

GILLIS, BERNARD T.

OFFICE OF THE PROVOST

RECEIVED

SEP 10 1984

OFFICE OF THE PROVOST

ACADEMIC SENATE MINUTES

June 6, 1984

See minutes

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 MAY 2, 1984

Minutes were approved as distributed.

REPORT OF CHARTER AND BY-LAWS COMMITTEE

No report.

REPORT OF SENATE EXECUTIVE COMMITTEE

Larry Esterly reported that the committee met on May 29 and completed work on faculty assignments to the Charter Committees and Subcommittees of the Senate. For the 1984-85 Academic year, a list of these appointments will be included in the minutes. The committee is also forwarding a list of faculty names to President Humphrey for consideration in appointing faculty members to serve on various administrative and advisory Boards/Committees. These names will also be included with the minutes. All faculty members recommended or appointed will receive a letter of appointment for notification and recommendation.

The committee has appointed Syretha Cooper for a three-year term, beginning May, 1984, to the Kilcawley Board. She will join Ajit Kumar and James Richards, who is serving the remaining term of Daniel O'Neill.

The committee forwarded the following names to the President's office for his consideration in appointing one Faculty Representative for Youngstown State University to NCAA:

Frederick Blue, History Department
Paul Peterson, Biological Sciences Department
Thomas Rakestraw, Management Department

The Fall Senate meeting for the 1984-85 Academic year will be held on Wednesday, October 3, 1984, at 4 p.m., Arts & Sciences Auditorium.

Esterly moved the senate accept a resolution regarding Dr. John Coffelt's resignation. (See attached Resolution) Motion was seconded. Motion carried.

A moment of silent reflection was observed in memory of Dr. Robert DiGiulio, who died on May 9, 1984.

REPORT OF ELECTIONS AND BALLOTING COMMITTEE

Larry Esterly reported. A list of the 1984-85 Academic Senate members will be issued sometime during the summer.

REPORT OF CURRICULUM DIVISION, ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

L. Allen Viehmeyer reported. (Agenda Item 834-19) Viehmeyer gave a brief report of the committee's endeavors for the past year. He moved that the statement "If one quarter of the course is prerequisite to another, it is so designated" be stricken from the paragraph on page 49 of the 1983-84 Y.S.U. Bulletin. Motion seconded. Motion carried.

REPORT OF PROGRAMS DIVISION, ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

Frank Castronovo reported. (Agenda Item 834-20) Castronovo moved that the senate support the establishment of the major in Telecommunication Studies as described.

Motion was seconded with the following discussion:

Virginia Phillips presented a brief statement regarding the narrow scope of the proposed major. (see attached memorandum)

George Sutton expressed a concern regarding the majority of courses required would be taken in the lower division.

Fred Owens commented on the term "Telecommunications". He explained Y.S.U.'s focus in how people communicate with one another from the perspective of traditional radio and television, which excludes data processing and office information management.

Joseph Kirschner moved to add: "Radio and Television" after the words "Telecommunications Studies" wherever they appear.

Motion was seconded with the following discussion:

Bernard Gillis commented that there would be an opportunity for the senate to consider name changes at a later date. He saw no reason for the name expansion now.

With no further discussion, the main motion for senate approval of the major in telecommunications was brought to question. Motion carried.

Castronovo moved to accept the newly proposed Bachelor of Fine Arts Degree in Studio Art (Art Education) with the following editorial change: The special note at the bottom of the page would read, "Health and Physical Education Activity courses at the 500 level in excess of the three (3) quarter hours required are not applicable towards the total 196 q.h. needed to graduate." (agenda item 834-21) Motion seconded. Motion carried.

Castronovo moved for Senate approval of the proposed two-track major in Retailing: Fashion and Interiors, created by the Home Economics and Marketing Departments. (Agenda Item 834-22) Motion seconded. Motion carried.

In reference to the brief information listing on Page 15 of the Agenda, Dean Richley asked if those items listed (84-2 - 84-10) were the only ones submitted for consideration because all of them were from the College of Applied Science and Technology. Castronovo responded that it was the responsibility of the individual departments to make or submit the changes.

REPORT OF CONTINUING EDUCATION SUBCOMMITTEE

Sanford Hotchkiss reported for David Stephens (Agenda item 834-23) Hotchkiss moved that the senate accept the report of the committee. Motion was seconded. Motion carried.

A brief informational report of the Student Academic Affairs Committee, though not listed on the agenda, was given by Fred Feitler. Feitler reported that the committee is postponing a decision on the action of admission of out-of-state students due to arisen objections and questions. He also reported that a motion regarding the use of the tape recorders in class will be presented in the Fall.

UNFINISHED BUSINESS

REPORT OF COMPUTER SERVICES COMMITTEE

James Lalumia reported. (Agenda item 834-24) Lalumia asked that the previous motion be removed from consideration and, with no objection, asked for senate approval of the newly proposed Micro-computer Devices policy. Motion was seconded, with the following discussion:

Sally Hotchkiss suggested rewording the policy to clarify the intent of purchasing with university money. She moved to amend the first paragraph, adding the following words after the second comma: which are purchased with university monies and ' Motion seconded. Motion carried.

Further discussion on the main motion as amended included:

Phil Munro asked who was the person to be consulted regarding the purchases and who could block the purchases. He made a motion to recommit the policy to the committee due to the continuing confusion. Motion was seconded, with the the following discussion:

Bernard Gillis recommended not to send it back to committee because of its parallel conformity with the Computer Advisory Committee to make them both operative.

Victor Richley also recommended not sending it back because the proposed policy will act as a catalyst in establishing at least some kind of information or maintenance center.

Motion to recommit -- Failed.

Howard Mettee moved to amend the last sentence of part three to read: "However, the university will not be obliged to provide support for purchases not recommended."

Motion to amend was seconded, with the following discussion:

Lauren Schroeder asked if the new wording implied that all purchases by the university would be obliged to get the support of the center.

Mettee explained that the rewording should be interpreted to mean that an individual may seek university support for a device not recommended by a committee, but that the university would only go as far as purchasing the equipment. The university would not, however, be obliged to continue support in terms of maintenance.

Richard Jones offered to clarify the question of support by adding the word "continued" before support, which would definitely imply subsequent support.

The proposed amendment with the editorial change then read: "However, the university will not be obliged to provide continued support for purchases not recommended."

Continued discussion included:

Ted Slawewski suggested that the word "purchases" be changed to "acquisitions" to include all possibilities of acquiring equipment.

Gillis explained the difference between the words. Acquisitions could refer to gifts whose policies would not apply to the university senate's policy, whereas purchases made with university money would.

Mettee commented that the wording as proposed allows the possibility that the university would support those recommended purchases as well as those which are not, giving the university freedom to discern which purchases are wise and which ones are not.

Motion to amend carried.

Further discussion on the main motion included:

Duane Rost moved that a fourth point be added to the policy, worded as follows: 4. The Computer Center is requested to more actively provide interfacing of micro-computers to the main frame.

Motion was seconded. Motion to amend -- Failed.

Further discussion on the main motion as amended included:

Lauren Schroeder moved that in Item 3, the last two sentences should be deleted, and that in Line 4 after "Department", the words "Department Chariman" should be added.

Phil Munro commented in favor of Schroeder's motion. He stated that with the amendment the consultation would be forced, and the purchase would not necessarily occur. The purchase would, however, still require a Dean or Department Chairman's signature on the purchase order.

Lalumia responded that deleting the last two sentences would leave no provision regarding the purchaser's responsibility.

Mettee commented that if the last two sentences are deleted, then the individual who gets a recommendation will feel that he is just as much entitled to support as the person who bought from the recommended vendor. He feels that these two parties are not equal in their strengths and argumentation, and he considers this an unfair expectation.

Motion to amend -- Failed.

Main motion as amended -- Carried.

REPORT OF ACADEMIC STANDARDS AND EVENTS COMMITTEE

Peter Von Ostwalden reported. (Agenda items 834-17 (a) and 834-18 (b)). Von Ostwalden moved the following:

Motion (a)

A student may not change registration from audit to credit status or from credit to audit status after the last day to add a class. The implementation date is set for Fall Quarter 1984. Motion seconded.
Motion Carried.

Motion (b)

An audit entry grade is given to those students who have met the audit attendance requirement determined by the instructor. Failure to meet the attendance requirement will result in a grade of AU crossed out and replaced with a W.

Janet Delbene moved the following amendment. "An audit entry grade is given to those students who have met the audit attendance requirement or other requirements determined by the instructor as listed on the syllabus. Failure to meet the attendance requirement will result in a grade of AU crossed out and replaced with a W.

Vote on motion as amended -- Failed.

Vote on main motion -- Carried.

Senate adjourned.

PROPOSED RESOLUTION, SENATE EXECUTIVE COMMITTEE, 6 June 1984

The Academic Senate of Youngstown State University notes with regret the resignation, for reasons of health, of Dr. John Coffelt from the presidency of Youngstown State University. Dr. Coffelt has served the university with dedication and visible accomplishment for a period of more than ten years. Members of the Academic Senate express their sincere hope for the full restoration of the health of Dr. Coffelt; and, as well, extend best wishes to both John and Ann Coffelt for a most satisfying retirement.

If adopted, the proposed resolution will be conveyed to Dr. and Mrs. Coffelt by letter by the chairman of the Academic Senate.

TO: Senate Members

SUBJECT: Proposed Major in Telecommunications Studies

FROM: V. Phillips, B.E.T.

DATE: June 4, 1984

Before the Senate supports the proposed establishment of a major in Telecommunications Studies, Senators should be aware of some trends and related issues in telecommunications. There is no personal objection to the curriculum; however, an examination of the proposed courses for the curriculum reveals that the Department of Speech Communications and Theatre is using a definition of telecommunications that is narrow in scope; in fact, the curriculum appears to be limited to the Radio and T.V. Broadcasting aspects of telecommunications.

Data Pro, a service that devotes itself to evaluating new technical developments, defines telecommunications as the use of telephone, teletype, telegraph, radio or T.V. facilities to transmit information, either directly or via computer. This definition is fairly consistent with the dictionary definition. The data communications and computer-related aspects of telecommunications have been gaining increased prominence in recent years.

For example:

Administrative Management features a monthly column on Telecommunications which covers data communications, networking, and telephone services. MIS Week consistently identifies telecommunications as an important component of the MIS market. The Association of Information Professionals (in addition to several other major information-related organizations) is using Telecommunications, Data Communications, and Networking as this year's theme.

A recently announced list of requested MIS-related texts includes Telecommunications/Networks as a needed area.

Business Week ran an article, "Telecommunications: The Global Battle" in the special report section of the October 24, 1983, issue (p. 126). The article dealt exclusively with the telephone and data communications industries.

The May 15, 1984, issue of Datamation (p. 213) included an article stressing the need for telecommunications literacy and

listing eight characteristics of a person literate in telecommunications. Radio and T.V. broadcasting were conspicuously absent from the list. Telephone and computer communication services were, however, prominent on the list.

An article titled, "Telecommunications: An Emerging Art", appeared in the March issue of Datamation (p. 12). This article cited a recent research project that identified consolidation of voice, data, and image transmission as important telecommunication's management issues. The need to integrate data communications, data processing, and office automation under one corporate information function was stressed. Some firms already have identified telecommunications as a function on the organization chart; i.e., Tiger International and Mobil Oil.

At a recent Information Systems seminar (San Francisco, June, 1983), it was projected that a new corporate organization chart would become fairly common that would include a Director of Telecommunications who would report to the Vice President of Information Systems who, in turn, would report to the C.E.O.

A recent publication reported that a prominent New York University is developing a major in telecommunications. The thrust of this major is in the areas of data communications, computers, and telephone services with an emphasis on managing the telecommunication needs of an organization.

As stated in the justification for the program, there is a growing need for telecommunications professionals; however, given the seeming dual meaning attributed to the term "telecommunications," the following questions should be addressed.

1. What percentage of the projected growth is in radio and T.V. broadcasting and what percentage is in the data communications/computer/telephone segment of the industry?
2. Will students be misled by the designation of a Radio-T.V. Broadcasting major as a telecommunications major?
3. Will the establishment of this major preclude a department or several departments from offering a telecommunications major addressing the need to train individuals who have the capability to manage this function in the organization? This is a pressing issue as the IAASTS Building will present a unique opportunity for the development of this type of major.

If, given this information, the Senate supports the proposed major with its current designated title, it is respectfully requested that it also recognize the broader connotation and usage of the term "telecommunications" and affirm that the approval of this major will not preclude the future development of a major in telecommunications services and/or telecommunications management.

ARTS AND SCIENCES

William Binning
John Buoni
Dan DiGiulio
Tom Dobbelstein
E. E. Eminhizer
Stephen Graf
Lyn Hemminger
William Jenkins
Taghi Kermani
Ikram Khawaja
John Manton
Paul Peterson
Gary Salvner
Ronald Tabak
Allen Viehmever

WB
JB
DD
TD
EE
SG
LH
WJ
TK
IK
JM
PP
GS
RT
AV

At Large:

Everette Abram
George Beelen
Janet Del Bene
Leslie Domonkos
Hugh Earnhart
Larry Esterly
Howard Mettee
Gratia Murphy
Sidney Roberts
Well Satre
Lauren Schroeder
Charles Singler
Agnes Smith
Anthony Stocks
Christopher Sweeney
John White

EA
GB
JD
LD
HE
LE
HM
GM
SR
WS
LS
AS
AS
CS
AW

BUSINESS ADMINISTRATION

Dennis Bensinger
Donald Hovey
Melvin Mamula
Phyllis Stoll

DB
DH
MM
PS

At Large:

James H. Daly
E. Terry Deiderick
Mervin Kohn
Clement Psenicka

JD
ED
CK
CP

SCHOOL OF EDUCATION

Robert DiGiulio
Fred Feitler
Joseph Kirschner
Robert Nickelsburg
Gloria Tribble

RD
FF
JK
RN
GT

At Large:

M. Dean Hoops
Edward Tokar

MD
ET

SCHOOL OF ENGINEERING

Javad Alam
Duane Rost
T. K. Slaweki
Robert Sorokach
Daniel Suchora

JA
DR
TK
RS
DS

At Large:

Richard Jones
Phil Munro

RJ
PM

FINE & PERFORMING ARTS

James LaLumia
Edward Largent
Jaroslav Ryska

LL
EL
RR

At Large:

Donald Byo
Frank Castronovo
Michael Gelfand
David Robinson

DB
FC
MG
DR

ADMINISTRATION

Taylor Alderman
William O. Barsch
H. Robert Dodge
James Douglass
David Genaway
Bernard T. Gillis
Sally M. Hotchkiss
Charles McBriarty
David McBride
William R. McGraw
Victor A. Richley
David Ruggles
James A. Scriven
George E. Sutton
Bernard J. Yozwiak

TA
WB
HR
JD
DG
BG
BT
SH
CM
DM
WR
VR
DR
JS
GS
BS

STUDENT MEMBERS

Walter Avdey
Michele Blum
Sonia Ciccone
James Dunn
Patrick Duricy
Patrick Fire
Elaine Getsey
Beth Hildebrand
Jim L. Hook
Clarence Moore
Kristy Organ
Cathe Pavlov
Tony Rossi
Maria Spagnola
Michael Teolis

WA
MB
SC
JD
PD
PF
EG
BH
JL
CM
KO
TR
MS
MT

APPLIED SCIENCE & TECHNOLOGY

Diane Bateman
Janice Elias
James Kohut
Francis Krygowski
Bari Lateef
Maureen Vendemia

DB
JE
JK
FK
BL
MV

At Large:

Robert Campbell
Cynthia Peterson
John Russo
John Yemma

RC
CP
JR
JY

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

April 17, 1984

Report Number (For Senate Use Only)

Name of Committee Submitting Report Academic Standards and Events Committee

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

Appointed Chartered.

Names of Committee members: M. Braden, H. Earnhart, S. Guzell, J. Hassell, D. Henneman, P. Munro, D. Rost (ex-officio), W. McGraw, J. Scriven, A. Stocks, C. Duff, P. Dukes and P. von Ostwalden (chairman).

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) For some time, the A.S. & E. Committee has heard faculty concerns over the apparent abuse of the Audit (AU) grade. After consideration of the interests of students and faculty, the Committee proposes motions A and B with the intention of preserving the spirit of the Audit option, while preventing further abuse.

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

If so, state the motion: B. An Audit (AU) entry (grade) is given to those students who have met an audit attendance requirement determined by the instructor. Failure to meet the attendance requirement will result in an administrative change of the AU to AU W.

the assignment of an AU W.

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:

Chairman

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

Date April 17, 1984

Report Number (For Senate Use Only) _____

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

Appointed Chartered

Names of Committee members: M. Braden, H. Earnhart, S. Guzell, J. Hassell, D. Henneman, P. Munro, D. Rost (ex-officio), W. McGraw, J. Scriven, A. Stocks, C. Duff, P. Dukes and P. von Ostwalden (chairman).

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

If so, state the motion: A. A student may not change registration from Audit (AU) to Credit (CR) status, or from Credit to Audit status, after the last day to add a class. The implementation date is set for Fall Quarter 1984.

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: ~~Failure to pass motion A will make motion B untenable~~

Chairman

JUN 1 1984

INTER-OFFICE CORRESPONDENCE

OFFICE OF THE PROVOST

TO Dr. Bernard T. Gillis, ProvostDATE 5/31/84FROM *DS* David Stephens, Chairman, Continuing Education Subcommittee

SUBJECT SUBCOMMITTEE RECOMMENDATIONS

During the year the Subcommittee on Continuing Education has been reviewing the Standard Operating Procedures of the Office of Continuing Education. As a result of that review, the enclosed recommended policies changes will be submitted to the Senate on June 6.

The Subcommittee has directed that I forward, for your information, a copy of its recommendations on compensation (please see enclosure 2). This statement is not included in the submission to the Senate. It has been developed using current levels of compensation for limited service faculty. If limited service rates increase significantly, careful consideration should be given to the impact on the cost of delivering Continuing Education Programs.

Enclosure 1

As a part of its review of the policies in place for the Office of Continuing Education, the Sub-Committee on Continuing Education reviewed the Office of Continuing Education:

1. Mission Statement
2. Objectives
3. Funding
4. Withdrawal/Refund Policies for Courses/Workshops
5. Instructor Compensation

In 1969, the Senate adopted a Statement of Operations for the Department of Continuing Education which was a unit in the Technical and Community College, reporting to the dean of the Technical and Community College. That document outlined:

1. Function and Objectives of the Department of Continuing Education
2. Services Available from the Department of Continuing Education
3. Administrative Procedures for the Department of Continuing Education
 - A. Classroom and Auditorium Reservation
 - B. Faculty Services
 - C. Budgets
 - D. General Assignments
 - E. Fees - Withdrawal and Refund
 - F. Textbooks
 - G. Admission and Enrollment Procedures for Continuing Education
 - H. Certificates in Continuing Education

In 1974, the Department of Continuing Education was transferred to the Office of the Vice President for Academic Affairs as an administrative unit in the academic sector operating under the basic guidelines set forth in the 1969 document.

In the June, 1977, reorganization of the University by the Board of Trustees, the Department of Continuing Education was transferred to the Associate Vice President for Public Services. As an administrative unit, outside Academic Affairs, the now, Office of Continuing Education developed a standard operating procedures manual which incorporated elements of the 1969 Senate-approved document along with incorporating changes based on the lapse of time since the original document was upgraded and changes in University policy and practice, and as a result of the operation outside the academic area.

In October, 1982, the Board of Trustees ratified a reorganization which transferred the Office of Continuing Education to the Office of the Provost. The policies and procedures in place in the standard procedures manual have continued to guide the operation of the Office of Continuing Education since that transfer in 1982.

Areas of specific policy which were changed from the 1969 Senate-approved document were set aside by communication from the President or the area officer in place at the time the change was instituted. A reproduction of a summary sheet circulated at the time of the 1969 document approval is appended.

The material reviewed by the Sub-Committee on Continuing Education was drawn from the current Office of Continuing Education Standard Operating Procedures Manual. Where possible, to reduce duplication of statements, // is used to indicate wording to be deleted with the new words underlined. The current Mission Statement:

~~"In support of the urban mission of the University, the Department of Continuing Education and Public Service will provide educational opportunities for adults with a variety of non-credit courses, workshops and seminars designed to meet the non-degree related educational needs of the community through the Department of Continuing Education and provide for linkage of the University's technical and research capacities to meet the needs of public agencies, government and other community organizations in adapting to and resolving the problems associated with the urban setting through the Center for Urban Studies.~~

~~To carry out this mission, the Director is charged with the responsibility of providing leadership in the development, delivery and evaluation of these activities."~~

The mission statement for the Office of Continuing Education should be revised to read:

"In keeping with the mission of the University, the Office of Continuing Education provides educational opportunities for its constituent communities through a variety of courses, workshops, seminars and programs designed to meet the non-degree educational needs of its markets and to provide linkage for the University's technical and research capacities with the needs of public agencies, governmental, community, business, industrial or other regional organizations in adapting to and resolving their needs within the outreach region."

Objectives

The objectives of the ~~Department~~ Office of Continuing Education:

- . to offer educational programs which afford the citizens of Youngstown and the surrounding counties the opportunity to improve and extend their knowledge and competencies in related occupations, to increase understanding in public affairs and to develop a sensitivity for cultural and personal improvement
- . to offer educational programs for academic credit or not for academic credit including courses, seminars, workshops, institutes and conferences
- . to develop and coordinate continuing and mutually cooperating working relationships with public and private agencies engaged in continuing education
- . to serve as the official University department for delivering the University's non-degree educational activities to the community and to be the official partner in all continuing education programs presented at the University

- . to receive requests for the use of University facilities for continuing education programs of non-University groups and agencies and join with those activities in which the University is able to contribute in an educational manner to the design, development and delivery of the activity
- . to evaluate the offerings of the Department Office on a continuous basis to upgrade the quality of the offerings
- . to apprise the community of the educational opportunities available through the Department Office of Continuing Education
- . to assist faculty in identifying the objectives, specifications of learning tools and techniques and identifying the teaching methodologies to be used in the course or workshop
- . to coordinate the arrangements for space and other University services including registration for all non-credit activities of the University
- . to provide special programs of intellectual exploration for children that will stretch the imagination and enrich the special interests and talents of the participants

The Department's Office of Continuing Education objectives are based on lifelong learning and the assumption that adults throughout their lifetimes should be provided with the opportunity to gain knowledge, to become more productive citizens and to utilize their creative potential, personally and professionally.

Funding

The Sub-Committee reviewed the funding of the Office of Continuing Education and recommends that increased University support from Fund 1 be directed to the Office of Continuing Education to reduce the administrative and support functions charged to individual activities sponsored by the Office of Continuing Education.

Withdrawal/Refund

The Office of Continuing Education has been operating on a withdrawal refund schedule similar to that in place for credit classes. Over the last three years the length of time in the activity has shortened; thereby, necessitating a departure from the credit class model.

The current policy on withdrawal/refund:

I. Withdrawal Regulations

~~Refunds will be determined as of the date of receipt of the petition by the Department of Continuing Education unless proof is submitted that circumstances beyond the control of the student prevented the filing of the formal withdrawal earlier, in which case the refund will be determined as of the date of last attendance in the class.~~

~~Refunds will be mailed within 30 days after the date of receipt of the official withdrawal petition.~~

II. Refund Schedule

~~IN FULL - Youngstown State University reserves the right to cancel a course should there be insufficient enrollment. The individuals enrolled will receive a full refund when a course is cancelled.~~

~~IN FULL LESS \$10.00 - Upon written request of the student before the first day of the course.~~

~~IN PART - Withdrawal within the schedule listed below will result in the refund of the amount indicated regardless of attendance.~~

~~After First Class / 75%
After Second Class / 50%
After Third Class / 0%~~

The following is proposed as the revised course withdrawal/refund policy:

IN FULL - Youngstown State University reserves the right to cancel a course should there be insufficient enrollment. The individuals enrolled will receive a full refund when a course is cancelled.

IN FULL LESS \$10.00 - Upon request of the student as listed below.

IN PART - Withdrawal within the schedule listed below will result in the refund of the amount indicated regardless of attendance.

Refunds of Fees is made to persons who withdraw from courses by notifying the Office of Continuing Education by telephone or in person to obtain the Petition for Withdrawal in accordance with the following schedule:

<u>Programs with Four Meetings or Less</u>	<u>Refund</u>
<u>48 hours before first meeting</u>	<u>.Full, less \$10</u>
<u>Less than 48 hours before first meeting</u>	<u>.50%</u>
<u>First meeting or later</u>	<u>.None</u>

<u>Programs with More Than Four Meetings</u>	<u>Refund</u>
<u>24 hours before first meeting</u>	<u>.Full, less \$10</u>
<u>Less than 24 hours before first meeting to second meeting</u>	<u>.50%</u>
<u>Second meeting or later</u>	<u>.None</u>

If it is necessary to cancel a course, either a full refund of fees paid will be made or credit will be given toward registration in another course or workshop, at the discretion of the student.

The revised workshop/seminar withdrawal and refund policy:

Refunds will be determined as of the date listed in the brochure or announcement:

1. Prior to that date in full, less \$10
2. As of the date listed ~~as/is stated~~ in the announcement
3. In the absence of a statement; in full, less \$10, through the first day of the program

In the event of University cancellation, the fee paid shall be refunded in full or credit will be given toward registration in another course or workshop, at the discretion of the student.

Enclosure 2

Instruction Compensation

Compensation for instruction for the Office of Continuing Education non-credit courses and workshops has been linked from the outset to the established Limited Service Rates.

The Sub-Committee affirmed the pay base in place currently and recommends deletion of the practice of non-reimbursement for travel within a 50 mile radius. The Committee recommends that the established University policy regarding travel and instructor reimbursement apply to the non-credit course and workshop delivery.

The policy recommended:

The University limited service rates shall serve as a guide for the rate of compensation:

Courses - The limited service rate x the quarter hour equivalence. For courses with a text selected by the department, the rate calculated above should be multiplied by 1.5.

Workshops/Seminars - The limited service rate x the quarter hour equivalence plus two hours for preparation x 2.

On-Site Presentations - The formula provided for workshops and seminars shall guide the rate of payment. ~~There shall be no Reimbursement for travel for programs offered within a 50 mile radius of the University~~ will be provided in accordance with University policy on travel.

Exceptions to the rates may be made by the ~~Department Office of Continuing Education and Public Service~~ as long as the rate of payment does not exceed the rates specified above. Rates in excess of the rates calculated using the above stated formula, require written approval of the Associate ~~Vice President for Public Services~~ Provost.

The Sub-Committee also reviewed the policy on the Continuing Education Unit and the Manual for Award and Recognition the Continuing Education Unit at Youngstown State University and affirmed that policy.

RECEIVED

MAY 14 1984

GRADUATE SCHOOL

SUB-COMMITTEE

on

CONTINUING EDUCATION

R E P O R T

Spring, 1984

As a part of its review of the policies in place for the Office of Continuing Education, the Sub-Committee on Continuing Education reviewed the Office of Continuing Education:

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 - E. Fees - Withdrawal and Refund
 - F. Textbooks
 - G. Admission and Enrollment Procedures for Continuing Education
 - H. Certificates in Continuing Education

In 1974, the Department of Continuing Education was transferred to the Office of the Vice President for Academic Affairs as an administrative unit in the academic sector operating under the basic guidelines set forth in the 1969 document.

In the June, 1977, reorganization of the University by the Board of Trustees, the Department of Continuing Education was transferred to the Associate Vice President for Public Services. As an administrative unit, outside Academic Affairs, the now, Office of Continuing Education developed a standard operating procedures manual which incorporated elements of the 1969 Senate-approved document along with incorporating changes based on the lapse of time since the original document was upgraded and changes in University policy and practice, and as a result of the operation outside the academic area.

In October, 1982, the Board of Trustees ratified a reorganization which transferred the Office of Continuing Education to the Office of the Provost. The policies and procedures in place in the standard procedures manual have continued to guide the operation of the Office of Continuing Education since that transfer in 1982.

Areas of specific policy which were changed from the 1969 Senate-approved document were set aside by communication from the President or the area officer in place at the time the change was instituted. A reproduction of a summary sheet circulated at the time of the 1969 document approval is appended.

The material reviewed by the Sub-Committee on Continuing Education was drawn from the current Office of Continuing Education Standard Operating Procedures Manual. Where possible, to reduce duplication of statements, // is used to indicate wording to be deleted with the new words underlined. The current Mission Statement:

~~"In support of the urban mission of the University, the Department of Continuing Education and Public Service will provide educational opportunities for adults with a variety of non-credit courses, workshops and seminars designed to meet the non-degree related educational needs of the community through the Department of Continuing Education and provide for linkage of the University's technical and research capacities to meet the needs of public agencies, government and other community organizations in adapting to and resolving the problems associated with the urban setting through the Center for Urban Studies.~~

~~To carry out this mission, the Director is charged with the responsibility of providing leadership in the development, delivery and evaluation of these activities."~~

The mission statement for the Office of Continuing Education should be revised to read:

"In keeping with the mission of the University, the Office of Continuing Education provides educational opportunities for its constituent communities through a variety of courses, workshops, seminars and programs designed to meet the non-degree educational needs of its markets and to provide linkage for the University's technical and research capacities with the needs of public agencies, governmental, community, business, industrial or other regional organizations in adapting to and resolving their needs within the outreach region."

Objectives

The objectives of the ~~Department~~ Office of Continuing Education:

- . to offer educational programs which afford the citizens of Youngstown and the surrounding counties the opportunity to improve and extend their knowledge and competencies in related occupations, to increase understanding in public affairs and to develop a sensitivity for cultural and personal improvement
- . to offer educational programs for academic credit or not for academic credit including courses, seminars, workshops, institutes and conferences
- . to develop and coordinate continuing and mutually cooperating working relationships with public and private agencies engaged in continuing education
- . to serve as the official University department for delivering the University's non-degree educational activities to the community and to be the official partner in all continuing education programs presented at the University

- . to receive requests for the use of University facilities for continuing education programs of non-University groups and agencies and join with those activities in which the University is able to contribute in an educational manner to the design, development and delivery of the activity
- . to evaluate the offerings of the Department Office on a continuous basis to upgrade the quality of the offerings
- . to apprise the community of the educational opportunities available through the Department Office of Continuing Education
- . to assist faculty in identifying the objectives, specifications of learning tools and techniques and identifying the teaching methodologies to be used in the course or workshop
- . to coordinate the arrangements for space and other University services including registration for all non-credit activities of the University
- . to provide special programs of intellectual exploration ~~and fun~~ for children that will stretch the imagination and enrich the special interests and talents of the participants

The Department's Office of Continuing Education objectives are based on lifelong learning and the assumption that adults throughout their lifetimes should be provided with the opportunity to gain knowledge, to become more productive citizens and to utilize their creative potential, personally and professionally.

Funding

The Sub-Committee reviewed the funding of the Office of Continuing Education and recommends that increased University support from Fund 1 be directed to the Office of Continuing Education to reduce the administrative and support functions charged to individual activities sponsored by the Office of Continuing Education.

Withdrawal/Refund

The Office of Continuing Education has been operating on a withdrawal refund schedule similar to that in place for credit classes. Over the last three years the length of time in the activity has shortened; thereby, necessitating a departure from the credit class model.

The current policy on withdrawal/refund:

I. Withdrawal Regulations

~~Refunds will be determined as of the date of receipt of the petition by the Department of Continuing Education unless proof is submitted that circumstances beyond the control of the student prevented the filing of the formal withdrawal earlier, in which case the refund will be determined as of the date of last attendance in the class.~~

~~Refunds will be mailed within 30 days after the date of receipt of the official withdrawal/petition.~~

II. / Refund Schedule

~~IN FULL - Youngstown State University reserves the right to cancel a course should there be insufficient enrollment. The individuals enrolled will receive a full refund when a course is cancelled.~~

~~IN FULL LESS \$10.00 - Upon written request of the student before the first day of the course.~~

~~IN PART - Withdrawal within the schedule listed below will result in the refund of the amount indicated regardless of attendance.~~

~~After First Class / 75%
After Second Class / 50%
After Third Class / 0%~~

The following is proposed as the revised course withdrawal/refund policy:

IN FULL - Youngstown State University reserves the right to cancel a course should there be insufficient enrollment. The individuals enrolled will receive a full refund when a course is cancelled.

IN FULL LESS \$10.00 - Upon request of the student as listed below.

IN PART - Withdrawal within the schedule listed below will result in the refund of the amount indicated regardless of attendance.

Refunds of Fees is made to persons who withdraw from courses by notifying the Office of Continuing Education by telephone or in person to obtain the Petition for Withdrawal in accordance with the following schedule:

<u>Programs with Four Meetings or Less</u>	<u>Refund</u>
<u>48 hours before first meeting</u>	<u>Full, less \$10</u>
<u>Less than 48 hours before first meeting</u>	<u>50%</u>
<u>First meeting or later</u>	<u>None</u>

<u>Programs with More Than Four Meetings</u>	<u>Refund</u>
<u>24 hours before first meeting</u>	<u>Full, less \$10</u>
<u>Less than 24 hours before first meeting to second meeting</u>	<u>50%</u>
<u>Second meeting or later</u>	<u>None</u>

If it is necessary to cancel a course, either a full refund of fees paid will be made or credit will be given toward registration in another course or workshop, at the discretion of the student.

The revised workshop/seminar withdrawal and refund policy:

Refunds will be determined as of the date listed in the brochure or announcement:

1. Prior to that date in full, less \$10
2. As of the date listed ~~as of the date listed~~ in the announcement
3. In the absence of a statement; in full, less \$10, through the first day of the program

In the event of University cancellation, the fee paid shall be refunded in full or credit will be given toward registration in another course or workshop, at the discretion of the student.

Instruction Compensation

Compensation for instruction for the Office of Continuing Education non-credit courses and workshops has been linked from the outset to the established Limited Service Rates.

The Sub-Committee affirmed the pay base in place currently and recommends deletion of the practice of non-reimbursement for travel within a 50 mile radius. The Committee recommends that the established University policy regarding travel and instructor reimbursement apply to the non-credit course and workshop delivery.

The policy recommended:

The University limited service rates shall serve as a guide for the rate of compensation:

Courses - The limited service rate x the quarter hour equivalence. For courses with a text selected by the department, the rate calculated above should be multiplied by 1.5.

Workshops/Seminars - The limited service rate x the quarter hour equivalence plus two hours for preparation x 2.

On-Site Presentations - The formula provided for workshops and seminars shall guide the rate of payment. ~~There shall be no Reimbursement for travel for programs offered within a 50 mile radius of the University~~ will be provided in accordance with University policy on travel.

Exceptions to the rates may be made by the ~~Department Office~~ of Continuing Education ~~and Public Service~~ as long as the rate of payment does not exceed the rates specified above. Rates in excess of the rates calculated using the above stated formula, require written approval of the Associate ~~Vice President for Public Services~~ Provost.

The Sub-Committee also reviewed the policy on the Continuing Education Unit and the Manual for Award and Recognition the Continuing Education Unit at Youngstown State University and affirmed that policy.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

STATEMENT OF OPERATIONS DEPARTMENT OF CONTINUING EDUCATION TECHNICAL AND COMMUNITY COLLEGE

1. The Department of Continuing Education is an educational unit functioning within the Technical and Community College. This Department will have the responsibility of providing programs of value in leadership and service to the citizens of Youngstown and the surrounding communities. While the Chairman reports directly to the Dean of the Technical and Community College, the Department has the responsibility for being of assistance to the entire University faculty and staff.
2. Continuing education activities include non-credit courses as well as credit and non-credit conferences, short courses, seminars, institutes and workshops. Those offerings not for credit will be of university caliber equivalent to the regular academic program.
3. A proposal for a conference, institute, seminar, or workshop where academic credit is to be earned will originate with the department involved and subsequently be approved by the Dean of the School, the University Curriculum Committee, and the Faculty Senate. Copies of the proposal should be sent to the Department of Continuing Education at the time of initiation and the Department of Continuing Education will be informed of the adoption or rejection of the proposal at any stage in this procedure.
4. The University must be an official partner in all continuing education programs presented at the University and must contribute to these activities in an educational manner. The University and the Department of Continuing Education must do more than simply provide physical accommodations for outside organizations wishing to use the facilities of the University.
5. The use of the University facilities for programs of a continuing education nature will not be permitted unless they are officially scheduled through the Department of Continuing Education.

6. Whenever possible, continuing education programs will be scheduled in advance as part of the faculty member's regular load and the Department of Continuing Education will pay that portion of the faculty member's salary. A full-service faculty member may be directly reimbursed on an over-load basis at the rates specified for limited-service faculty when it is not possible to schedule the activity as part of the faculty load and such services are deemed critical for the proper presentation of a program offered by this Department.
7. Adults wishing to enroll in non-credit classes, conferences, institutes, workshops and seminars will make application directly to the Department of Continuing Education. Those adult students enrolling in continuing education credit programs must meet the usual requirements of the University Admission's Office.
8. Budgets for credit and non-credit conferences, institutes, seminars and workshop programs will be submitted to the Department of Continuing Education at the initiation of the program. The Comptroller will assign an account number for these continuing education programs upon receipt of budget and the University Business Office will honor requisitions only after the Comptroller has assigned this account number.
9. Approval for certificate programs will be the responsibility of the Faculty Curriculum Committee, the University Senate, and the President and Board of Trustees of Youngstown State University.

NOLFI, BERNADETTE

OFFICE OF THE PROVOST

ATTENTION

The attached material was inadvertently omitted from the Minutes of the 6 June 1984 meeting of the Academic Senate. The attached material is an extension of the report of the Senate Executive Committee and provides a listing of all faculty members appointed to serve on chartered committees and subcommittees of the Academic Senate for 1984-85; and of all recommendations of faculty members to serve on administrative advisory boards, councils, and committees for 1984-85. The latter recommendations are subject to the consideration of, and appointment by, the President of Youngstown State University. Please append this material to your copy of the June 6th Minutes.

Larry Esterly
Larry Esterly
Chairman, 1983-84
Academic Senate

APPOINTMENTS, CHARTERED COMMITTEES, ACADEMIC SENATE, 1984-85

ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

*BEAUBIEN, MARY (CURRICULUM DIVISION)
CASTRONOVO, FRANK (PROGRAMS DIVISION)
DANNESSA, MARIA (PROGRAMS DIVISION)
DEIDERICK, E. TERRY (CURRICULUM DIVISION)
HUGENBERG, LAWRENCE (CURRICULUM DIVISION)
MURPHY, GRATIA (PROGRAMS DIVISION)
PITMAN, MARY ANNE (CURRICULUM DIVISION)
ROST, DUANE (CURRICULUM DIVISION)
SCOTT, DOROTHY (PROGRAMS DIVISION)
SIMAN, MATTHEW (PROGRAMS DIVISION)
VIEHMEYER, L. ALLEN (CURRICULUM DIVISION)
WARREN, HOMER (PROGRAMS DIVISION)

HONORS PROGRAMS AND INDIVIDUALIZED CURRICULUM SUBCOMMITTEE

*BARGER, S. FLOYD
BYO, DONALD
DALE, JAMES
HOOPS, DEAN
MC MAHON, ANNE
PHILLIPS, VIRGINIA
ROLLIN, ROBERT
SOHN, SAGWON

CONTINUING EDUCATION SUBCOMMITTEE

*HASSELL, JEAN
HOTCHKISS, SANFORD
LEVITSKY, GEORGE
MC COY, ROBERT
MILLER, ROBERT
ORR, WENDELL
RUSSO, JOHN
WRIGHT, BARBARA

ACADEMIC PLANNING COMMITTEE

*ALAM, JAVED
BROWN, DEAN
COBETT, EDGAR
CRUM, RALPH
KHAWAJA, IKRAM
PSENICKA, CLEMENT
ROBINSON, DAVID
SLAWECKI, TADEUSZ

COMPUTER SERVICES COMMITTEE

*BURDEN, RICHARD
DASTOLI, ANTHONY
DI RUSSO, LAWRENCE
GAYDOS, RICHARD
GRAF, STEPHEN
LALUMIA, JAMES
PULLMAN, HOWARD
SINGH, DILIP

STUDENT ACADEMIC AFFAIRS COMMITTEE

*DALY, JAMES
DOBBERT, GUIDO
FUNK, DARLA
KIM, HYUN
NICHOLS, WILLIAM
OWENS, ALFRED
OWENS, AUDREY
SNIDERMAN, STEPHEN

STUDENT ACADEMIC GRIEVANCES SUBCOMMITTEE

*ELIAS, THOMAS
GARDNER, STEVEN
GELFAND, MICHAEL
HOOVER, RANDY
KATZ, LOUIS
SWEENEY, CHRISTOPHER

ACADEMIC RESEARCH COMMITTEE

*KIRSCHNER, JOSEPH
MATHEWS, DONALD
MC CRACKEN, THOMAS
MITCHELL, RICHARD
PANSINO, SALVATORE
PASCALE, PIETRO
WALDRON, JOSEPH
WHITE, JOHN

ACADEMIC STANDARDS AND EVENTS COMMITTEE

*BRIGHT, ALFRED
BROTHERS, BARBARA
CONSER, JAMES
GUZELL, STANLEY
MUNRO, PHILIP
SHUTES, MARK
TABAK, RONALD
TRIBBLE, GLORIA

LIBRARY AND MEDIA SERVICES COMMITTEE

*HAIMS, LAWRENCE
MAYHALL, WALTER
SHALE, RICHARD
SPIEGEL, LEONARD
STOLL, PHYLLIS
SUCHORA, DANIEL
TURK, JOHN
ZEHR, PEARL

*DENOTES RESPONSIBILITY FOR CALLING ORGANIZATIONAL MEETING OF COMMITTEE;
MEETING SHOULD BE SCHEDULED IN THE PERIOD, 15 SEPTEMBER - 15 OCTOBER 1984.
PLEASE DO NOT SCHEDULE MEETING UNTIL SENATE EXECUTIVE COMMITTEE PROVIDES
INFORMATION ON STUDENT AND ADMINISTRATION MEMBERS.

RECOMMENDATIONS, ADMINISTRATIVE ADVISORY BOARDS AND COMMITTEES, 1984-85*

Fees and Charges Appeals Board

Liptak, Loretta
Lapinski, Joseph

Residence Classification Board

Bee, Richard

Student Discipline Board

Sorokach, Robert
Stanko, Robert
Harris, C. Earl
Babisch, Joseph

Traffic and Parking Violations Board

Berger, Martin

Affirmative Action Committee

Clark, Sarah Brown
Morrison, James

Athletic Council

Earnhart, Hugh
Shipka, Thomas

Computer Advisory Committee

Mincey, Daryl
Wino, Vincent
Khan, Irfan
Roussos, Dean
Owens, Alfred
Tokar, Edward

Controlled Materials Committee

Hankey, Frank
Masaki, Mark

Degree Review Committee

Hariq, Laurie

Human Subjects Research Committee

Swank, Calvin
Brennan, John
Stafford, Magdlen
Ronaghy, Hassan

Minority Student Services Committee

Staudt, Elizabeth
Gilmartin-Zena, Patricia
Liu, Yih-Wu

Physical Facilities Committee

Ulrich, Richard
Messuri, Anthony
Dobbelstein, Thomas

Special Lectures Committee

Knapp, Janet
Starkey, David
Roberts, Sidney
Buoni, John

Student Publications Committee

Corbe, Herve
Sekeris, Eugene

University Relations Committee

Simmons, Jane
Kougl, Kathleen

Public Ceremonials Committee

Domonkos, Leslie

Personal Security Committee

Dobson, Charles
Lateef, A. Bari

Space Allocation Review Committee

Boyer, Ivis
Singler, Charles

*Above listed boards, councils, and committees are subject to structural change at the discretion of the President; all above recommendations are subject to consideration of, and appointment by, the President of Youngstown State University

OTHER APPOINTMENTS/RECOMMENDATIONS, 1984-85

Kilcawley Board (appointment)

Richards, James	(to fill one year, 1984-85, of the unexpired term of Daniel O'Neill)
Kumar, Ajit	(second year of three year term which began, May of 1983)
Cooper, Syretha	(first year of three year term which begins, May of 1984)

Faculty Representative for Youngstown State University to NCAA (recommendation)*

Blue, Frederick
Peterson, Paul
Rakestraw, Thomas

*Above recommendations subject to consideration of, and appointment of one of the above nominees by, the President of Youngstown State University.