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GILLIS, BERNARD T.

MAY 29 1984

OFFICE OF THE PROVOST OFFICE OF THE PROVOST

TO: FULL-SERVICE FACULTY, ADMINISTRATORS, AND STUDENT GOVERNMENT

FROM: Cynthia Peterson, Secretary, The Academic Senate

RE: ACADEMIC SENATE MEETING
 6 June 1984, Arts/Sciences Auditorium, Room 112
 Arts/Sciences Building
 4 p.m.

28 May 1984

AGENDA

1. Call to order.
2. Approval of Minutes of Academic Senate, 2 May 1984.
3. Charter and By-Laws Committee, (No Report).
4. Senate Executive Committee, Report by Larry Esterly.
5. Elections and Balloting Committee, (No Report).
6. Reports of Other Senate Committees:
 - 834-19 Curriculum Division, Academic Programs and Curriculum Committee, Report by L. Allen Viehmeyer;
 - 834-20 Programs Division, Academic Programs and Curriculum
 - 834-21 Committee, Report by Frank Castronovo;
 - 834-22
Informational Report
 - 834-23 Continuing Education Subcommittee, Report by David Stephens.
7. Unfinished Business:
 - ~~834-13~~ Computer Services Committee, Report by James LaLumia;
 - 834-24
 - 834-17 Academic Standards and Events Committee, Report by
 - 834-18 Peter von Ostwalden.
8. New Business.
9. Adjournment.

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATEDate May 21, 1984 Report Number (For Senate Use Only) 834-19Name of Committee Submitting Report Curriculum Division: Academic Programs and CurriculumCommittee Status: (elected chartered, appointed chartered, ad hoc, etc.) appointed charteredNames of Committee members: M. Beaubien, T. Deiderick, L. Hopkins, D. Rost, M. Pitman,
P. Tolliver, A. Viehmeyer (chairperson), H. Yiannaki

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Division members examined the statement on the use of the comma to separate the numbers of sequential courses ("comma", 1983-84 YSU Bulletin, p. 49), and now recommend a change in this paragraph due to the inconsistent application of the policy.

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

If so, state the motion: moved that the statement "If one quarter of the course is prerequisite to another, it is so designated" be stricken from the paragraph on the comma.

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: see attachment

L. Allen Viehmeyer
Chairman

(ATTACHMENT)

Current

Comma. Ordinarily, a comma between numbers (e.g., 501, 502, 503) indicates that the course extends throughout the year, but that credit toward graduation is given for each course individually. If one quarter of the course is prerequisite to another, it is so designated.

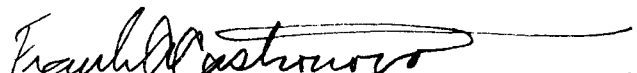
Proposed

Comma. Ordinarily, a comma between numbers (e.g., 501, 502, 503) indicates that the course extends throughout the year, but that credit toward graduation is given for each course individually.

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

Date 5/21/84 Report Number (For Senate Use Only) 834-20Name of Committee Submitting Report Programs Division, Academic Progs. & Curric. Comm.Committee Status: (elected chartered, appointed chartered, ad hoc, etc.) Appointed CharteredNames of Committee members: Frank Castronovo, Bari Lateef, Gratia Murphy, Junita Roderick, Matthew Siman, Homer Warren, William McGraw, Debbie HubermanPlease write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The attached proposal establishes a major inTelecommunication Studies leading to the Bachelor of Arts degree. The programwould be administered by the Department of Speech Communication & Theatre and is described by the enclosed curriculum checksheet.Do you anticipate making a formal motion relative to the report? yesIf so, state the motion: We move that the senate support the establishment of the major in Telecommunication Studies as described by this report.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

MAJOR IN TELECOMMUNICATION STUDIES
Speech Communication and Theatre

November 6, 1979
September 16, 1980
April 15, 1984

ABSTRACT

PROPOSAL: The Department of Speech Communication and Theatre proposes to offer a major in Telecommunication Studies leading to the Bachelor of Arts degree.

CURRICULUM: The proposed major would require student completion of sixty (60) quarter hours in Speech and Telecommunication. All required and elected courses are now available in the Speech Communication curriculum.

ADMINISTRATION: The Department of Speech Communication and Theatre would administer the proposed major.

JUSTIFICATION: (1) Over 200 students now majoring in Speech Communication have expressed interest in a Telecommunication Studies major. These students are studying in the telecommunications emphasis area of department. A Fall, 1979 survey of students enrolled in selected Speech Communication courses revealed that 93% of students polled said that there should be such a major at YSU (N=92); over 70% of students polled believed that a telecommunication major would be "much more helpful" for their career or educational plans than their present majors. (2) Employment prospects support the proposed major, as indicated by the U.S. Bureau of Labor Statistics' projections through the 1980's. Also, persons at other universities report similar projections, and local broadcasting companies have employed recent graduates and participated in Speech Communication internship programs. (3) Many students in area secondary schools appear interested in this major, demonstrated by a survey of 17 high schools in the Tri-county area. (4) Colleagues at the 1979 convention of the Speech Communication Association of Ohio reported that telecommunication is a growth area throughout the state and that demands for telecommunication courses are expected to increase. (5) The proposed major does not duplicate programs already available to Tri-county residents, including those at Ohio University, Kent State University, and the University of Akron.

ENROLLMENT: The enrollment history of existing telecommunication courses is projected to 1988-1989. The growth in student credit hours, if continued, would lead to about 4,300 student credit hours in the 1988-89 academic year. These estimates are considered conservative, but the number of majors is expected to reach a steady state at about 260.

RESOURCES: Existing courses would be taught by professors James, Owens, and Taylor. Available supplementary limited service faculty include Ralph Bell, Thomas Holden, John Hyre and others. In this program, some involvement of limited service faculty is desirable because working media professionals can bring timely information to the classroom. All courses are routinely instructed by existing faculty. Additional full-service faculty would be requested if warranted by enrollment.

Existing hardware would be used to support the proposed major. Use of facilities would be: Speech Audio (70 hrs/wk), Speech Video (25 hrs/wk), TV Editor facilities (30 hrs/wk) and occasional use of Media Center portable Sony video equipment. No additional capital facilities are expected to be needed in the near future. Library resources and supplemental materials are expected to be provided through the normal allocation procedures, as in the past.

Major in Telecommunication Studies

Requirements

The Bachelor of Arts degree requirements are noted in the "General Requirements and Regulations" section of the 1983-1984 Bulletin.

Students must complete B.E.T. 520 (Typewriting I) or its equivalent.

Students majoring in Telecommunication Studies must complete a minimum of 60 quarter hours in the department, to include:

550. Theory and Practice of Public Speaking	4 q.h.
561. Stagecraft	4 q.h.
or	
590. History of the Motion Picture	4 q.h.
580. Principles and Practices of Broadcasting	4 q.h.
682. Radio and Television Station Writing	4 q.h.
683. Principles of Broadcast Operations and Performance	4 q.h.
685. Studio Problems I	1 q.h.
686. Studio Problems II	1 q.h.
780. Principles and Practices of Radio and Television Announcing	4 q.h.
781. Radio Production	4 q.h.
782. Television Production	4 q.h.
783. Broadcast Regulations	4 q.h.
897 Seminar in Telecommunications	3-4 q.h.

Electives. 18-19 q.h.

Total: 60 q.h.

Students would be encouraged to minor in such related areas as advertising, public relations, psychology, English, sociology, and political science.

Inventory of Courses, Telecommunication

580.	Principles and Practices of Broadcasting	4 q.h.
581.	Survey of American Mass Communication	4 q.h.
583.	An Audio History of Broadcast Programming	4 q.h.
681.	Communication Strategies for Using Broadcast Media	4 q.h.
682.	Radio and Television Station Writing	4 q.h.
683.	Principles of Broadcast Operation and Performance	4 q.h.
684.	Broadcast News Practices	4 q.h.
685.	Studio Problems I	1 q.h.
686.	Studio Problems II	1 q.h.
780.	Principles and Practices of Radio and Television Announcing	4 q.h.
781.	Radio Production	4 q.h.
782.	Television Production	4 q.h.
783.	Broadcast Regulations	4 q.h.
784.	Broadcast Programming	4 q.h.
786.	Television Production II	4 q.h.
787.	Practicum in Telecommunication	2-6 q.h.
788.	Broadcast Sales and Promotion	4 q.h.
789.	Broadcast Interviewing	4 q.h.
881.	Telecommunication Management	4 q.h.
884.	Television Production Direction	4 q.h.
885.	Alternative Uses of Telecommunication Media	4 q.h.
886.	Techniques of Audience and Market Measurement	4 q.h.
887.	Theories and Criticism of Telecommunication	4 q.h.
888.	Internship in Telecommunication	3-6 q.h.
897.	Seminar in Telecommunication	3-4 q.h.

Sample Four-year Curriculum

Following is a sample 4-year curriculum for a Bachelor of Arts degree with a major in Telecommunication Studies and a minor in Advertising and Public Relations. It assumes the appropriate high school preparation.

FIRST YEAR:

BET 520	2
Soc. Stu. Elective	4
English 550	4
Speech 550	4
Speech 580	4
English 551	4
Science Elective	4
HPE 590	3
Speech 561	4
Humanities Elect.	4
Social Stu. Elect.	4
Science Elective	4

SECOND YEAR:

Foreign Lang. 601	4
Speech 682	4
Science Elective	4
Humanities Elect.	4
Foreign Lang. 602	4
Soc. Stu. Elect	4
Humanities Elect.	4
Speech 683	4
HPE Activity	1
Science Elective	4
Soc. Stu. Elect.	4
Speech 685	1
Speech 780	4
Public Rel. 710	3

THIRD YEAR:

Soc. Stu. Elective	4
Speech 686	1
Speech 782	4
Advertising 711	4
Elective (Upper Div.)	4
Speech 783	4
Advertising 712	4
Public Relations 810	3
HPE Activity	1
Elective (Upper Div.)	4
Advertising	4
Speech Elective	4
Electives	8

FOURTH YEAR:

Speech 781	4
Speech Elective (Upper Division)	4
Advertising 815	3
Elective	4
Speech 897	4
Speech Elective (Upper Division)	4
HPE Activity	1
Electives	6
Speech Electives	6
Electives (Upper Division)	7

TOTAL Q.H. NEEDED FOR GRADUATION = 186

English Composition	8 q.h.
Social Studies	20 q.h.
Science/Math	16 q.h.
Humanities	16 q.h.
Foreign Language	8 q.h.
HPE	6 q.h.
Speech	60 q.h.
700-800 Level	60 q.h.

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

Date May 2, 1984 Report Number (For Senate Use Only) 834-21

Name of Committee Submitting Report Programs Division, Academic Programs & Curric. Comm.

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

Names of Committee members: Frank Castronovo (chair), Bari Lateef, Gratia Murphy
Juanita Roderick, Matthew Siman, Homer Warren, William R. McGraw
Debbie Huberman

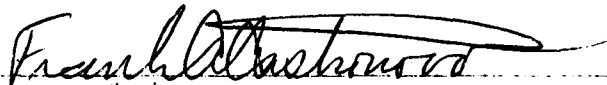
Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) A new program leading to a BFA in Studio Art (Art Education) is designed to give greater background in studio art than is allowed by the B.S. in Art Education.

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

If so, state the motion: We move for senate approval of the BFA-Studio Art (Art Education) program.

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

YOUNGSTOWN STATE UNIVERSITY

Art Department

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DEGREE: B.F.A.
Special Provisional Certificate in Art K-12

MAJOR: STUDIO
(Art Education)

A MINIMUM of 196 quarter hours is required and must be divided as follows: MAJOR-90 q.hrs., MINOR-42 q.hrs., AREA COURSES-46 q.hrs., BASIC COURSES-18 q. hrs.

MAJOR: REQUIREMENTS-90 q. hrs.

ART 501	Drawing 1	3	ART 730	Sculpture I	4
ART 510	Color & Design I	4	ART 760	School Arts&Crafts-Primary	4
ART 511	Color & Design II	4	ART 767	School Arts&Crafts-Intermed.	3
ART 513	Survey of Western Art I	3	ART 768	School Arts (Secondary)	3
ART 514	Survey of Western Art II	3	ART 770	Jewelry I	4
ART 600	Theory of Art	3	ART 780	Photography 1	4
ART 601	Drawing 2	3	ART 822	Puppetry & Stage	
ART 602	Drawing-Techniques	3		Construction	3
ART 606	Painting I	4	ART 814	Twentieth Century-to 1925	3
ART 611	Woodblock & Mono Printing	4		or	
ART 612	Silk Screen	4	ART 815	Twentieth Century-from 1925	3
ART 623	Graphic Design 1	3		Art History Electives	6
ART 604	Watercolor Painting	3	ART 801	Seminar	1
ART 723	Weaving 1	3		Studio Electives	5
ART 725	Ceramics 1	3			

MINOR: EDUCATION REQUIREMENTS-42 q. hrs.

EDUC 501	Introduction	4	EDUC 706L	Prin. of H. S. Lab	3
EDUC 700	Foundations of Reading	2	EDUC 708	Education & Society	4
EDUC 702	Media Lab	1	EDUC 710	Ed. Measurement & Guidance	4
EDUC 704	Prof. Lab, High School	3	EDUC 730	Exceptional Children	2
EDUC 706	Principles of H. S. Teaching	4	EDUC 843	Student Teaching	15

AREA COURSES-46 q. hrs.

The required minimums and maximums in each area are listed.

SOCIAL STUDIES: 16-22 q. hrs. Course work in two or more of the following departments: Economics, Geography, History, Political Science, Psychology, Sociology, Social Science and Black Studies. REQUIRED: Psych 560 (4 q.hrs.) & Psych 709 (4 q.hrs.)

HUMANITIES: 8-18 q. hrs. Course work in two or more of the following areas: History and/or Appreciation courses in the College of Fine & Performing Arts; Literature courses in English, Foreign Language; Philosophy and Religious Studies; Black Studies.

SCIENCE/ MATHEMATICS: 12-22 q. hrs. At least 8 q. hrs. must be taken in science.

At least one course must be in MATH above the 501 level.

BASIC COURSES-18 q.hrs.

ENGLISH: 550 and 551 8 q. hrs.

H & PE: Health 590 3 q. hrs.

Activities 3 q. hrs.

Speech 554: Speech Comm. 4 q. hrs.

Skills for the Classroom

4 q. hrs.

*NOTE: H & PE courses, in excess of the 8 q. hrs. required are not applicable towards the total 196 q. hrs. needed to graduate.

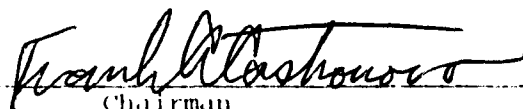
ALL STUDENTS ARE STRONGLY URGED TO MEET WITH AN ACADEMIC ADVISOR EACH QUARTER.

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATEDate May 2, 1984 Report Number (For Senate Use Only) 834-22Name of Committee Submitting Report Programs Division, Academic Progs. & Curric. Comm.Committee Status: (elected chartered, appointed chartered, ad hoc, etc.) appointed
CharteredNames of Committee members: Frank Castronovo (chair), Bari Lateef, Gratia Murphy,
Juanita Roderick, Matthew Siman, Homer Warren, William R. McGraw
Debbie Huberman

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

Senate: (attach complete report) The committee recommends Senate approval of
the proposed two-track program in Retailing: Fashions & Interiors (curriculum
attached). The departments of Marketing and Home Economics have created a
program designed to give their students greater flexibility in a growing area.Do you anticipate making a formal motion relative to the report? Yes (MAJOR)If so, state the motion: We move for senate approval of the new program in
Retailing: Fashions & Interiors proposed by the departments
of Marketing and Home Economics.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

GENERAL EDUCATION

ENGLISH 550, 551	4,4	<u>SOCIAL STUDIES</u>	
SPEECH 652	3	Psych 560	4
HPE 590; 3 Activities	3,3	Socio 500	4
		Anthr 711	4
<u>HUMANITIES</u> (8-18 hours)		ELECTIVES: BS in AS only	4-10
Required: BS in AS only		Required: BS in BA only	8
Non-studio art	4	(History 605, 744 suggested)	
BS in BA only		<u>SCIENCE/MATHEMATICS</u>	
600 level literature courses	4	BS in AS only: (12-22 hours)	
Electives to meet requirements		Chemistry 502, 503	4,4
		Mathematics	4-5
		BS in BA only (13 hours)	
		Science	8
		Electives	4-5

TOOL COURSES

<u>Both Degrees</u>	
Management 604	4
Economics 520, 621, 622	10

<u>BS in AS only</u>		<u>BS in BA only</u>	
Accounting 605, 606	5,5	Accounting 605, 606, 610	5,5,4
or		Economics 624, 705	4,3
Accounting Tech 580, 581	(4,4)	Mathematics 542, 550	5,5
Accounting 610	4		
or			
Computer Tech 607	(4)		

MAJOR (SHARED)-(66-67 q.h.)

HE/MKTG 525 The World of Fashion	2	MKTG 733 Furnishings	4
MKTG 625 Personal Selling	3	MGMT 750 Human Behavior in Organiz's.	4
HE/MKTG 635 Fashion Experience	2	HE 764 Family Housing	3
MKTG 703 Fundamentals	5	HE 780 Consumer Economics	4
HE 705 Basic Textile Science	4	or	
MKTG 709 Retail Marketing	4	MKTG 848 Mktg/Social Responsibility	(3)
MGMT 725 Fundamentals	4	MKTG 809 Techniques in Ret. Merchand.	4
HE 730 Soc./Psych. Aspects of Cloth.	4	MKTG 815 Marketing Research	4
ADVER 711 Fundamentals	4	HE 835 Field Experience	4
MKTG 731 Non-textiles	4	or	
		MKTG 850 Internship	(4)
		HE 880 Historic Costume	4

HOME ECONOMICS TRACK (34-39 q.h.)

506 Clothing Selection	3
508 Beginning Clothing Construction	3
502 Nutrition Fundamentals	4
or	
551 Normal Nutrition I	(4)
550 Orientation to Home Economics	1
731 Individual & Family Development	4
771 Presentation Techniques	4
850 Senior Seminar	2
HE emphasis or electives	13-18

MARKETING TRACK (32-36 q.h.)

MKTG 713 Retail Buying	4
MGMT 789 Operations Mgmt. I	4
MKTG 818 Channels	4
or	
MKTG 845 International	(4)
MKTG 825 Marketing Management	4
ACCT/FIN 720 Business Finance	4
MGMT 850 Policy Formulation	4
MGMT 855 Business Ethics	4
Marketing electives	4-8

EMPHASIS: 15-20 q.h. in one area

Housing: HE 763, 770 or 852, 864, and ART 716, 718
Food: HE 601, 609, 652, 751, 810, 862
Clothing: HE 604, 642, 702 or 703 or 704, ART 510

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

Date May 2, 1984 Report Number (For Senate Use Only) INFORMATIONAL REPORT

Name of Committee Submitting Report Programs Division, Academic Progs. & Curric. Comm.

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

Names of Committee members: Frank Castronovo (chair), Bari Lateef, Gratia Murphy, Junita Roderick, Matthew Siman, Homer Warren, William R. McGraw
Debbie Huberman

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The attached program change proposals have been passed by the UPD, and are being presented to the Academic Senate for its information.

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

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: _____


Chairman

- UPD 84-2 - The proposal changes the name of the program in Child Care Technology to "Child Care".
- UPD 84-5 - This proposal involves a minor restructuring of the Electrical Engineering Technology program. It is an internal change involving only EET courses.
- UPD 84-6 - The proposal adds Drafting & Design 602 (Civil and Architectural Drafting) to the Civil Engineering Technology program.
- UPD 84-7 - This proposal changes the name of the Word Processing program to "Information/Word Processing."
- UPD 84-8 - This proposal would add BET 710(Intro. to Data processing) and History 699 (History of Medicine) to the Medical Assisting Technology program.
- UPD 84-9 - Involves an internal change within the Computer Technology program. (CPT Elective replaces Scientific Programming II)
- UPD 84-10 - This proposal drops the word "Technology" from the Dental Hygiene Technology program.

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

Date 5/16/84 Report Number (For Senate Use Only) 834-23

Name of Committee Submitting Report Continuing Education Subcommittee

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

Appointed chartered

Names of Committee members: David Stephens(Chairman), James Culler, Sanford Hotchkiss, Richard Magner, William Nichols, John Loch, James Van Siatras, Wendell Orr, John Russo, Barbara Wright, Gary Pielemeier, Elaine Shurilla(student), Gary Lawman(student).

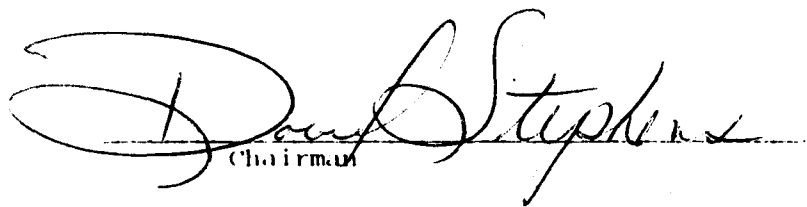
Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The Continuing Education Subcommittee has reviewed the Standard Operating Procedures Manual of the Office of Continuing Education. The committee recommends changes in the following areas: Mission Statement, Objectives, Withdrawal/Refund and Instructor Compensation.

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

If so, state the motion: Move that the Senate accept the report of the Continuing Education Subcommittee.

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

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:

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.~~

I. / 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.

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

Date 5/24/84 Report Number (For Senate Use Only) 834-13 now 834-24

Name of Committee Submitting Report Computer Services Committee

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

Names of Committee members: R. Burden, L. DiRusso, W. Driscoll, R. Gaydos, S. Graf, J. LaLumia (chr.), Y. Liu, H. Pullman, T. Doctor, V. Richley, G. Sutton, J. Hook, E. Wright

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Report recommends mandatory consultation for selection of micro computing devices for faculty or student instructional or research use.

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

If so, state the motion: "I move the adoption of the committee report."

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: this report is to be offered in place of a previously offered (834-13) committee report. The previous report will be removed from consideration.

Please note ↑

[Signature]
Chairman

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATEDate May 21, 1984Report Number (For Senate Use Only) 834-17Name of Committee Submitting Report Academic Standards and Events Committee

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

Appointed CharteredNames 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? 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: _____

NOTE

The above motion incorporates some editorial changes from copy circulated as part of the April and May Senate Agendas.

Peter W. von Ostwalden,
Chairman

COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATEDate May 21, 1984 Report Number (For Senate Use Only) 834-18Name 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 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: _____

NOTE

The above motion incorporates some editorial changes from copy circulated as part of the April and May Senate Agendas.

Peter W von Ostwalden

Chairman