software and hardware is being considered, and faculty rights to software programs developed, in which there is some uncertainty regarding faculty rights to market software which is developed at the University. A proposal will be forthcoming from the committee later this academic year. (See attached report)

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MEETING ADJOURNED

Academic Senate Report
Wednesday, January 11, 1984
Report by Dr. Humphrey

Over five years ago the need to reexamine the 1970 facility master plan was recognized. There was, however, recognition of the desirability of reviewing the academic plan first in order that facility planners would have the advantage of knowing what the University's assumptions were concerning its academic programs for the next ten years or so. That sounds logical, doesn't it? You might be surprised, however, how many university facility plans are started or even completed without referencing an academic master plan.

Work on the academic plan proceeded slowly and, as you know, it wasn't until last year that a document reached the Academic Senate and the Board of Trustees. While this work was underway a decision was reached to also do a Strategic Plan which would outline assumptions concerning enrollment, staffing patterns, and -- in broad terms -- financial assumptions. The Strategic Plan was adopted by the Board of Trustees. The Academic Plan was recognized by both the Academic Senate and the Board of Trustees as "The principal basis for a continuing cycle of academic planning".

As these two planning tools were being finalized the University entered into a contract with Richard Fleischman Architects, Inc. of Cleveland to do a facilities plan. The consulting team, in addition to Mr. Fleischman and his staff, included professionals from (1) Perkins & Will, A Chicago-based architectural firm; (2) the Academy for Educational Development and Educational Facilities Laboratories of New York City; and (3) the Youngstown Engineering and Architectural Firm of Mosure and Syrakis Co. This group of consultants has been at work for the past ten months or so and have now issued a draft report.

That draft report has been given wide circulation on campus and has been made available to various persons and groups off campus. For example: (1) there is a Community Advisory Committee on Campus Master Plan Revision, appointed by President Coffelt, which is reviewing this draft; and (2) Mayor Pat Ungaro, several members of his administration, and the Youngstown City Council are reviewing the draft. Both groups will make their reactions known to the consultants. Also, individuals have been placed on notice, by way of advertisements in the Warren Tribune and the Youngstown Vindicator, that copies are available in Maag Library for review and members of the public could contact the consultants.

The idea is to provide the consultants with as much reaction as possible before they finalize their report. The draft in its present form is neither endorsed nor opposed by the YSU administration. The consultants' final report will go to the Board of Trustees at its February 3 meeting. The recommendation of the administration at that time will be that the Board accept the consultants' report for further study and that the Board then review the report with the administration's assistance, and adopt or reject the major recommendations. The end result will be a plan which should guide the University's facility use and development for the next 10 to 15 years.

COMPUTER SERVICES COMMITTEE REPORT

by
Jim LaLumia

The committee charge: "shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of the facilities of the Computer Center.

Current Committee Concerns:

Development of a policy regarding micro-computers. The draft policy which we are currently working on calls for the establishment of an information center to be established for consultation on the purchase, maintenance, and repair of micro-computer software and hardware.

Consultation should address the reliability of the potential purchase, the compatibility, when appropriate, of the potential purchase with existing equipment and software, and sources of on-campus maintenance service for potential purchases.

Such an information center should be charged with maintaining a list of all micro-computing equipment on campus, all micro equipment which could be repaired on campus, and a list of all micro equipment which could be supported, exclusive of on-campus repair. The center would be expected to expand these lists as new hardware and software is obtained or found to be supportable.

Potential purchasers of micro-computers or software would be encouraged to consult with the information center before purchasing. Results of consultation would not prohibit the purchase of equipment or software. Purchases made without consultation but which appear on the list of supportable equipment would be supported by on-campus resources. Purchases of equipment or software not supportable through resources already available on-campus would require that the purchaser provide support.

Faculty rights to software programs developed. There is some uncertainty regarding faculty rights to market software developed at the University. We are seeking to clarify the matter.

Senate Roster

Lynnea Peterson

Jarry Esterly

Jay N. Alderman

Daniel Seehorn

Ralph G. Conn

Winnis Beringer

R. Honey Mount.

Clem Lemke Mount.

MERVIN KOLTA MGT.

P. G. Singler - Geology

Tom Cook - Physics

Larry Salonen - English

Tracie Murphy - English

JAMES KOHUT

Maureen Vendemia, A.H.

Barry J. Bates - Criminal Justice

Tom Bobbitt - Chemistry

George J. Seelen - History

John R. White

John Manton

Roy Brom

Mike Kuss

Gene Daly

M. Dean Hoop

Ed. Sargis Dana

Dee Berg "

L. S. Roberts Hist

Earl Eugene Emmsky

Agnes M. Smith

Frank Krygowski

W. Barseh

Juan De Giulio

Robert J. J. Giulio

David P. Ruggles

Edward B. Tokar

Michael Getland

Maureen Pateman

Christopher J. Sweepney

William R. W. Fran

V. H. Kichley

Fred C. Feltch

Linda Tubbs

JAMES DOUGLASS

David C. Hendray

Lynn D. Hemminger

Janice Elias

Allen Velmer

Quay A. Root

David Robinson

Karen Kharuzel

James R. Johnson

John Bates

John Byrne Math

Lowell J. Stacie - History

John H. Canha
D. Flowerlin, Engin
Munn, Elec Engin

James J. Aook Student Rep-at-Lacy o

Maxwell E. Brien

Tom Rossi

Walt P. Friday

Pat Fire

Krusty Organ

Jared Alam, Civil Engg.

Byzowrak, A+S

Paul Peter Biol.

Lauren Schweder Biol

Jess Kuzilys, Found. Eds

Charles McQuinty, Admin.

Robert Campbell, CAST

Sally M. Hatchkise

Clarence A. Moore

William

W. Sutton

D. Gill

INTER-OFFICE CORRESPONDENCE

*chr*TO Members, The Academic SenateDATE 5 January 1984FROM Larry Esterly, Chairman*Larry Esterly*SUBJECT: Meeting of the Academic Senate
Wednesday, 11 January 1984
4 p.m.
Arts/Sciences Building Auditorium

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OFFICE OF THE PROVOST

In addition to those items indicated on the Agenda for the meeting of 11 January, and as an extension of the report of the Senate Executive Committee, Dr. Neil Humphrey, Acting President, will comment on the "Final Report/Second Draft" of the YSU Long Range Facilities Development Plan. Copies of this report have been forwarded to all Faculty Senators, and, additionally, are available at the General Circulation Desk of Maag Library, Student Government Offices, and at my office, #301, Arts/Sciences Office Building. It is hoped that Senators will have had time to review the submitted report prior to the Senate meeting on Wednesday and the Thursday, 12 January, meeting scheduled by Dr. Humphrey (4 p.m., Arts/Sciences Auditorium) for specific purposes of providing "a final opportunity for input prior to preparation of a final report". Dr. Humphrey will also comment on the relationship between the Long Range Facilities Development Plan and the current revision of the Academic Master Plan. The latter revision is, of course, of particular concern to the Academic Senate and the Academic Planning Committee of the Senate.

INTER-OFFICE CORRESPONDENCE

JAN 1 1984

TO Dr. Neil Humphrey, Office of the PresidentDATE 12 January 1984FROM Larry E. Esterly, Chairman, The Academic Senate*L. E. Esterly*

SUBJECT: Summary of the meeting of the Academic Senate, 11 January 1984

AGENDA ITEM

(Corresponds to numbering of agenda items on circulated Agenda)

1. Call to order; quorum present.
2. Approval of Minutes of Academic Senate of 7 December 1983.
3. Charter and Bylaws Committee: Report by William Jenkins. Jenkins moved the adoption of an addition to Section Seven of Bylaw Ten to provide for roll call votes to be taken at Senate meetings, at the request of twenty Senators. Motion carried. Jenkins reported that until a change would be proposed, and subsequently adopted, as to the respective charges of the Academic Standards and Events Committee and the Student Academic Affairs Committee, questions of admission policy remain with the latter committee; Student Academic Affairs Committee. (Agenda item 823-30)
4. Senate Executive Committee: Report by Larry Esterly. Esterly announced that the next Senate meeting would be Wednesday, February 1st, 4 p.m., Arts/Sciences Building Auditorium. As an extension of the SEC report Dr. Neil Humphrey, Acting President, commented on the draft of the "Long Range Facilities Development Plan". Dr. Humphrey urged attendance at the meeting of Thursday, 12 January, 4 p.m., Arts/Sciences Auditorium, which provides an opportunity for members of the University community to register their views on the draft plan with Fleischman Architects, Inc.
5. Elections and Balloting Committee: No report.
6. Curriculum Division, Academic Programs and Curriculum Committee: Report by L. Allen Viehmeyer. Approval of curriculum proposals, 84-5, 84-6, 84-18, 84-19 through 84-21, 84-23 through 84-35. Viehmeyer also called attention to new curriculum proposal forms and a new accompanying cover sheet, "Senate Approved Policies on Course Prerequisites and Cross-listings". (Agenda item 823-3)

Academic Planning Committee: Informational report by Ralph Crum. Crum noted that the committee was currently at work on revisions of the Academic Master Plan, and that the revised plan would be brought before Senate later this academic year. Crum solicited faculty input.

Academic Standards and Events Committee: Informational report given by Esterly for Peter von Ostwalden. The committee hopes to have the general requirements report available for distribution to Senate members so that discussion on the report may take place at the February Senate meeting.

6. Computer Services Committee: Informational report by James LaLumia. LaLumia indicated that the committee is at work on several policy questions chief among which is a proposed policy for acquisition of microcomputer hard and software. LaLumia invited faculty input, and noted that a proposal from the committee would be forthcoming later this academic year.
7. Unfinished Business. None.
8. New Business: None.
9. Adjournment.

cc: Dr. Bernard Gillis, Provost
Ms. Cynthia Peterson, Secretary to the Academic Senate

INTER-OFFICE CORRESPONDENCE

TO Professional/Administrative Staff

DATE 1-9-84

FROM Sally M. Hotchkiss, Associate Provost and Dean of Graduate Studies *Sally M. Hotchkiss*

SUBJECT Proposed Consulting Policy

In light of the comments received on the initial draft of the proposed policy governing consulting by professional/administrative staff members, a second draft has been prepared and is being distributed herewith for your response.

Because this matter is to come up in the appropriate committee of the Board of Trustees on January 17, I should appreciate receiving your comments and suggestions no later than Thursday, January 12.

Thank you for your help on this.

Enclosure

DUCEY, CAROL E.

UNIVERSITY LIBRARY

Second Draft: Policy on Consulting

"Consulting" by University Professional/Administrative staff is the providing of professional advice or service for pay to some individual or entity other than the University. It is recognized that some consulting activities may be mutually beneficial to the staff member and to the University, through giving the individual professionally enriching experience and the University the enhanced services of the staff member and favorable publicity and visibility. Further, each staff member has the right to consult, so long as consulting activities do not interfere with the performance of his or her University duties, and so long as the consulting does not involve a conflict of interest.

For a trial period of one year, the following guidelines shall be in effect:

1. A Professional/Administrative staff member may engage in consulting activities
 - a. outside normal working hours;
 - b. when the individual is on vacation or approved leave, other than sick leave, from the University; and
 - c. in exceptional circumstances, at other times for which the staff member has obtained prior, specific approval from the appropriate Principal Administrative Officer,provided that the aggregate amount of consulting time is held below the level which would interfere with the individual's University responsibilities;
2. Consulting activities may involve the use of Maag Library holdings. Other University facilities, supplies, equipment, or other resources may be utilized in consulting activities only if prior arrangements, including reimbursement to the University for the use of such resources, are made with the appropriate Principal Administrative Officer and agreed to in writing by both parties; and
3. Consulting activities should not include services normally provided by the University as a part of its usual operation, particularly when the consultant makes the decision to provide the service as an independent contractor rather than through normal operations of the University.

Finally, it is acknowledged that potential conflict of interest as it applies to public-sector staff members is a complex and sensitive issue; a University staff member who has questions about the propriety of extramural activities for pay is advised to seek the counsel of his or her Principal Administrative Officer.

Throughout the one-year trial period, the relevant Principal Administrative Officer will carefully monitor, record, and report the extent of each Professional/Administrative staff member's consulting activities.