

James Scanlon
Provost

**TO: FULL SERVICE FACULTY, ADMINISTRATION, AND
STUDENT GOVERNMENT**

FROM: AUBREY FOWLER, SECRETARY TO ACADEMIC SENATE

**RE: MEETING OF THE ACADEMIC SENATE
WEDNESDAY, JUNE 1, 1994, 4:00 P.M.
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL**

AGENDA

1. Call to Order.
2. Approval of Minutes for May 25, 1994, meeting.
3. Elections and Balloting Committee Report.
4. Charter and Bylaws Committee Report.
934-41 Change in Bylaws.
5. Senate Executive Committee Report.
6. Reports of Other Senate Committees.*
 - 934-42 Report from Academic Programs Committee.
Change, Speech Communication Program.
 - 934-43 Report from Academic Programs Committee.
Addition, Exercise Science Program, HHS.
 - 934-44 Report from University Curriculum Committee.
 - 934-45 Report from Academic Standards and Events Committee.
Commencement Recommendation.
 - 934-46 Report from Honors/ICP Committee.
 - 934-47 Report from Library Committee.
 - Report from Academic Student Grievance Subcommittee.
 - Report from Academic Research Committee.
 - Report from Student Academic Affairs Committee.
7. Unfinished Business.
8. New Business.
9. Adjournment.

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* Academic Program change details are available from the Academic Programs Committee or the Senate Chair. Contact Dr. Julia Gergits, English or Virginia Phillips, BIS if you want to review program change details. The Senate Budget does not permit circulation of changes. All changes were circulated by the Programs Committee to impacted departments.

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

Date 5-20-94 Report Number (For Senate Use Only) 934-41

Name of Committee Submitting Report Charter & Bylaws

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

elected chartered

Names of Committee members: M.J. Beaubien, H. Earnhart, K. Feld, D. Hovey,
D. O'Neil, D. Rost

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

changes in bylaws

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

If so, state the motion: move the acceptance of the proposed changes to
the bylaws

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? send back

Other relevant data: _____

Mary J. Beaubien
Chair

The Charter and Bylaws Committee recommends the following Bylaw changes:

Note: Changes are in **bold type**, words to be omitted are crossed out.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:

(b) Committee and Subcommittee members shall be selected as follows:

- (1) Faculty members, congruent with provisions in Section 2 shall be appointed by the Senate Executive Committee. ~~No more than two members from the same college shall be appointed to any committee.~~

Section 2.)

(b) Academic Programs Committee

- (1) The Committee shall be composed of ~~six~~**eight** faculty members, with representation from each undergraduate college of the university and one undergraduate student. There shall also be one representative of the administration, the Chair of the Undergraduate Curriculum Committee and the **Director of the Individualized Curriculum Program** all of whom are nonvoting ex-officio members.
- (2) The responsibility of the Academic Program Committee shall include examination and processing of proposals for new programs, change in existing programs and termination of existing program, as such proposals are forwarded by the undergraduate colleges of the University. **The Committee is also responsible for monitoring Individualized Curriculum Programs (ICP) and determining procedures and policies for these programs.**

(c) Undergraduate Curriculum Committee

- (1) The Committee shall be composed of ~~six~~**eight** faculty members, with representation from each undergraduate college of the University, etc.

(d) Honors Committee ~~and Individualized Curriculum Programs Committee~~

- (1) The Committee shall be composed of eight faculty members with representatives from each undergraduate college of the University; two undergraduate students who are, or have been enrolled in honors courses; ~~two undergraduates who are enrolled in the Individualized Curriculum Programs;~~ and ~~three~~**two** representatives from administration, ~~two~~**one** of whom shall be ~~Director of the Individualized Curriculum Program~~ **and the Director of the Honors Program**, who are nonvoting ex-officio members.
- (2) The Committee shall be responsible for making recommendations to the Academic Senate as to policy related to honor courses and programs. ~~and as related to the development of the Individualized Curriculum Program.~~

(i) Academic Standards ~~and Events Committee~~

- (2) The Committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards ~~as well as policy governing academic events~~. This responsibility shall include the making of recommendations concerned with University general requirements; undergraduate college degree requirements and the grading system honors criteria. ~~and the making of recommendations to the chief academic officer concerned with University academic events such as graduation ceremonies, honors convocations, and inaugural ceremonies.~~

(Next Paragraph stay the same.)

(j) Student Academic Affairs Committee

- (1) The Committee shall be composed of ~~eight~~ ^{eight} ~~six~~ faculty members with representation from each undergraduate college of the University...etc.(no other changes).

- (2) The Committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with ~~polices~~ **polices** related to University undergraduate admissions policy; registration ~~policy~~, **orientation of students**, academic advisement ~~policy~~, **student retention**, and ~~policy~~ **regarding** violation of the regulations governing student academic honesty.

(k) Academic Events

- (1) **The Committee shall be composed of eight faculty members with representation from each undergraduate college of the university, two undergraduate students, and two representatives of the administration, all of whom shall be voting members.**
- (2) **The committee shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees to the University's President.**

Other issues to be deliberated and proposed to the Academic Senate in '94 - '95.

Charter Changes

- (1) That the vice chair of the Senate become a member of the Senate Executive Committee.
- (2) That the title be changed from Chair to *President of the Senate* and Vice Chair to *Vice President*.

Bylaws Changes

- (3) That the University's Research Committee and Academic Research Committee be combined with consideration for the rights and responsibilities of each group, and in a way which best serves the needs of the University.
- (4) That administrative members of committees be given voting rights.

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

Date 5/20/94 Report Number (For Senate Use Only) 934-42

Name of Committee Submitting Report: Academic Programs Committee

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

Appointed chartered

Names of Committee Members: G. Claypool, M. DeLost, J. Gergits, J. Gill-Wigal, R. Jones, A. Owens, J. Yemma, R. Foulkes (ex officio)

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Academic Programs accepts the proposal for changes in the Speech Communication program.

Do you anticipate making a formal motion relative to the report? No

If so, state the motion: _____

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration?

Yes

Other relevant data: None

Julie M. Gergits
Chair

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

Date 5/20/94 Report Number (For Senate Use Only) 934-43

Name of Committee Submitting Report: Academic Programs Committee

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

Appointed chartered _____

Names of Committee Members: G. Claypool, M. DeLost, J. Gergits, J. Gill-Wigal, R. Jones, A. Owens, J. Yemma, R. Foulkes (ex officio)

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Academic Programs accepts the proposal for a new Exercise Science program. The program exists as in ICP now.

Do you anticipate making a formal motion relative to the report? No

If so, state the motion: _____

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration?

Yes

Other relevant data: None

Julie M. Gergits
Chair

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

Date May 19, 1994 Report Number (For Senate Use Only) 934-44

Name Of Committee Submitting Report: University Curriculum Committee

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

Appointed Charter

Names of Committee Members: S. Ausmann, B. Bowers, J. Campbell, H. Chen, R. Foulkes, J. Gergits, M. Haggerty, S. Rippberger, H. Yiannaki

Please write a brief summary of the report the committee is submitting to the Senate (attach complete report): The following proposals have been approved by the UCC and circulated through the proper channels, and there are no objections.

Do you anticipate making a formal motion relative to the report? No.

If so, state the motion: _____

If there are any substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to the committee for further consideration? _____

Other relevant data: _____

- 94-086 College of Arts and Sciences (Add)
ES 760. *Environmental Regulations*. A survey of Federal and Ohio State regulations, to execute legal mandates. Prereq.: ES 601. Class meets for four hour per week. 4 q.h.
- 94-160 Honors Degree Program (Add)
HONORS 599. *Special Topics*. An introductory-level examination of some topic appropriate for honors study. Typically team-taught and interdisciplinary. This course may be counted toward a major if approved by the major department. With approval of the Director of Honors, may be repeated for credit with different topics. Prereq.: Admission to the Honors Degree Program or permission of instructor and Director of Honors. 4 q.h.
- 94-161 Honors Degree Program (Add)
HONORS 699. *Special Topics*. A close examination of some topic appropriate for lower-division honors study. Typically team-taught and interdisciplinary. This course may be counted toward a major if approved by the major department. With approval of the Director of Honors, may be repeated for credit with different topics. Prereq.: Admission to the Honors Degree Program or permission of instructor and Director of Honors. 4 q.h.
- 94-162 Honors Degree Program (Add)
HONORS 799. *Special Topics*. A close examination of some topic appropriate for upper-division honors study. Typically team-taught and interdisciplinary. This course may be counted toward a major if approved by the major department. With approval of the Director of Honors, may be repeated for credit with different topics. Prereq.: Admission to the Honors Degree Program or permission of instructor and Director of Honors. 4 q.h.
- 94-163 Honors Degree Program (Add)
HONORS 899. *Special Topics*. An advanced examination of some topic appropriate for honors study. Typically team-taught and interdisciplinary. This course may be counted toward a major if approved by the major department. With approval of the Director of Honors, may be repeated for credit with different topics. Prereq.: Admission to the Honors Degree Program or permission of instructor and Director of Honors. 4 q.h.
- 94-313 College of Health and Human Services (Change)
FNUTR *862L. *Food and Culture Laboratory*. Must be taken concurrently with FNUTR 862. Three hours laboratory per week. 1 q.h.
- 94-317 College of Health and Human Services (Add)
HMGT 612. *Hospitality Fiscal Control I*. Using the "Uniform System of Accounting for Small Hotels, Motels, and Motor Hotels", this course introduces the unique requirements of hospitality industry record keeping. Includes startups, safeguarding assets, and financial disclosure concepts and requirements. Prereq.: ACCTG 602. 4 q.h.
- 94-341 College of Education (Change)
SEDUC 800E. *Special Methods - English*. A study of the problems involved in the teaching of English. Observation of teaching in the secondary schools, reports, and term paper may be required. This course is prerequisite to SEDUC 842, Student Teaching. Prereq. or concurrent with permission of instructor: SEDUC 706/706L. 3 q.h.
- 94-342 College of Health and Human Services (Change)
NURSG 641. *Concepts and Theories of Self-Care 1*. Concepts and theories related to Orem's conceptual framework are presented from a health focus of wellness. Open to non-nursing majors. 3 q.h.
- 94-364 College of Arts and Sciences (Delete)
ANTHR 711. *Cultural Anthropology*. A cross-cultural comparison of the cultural norms that regulate society, emphasizing the functional prerequisites for the existence of society and individual demands on society. Prereq.: ANTHR 602. 4 q.h.
- 94-365 College of Arts and Sciences (Delete)
ANTHR 712. *Archaeology*. An introduction to the methods and subject matter of archaeology in its reconstruction of paleolithic and prehistoric cultures as inferred from artifacts. Prereq.: ANTHR 602. 4 q.h.
- 94-366 College of Arts and Sciences (Delete)
ANTHR 782. *Physical Anthropology 1: Human Evolution*. The physical origins and development of the human species as a member of the primate order and the biological bases of human behavior disclosed by human paleontology and archaeology. May be used to satisfy the University science area requirement. Prereq.: ANTHR 602, and BIOL 507, or 508, or 551. 4 q.h.
- 94-367 College of Arts and Sciences (Delete)
ANTHR 783. *Physical Anthropology 2: Human Variation*. The distribution of the human species into variant physical types and the casual adaptations of these varieties in relation to evolutionary human ecology. May be used to satisfy the University science area requirement. Prereq.: ANTHR 602, and BIOL 507, or 508, or 551. 4 q.h.
- 94-368 College of Arts and Sciences (Delete)
ANTHR 713. *Social Anthropology*. The origin, diffusion, and continuity of primitive social institutions with their relation to contemporary social phenomena. Prereq.: ANTHR 602. 3 q.h.
- 94-369 College of Arts and Sciences (Delete)
ANTHR 716. *Maya, Aztec, and Inca Cultures*. The origins, cultures, and achievements of the classic civilizations of the New World. Prereq.: ANTHR 602. 4 q.h.
- 94-370 College of Arts and Sciences (Delete)
ANTHR 717. *Cultural Resource Management*. The reconnaissance, identification, evaluation, preservation and recording of prehistoric and historic cultural resources. Students will be familiarized with executive orders on site protection, registration and with federal, state, and local laws. Some field work may be required. Prereq.: ANTHR 712 or permission of instructor. 4 q.h.
- 94-371 College of Arts and Sciences (Delete)
ANTHR 777. *Method and Theory in Archaeology*. Past and contemporary theory and methodology in archaeology, with emphasis on recent innovations in the U.S. and Europe. Prereq.: ANTHR 712. 4 q.h.
- 94-372 College of Arts and Sciences (Delete)
ANTHR 779. *Primate Ethology*. Survey of the behavioral patterns of contemporary primates, emphasizing the relationships with the behavior patterns of early and modern *homo sapiens*. Prereq.: ANTHR 602. 4 q.h.

- 94-373 College of Arts and Sciences (Delete)
 ANTHR 784. *Human Paleontology*. A detailed survey of the fossil evidence for human evolution, including techniques of measurement and description of human skeletal remains. May be used to satisfy the University science area requirement. Prereq.: ANTHR 782. 4 q.h.
- 94-374 College of Arts and Sciences (Delete)
 ANTHR 770. *African Cultures*. An anthropological analysis of contemporary cultures in Africa. Prereq.: ANTHR 602. 4 q.h.
- 94-375 College of Arts and Sciences (Delete)
 ANTHR 771. *Middle Eastern Cultures*. An anthropological analysis of contemporary cultures found in the Middle East. Prereq.: ANTHR 602. 4 q.h.
- 94-376 College of Arts and Sciences (Delete)
 ANTHR 772. *Asian Culture*. An anthropological analysis of ancient and contemporary cultures in Asia. Prereq.: ANTHR 602. 4 q.h.
- 94-377 College of Arts and Sciences (Delete)
 ANTHR 773. *Australian and Oceanic Cultures*. An anthropological analysis of ancient and contemporary cultures found in Australia and Oceania. Prereq.: ANTHR 602. 4 q.h.
- 94-378 College of Arts and Sciences (Delete)
 ANTHR 775. *North American Indians*. The culture and achievements of the North American Indians. Prereq.: ANTHR 602. 4 q.h.
- 94-379 College of Arts and Sciences (Delete)
 ANTHR 776. *South American Indians*. The culture and achievements of the South American Indians. Prereq.: ANTHR 602. 4 q.h.
- 94-380 College of Arts and Sciences (Delete)
 ANTHR 822. *North American Prehistory*. The prehistoric development of North American Indian cultures from the Arctic to Northern Mexico. Prereq.: ANTHR 712. 4 q.h.
- 94-381 College of Arts and Sciences (Change)
 ANTHR *778. *Archaeological Techniques*. Practice in archaeological field methods, including surveying, mapping, excavation, and artifact analysis. Ordinarily offered in summer. 220 contact hours per quarter. Prereq.: ANTHR 712 or 702. 6 q.h.
- 94-382 College of Arts and Sciences (Change)
 ANTHR *781. *Archaeological Laboratory Techniques*. Site reconnaissance, artifact analysis and preservation, microwave analysis, analysis of faunal remains, coprolite analysis, archaeological report writing, etc. Some lab work may be required. Prereq.: ANTHR 712, or 702, or permission of instructor. 4 q.h.
- 94-383 College of Arts and Sciences (Change)
 ANTHR 824. *Old World Prehistory: Special Topics*. An examination of the pre-historic development of the Old World (Africa, Europe, Far East, Middle East, and Oceanic cultures). May be taken twice for credit if topic is different. Prereq.: ANTHR 712 or 702. 4 q.h.
- 94-384 College of Arts and Sciences (Add)
 ANTHR 701. *Cultural Anthropology*. A cross-cultural comparison of the cultural norms that regulate society, emphasizing the functional prerequisites for the existence of society and the individual demands on society. Students who have taken ANTHR 711 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-385 College of Arts and Sciences (Add)
 ANTHR 702. *Archaeology*. An introduction to the methods and subject matter of archaeology in its reconstruction of paleolithic and prehistoric cultures as inferred from artifacts. Students who have taken ANTHR 712 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-386 College of Arts and Sciences (Add)
 ANTHR 703. *Biological Anthropology 1: Human Evolution*. The physical origins and development of the human species as a member of the primate order and the biological bases of human behavior disclosed by human paleontology and archaeology. May be used to satisfy the University science area requirement. Students who have taken ANTHR 782 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-387 College of Arts and Sciences (Add)
 ANTHR 704. *Biological Anthropology 2: Human Variation*. The distribution of the human species into variant physical types and the causal adaptations of the varieties in relation to evolutionary human ecology. May be used to satisfy the University science area requirement. Students who have taken ANTHR 783 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-388 College of Arts and Sciences (Add)
 ANTHR 710. *Social Anthropology*. The origin, diffusion, and continuity of primitive social institutions with their relation to contemporary social phenomena. Students who have taken ANTHR 713 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-389 College of Arts and Sciences (Add)
 ANTHR 765. *Maya, Aztec, and Inca Cultures*. The origins, cultures, and achievements of the classic civilizations of the New World. Students who have taken ANTHR 716 will not receive credit for this course. Prereq.: ANTHR 602. 4 q.h.
- 94-390 College of Arts and Sciences (Add)
 ANTHR 817. *Cultural Resource Management*. The reconnaissance, identification, evaluation, preservation, and recording of prehistoric and historic cultural resources. Students will be familiarized with federal, state, and local laws. Some field work may be required. Students who have taken ANTHR 717 will not receive credit for this course. Prereq.: ANTHR 712 or 702 or permission of instructor. 4 q.h.

- 94-391 College of Arts and Sciences (Add)
 ANTHR 877. *Method and Theory in Archaeology*. Past and contemporary theory and methodology in archaeology, with emphasis on recent innovations in the U.S. and Europe. Students who have taken ANTHR 777 will not receive credit for this course. Prereq.: ANTHR 712 or 702. 4 q.h.
- 94-392 College of Arts and Sciences (Add)
 ANTHR 879. *Primate Ethology*. Survey of the behavioral patterns of contemporary primates, emphasizing the relationships with the behavior patterns of early and modern *hominids*. Students who have taken ANTHR 779 will not receive credit for this course. Prereq.: ANTHR 602 and either 16 q.h. in the major or junior standing. 4 q.h.
- 94-393 College of Arts and Sciences (Add)
 ANTHR 884. *Human Paleontology*. A detailed survey of the fossil evidence for human evolution, including techniques of measurement and description of human skeletal remains. May be used to satisfy the University science area requirement. Students who have taken ANTHR 784 will not receive credit for this course. Prereq.: ANTHR 782 or 703. 4 q.h.
- 94-394 College of Arts and Sciences (Add)
 ANTHR 760. *Topics in Old World Ethnography*. An in-depth examination of the ethnography, cultural contributions, and achievements of Old World peoples, which may include the cultures of Europe, Africa, the Middle East, Asia, or Australia and Oceania. May be taken up to four times for credit if topic is different. Prereq.: ANTHR 602 or permission of instructor. 4 q.h.
- 94-395 College of Arts and Sciences (Add)
 ANTHR 761. *Topics in Native American Ethnography*. An in-depth examination of Native American Ethnography and the cultural contributions and achievements of native peoples. Major topics may include North American Indians, South American Indians, Native American Civil Rights, etc. May be taken three times for credit if topic is different. Prereq.: ANTHR 602 or permission of instructor. 4 q.h.
- 94-396 College of Arts and Sciences (Add)
 ANTHR 800. *Undergraduate Research*. Research participation under the direction and guidance of a full-service faculty member. Designed to acquaint the advance student with special research problems associated with various aspects of the discipline. May be repeated to a maximum of 6 quarter hours. Prereq.: Permission of instructor and junior standing. 1-3 q.h.
- 94-397 College of Arts and Sciences (Add)
 ANTHR 825. *New World Archaeology: Special Topics*. An in-depth examination of the archaeological evidence for the development of New World cultures from early prehistoric to late post-industrial times. Topics may include North American prehistory, South American prehistory, Southwestern prehistory, historical archaeology, industrial sites archaeology, etc. May be taken twice if topic is different. Prereq.: ANTHR 712 or 702 or permission of instructor. 4 q.h.
- 94-398 College of Engineering and Technology (Change)
 ELEGR 840. *Electric Power Systems*. Power system engineering. Modeling of power system components, including synchronous generators, transformers, transmission lines, cables, and circuit breakers. Analysis and design of power system networks while considering power flow, faults, protection systems, and stability. Must be taken concurrently with ELEGR 840L. Prereq. or concurrent: ELEGR 845. 3 q.h.
- 94-399 College of Engineering and Technology (Add)
 ELEGR *840L. *Electric Power Systems Laboratory*. Laboratory experiments and exercises to accompany ELEGR 840, including application of digital computer methods for analysis and design. Must be taken concurrently with ELEGR 840. 1 q.h.
- 94-400 College of Engineering and Technology (Add)
 ELEGR 555. *Computer Engineering*. Introduction to the personal computer, typical application software, technologies, microprocessors, microcomputer programming and applications. Basic operation of digital circuits, interfacing using integrated chips, and analog computers. Experiments will accompany the lectures, providing practical experience for the students. 4 q.h.
- 94-401 College of Engineering and Technology (Add)
 ELEGR 555H. *Honors Computer Engineering*. The personal computer, its components, and the role it plays in control applications, instrumentation, and engineering design. Basic experiments using digital circuits, microcomputers, integrated circuits, and design software integrated into a project with the personal computer and instrumentation. Prereq. or concurrent: English 550H and admission to the Honors program or permission of instructor and director of Honors. 4 q.h.
- 94-402 College of Arts and Sciences (Add)
 SOCIO 821. *Internship in Sociology*. Application of sociological knowledge in the work setting. Assist professionals in various settings such as social agencies, socio-political governmental agencies, gerontological and medical settings, hospitals, nursing homes, and industry. Prereq.: Junior standing and permission of internship advisor. 4-12 q.h.
- 94-403 College of Arts and Sciences (Add)
 MATH *717. *Statistical Methods*. Probability and statistics designed for students majoring in the natural sciences. Topics include descriptive statistics, probability, estimation, testing hypotheses, analysis of variance and regression. Use of personal computers with computer software will be required. Not applicable towards the Mathematics major. Credit will not be given for both Math 717 and Math 714. Prereq.: MATH 550 or equivalent. 5 q.h.
- 94-404 College of Arts and Sciences (Add)
 MATH 848. *Regression Analysis*. Introduction to the theory and applications of regression analysis. Topics include simple linear regression, multiple regression, polynomial regression, correlation analysis and logistic regression. Prereq.: MATH 725 and 841. 4 q.h.
- 94-405 College of Arts and Sciences (Delete)
 HIST 722. *American Architectural History*. Development of structural style and trends within the United States. Includes formal and vernacular developments. The community serves as a basic laboratory. Prereq.: HIST 605 and 606. 4 q.h.

94-406	College of Arts and Sciences	(Delete)
HIST	716. <i>The Conservation of Material Culture.</i> The preparation for display and public understanding of certain aspects of material culture including buildings and works of art. Provides a broad exposure through laboratory and field experience. Prereq.: HIST 715.	4 q.h.
94-407	College of Arts and Sciences	(Delete)
HIST	719. <i>Presentation and Interpretation of Historical Sites.</i> The development and preparation of historical sites for public display and use. Emphasis on presentation and interpretation using local sites and museums as laboratories. Prereq.: HIST 715.	4 q.h.
94-408	College of Arts and Sciences	(Add)
HIST	808. <i>American Architectural History.</i> Development of structural style and trends within the United States. Includes formal and vernacular developments. The community serves as a basic laboratory. Prereq.: HIST 605 and 606.	4 q.h.
94-409	College of Arts and Sciences	(Add)
HIST	809. <i>Documentation and Interpretation of Historic Sites.</i> Methods of documenting historic properties especially as related to the National Register of Historic Places. Includes interpretation of historic sites for public exhibit. Prereq.: HIST 715.	4 q.h.
94-410	College of Arts and Sciences	(Add)
HIST	810. <i>Conservation of the Historic Built Environment.</i> The theory and practice of preserving and rehabilitating all aspects of the historic built environment. Provides broad exposure through field experience. Prereq.: HIST 715.	4 q.h.
94-411	College of Arts and Sciences	(Add)
HIST	811. <i>Practicum in Historic Preservation.</i> Experience in historic preservation through student participation in a wide variety of historic preservation projects. Prepares students for internships outside the university. Prereq.: HIST 715 and permission of the historic preservation committee.	4 q.h.
94-412	College of Arts and Sciences	(Add)
HIST	724. <i>American Environmental History.</i> The interaction of humans and nature within the broader development of America, from colonial origins to the present. Emphasis is on the relationship between environmental change and social change. Prereq.: HIST 605 or 606 or permission of instructor.	4 q.h.
94-413	College of Arts and Sciences	(Add)
ASL	601, 602. <i>Intermediate American Sign Language 1, 2.</i> Additional vocabulary and grammatical features with emphasis placed on continued development of receptive and expressive skills. Discussions of American Sign Language from both a historical and a cultural perspective will be included. The prerequisite for 601 is ASL 503 or equivalent; the prerequisite for 602 is ASL 601 or equivalent.	4+4 q.h.
94-414	Williamson College of Business Administration	(Change)
ACCTG	801. <i>Advanced Accounting.</i> Partnerships: formation, operation and liquidation; installment sales, consignments; branch accounting; receivership; joint ventures; consolidations and mergers. Prereq.: "C" or better in ACCTG 705.	4 q.h.
94-415	Williamson College of Business Administration	(Add)
ACCTG	851. <i>Professional Practice in Accounting.</i> This course provides students with Cooperative Education experiences in Accounting. Students may be assigned to public, corporate, or governmental entities on a quarter to quarter basis. Students are considered full-time students even though no credit is given for the course. May be for more than one quarter. Prereq.: Junior standing.	0 q.h.
94-416	Williamson College of Business Administration	(Add)
FIN	839. <i>International Accounting and Finance.</i> A cross-functional introduction to multinational enterprises and multinational financial management with emphasis on foreign currency risk management, measuring and managing accounting and economic exposure; foreign trade and investment analysis; and various other topics in international accounting and finance. Prereq.: FIN 720 and either ACCTG 705 or FIN 835.	4 q.h.
94-417	Williamson College of Business Administration	(Add)
FIN	852. <i>Professional Practice in Finance.</i> This course provides students with Cooperative Education experiences in Finance. Students may be assigned to banking, securities brokerage, insurance, real estate, corporate or governmental entities on a quarter to quarter basis. Students are considered full-time students even though no credit is given for the course. May be for more than one quarter. Prereq.: Junior standing.	0 q.h.
94-419	Williamson College of Business Administration	(Add)
BIS	714. <i>Advanced Spreadsheets.</i> Includes macros, look-up tables, advanced problems, templates, and projects with emphasis on accounting and finance applications. Prereq.: BIS 514.	4 q.h.
94-420	Williamson College of Business Administration	(Add)
ACCTG	503. <i>Elementary Accounting.</i> Certain principles, concepts, and terminology related to the accounting cycle. Includes an examination of procedures related to control of cash and payroll activities. Does not fulfill WBSA requirements.	4 q.h.
94-421	Williamson College of Business Administration	(Change)
BIS	*520. <i>Beginning Keyboarding.</i> Beginning keyboarding for all students. Taught on microcomputers; some practice on electronic typewriters. Includes use of word processing procedures, report and business letter preparation. One hour of lecture and three hours lab per week.	2 q.h.
94-422	Williamson College of Business Administration	(Change)
BIS	*523. <i>Intermediate Keyboarding.</i> Preparation of business documents such as reports, tables, letters, and manuscripts. Taught on microcomputers; some practice on electronic typewriters. Two hours of lecture, two hours of laboratory. Prereq.: BIS 520 or equivalent.	3 q.h.
94-423	Williamson College of Business Administration	(Change)
BIS	*623. <i>Advanced Keyboarding.</i> Preparation of specialized business documents which relate to student's concentration area through the use of simulations and individualization. Taught on microcomputers. Two hours of lecture, two hours of laboratory. Prereq.: BIS 523.	3 q.h.

- 94-424 Williamson College of Business Administration (Change)
BIS *641. *Magnetic Media*. Intensive study and utilization of microcomputer application software. Includes issues in proofreading techniques, microcomputer applications, and related technology. Lab time required. Prereq.: BIS 513 and 523 or instructor's permission. 4 q.h.
- 94-425 Williamson College of Business Administration (Change)
BIS *642. *Advanced Applications in Magnetic Media*. Advanced software applications and issues in information processing and related technologies are explored. Input from rough drafts and dictation media are used. Decision making, proofreading, and revisions will be emphasized. Lab time required. Prereq.: BIS 641. 4 q.h.
- 94-426 Williamson College of Business Administration (Change)
BIS 671. *Professional Publication--Layout & Design*. Integration of graphics, text, and scanned images. Student will design publications ranging from simple brochures to multi-chapter documents. Lab time required. Prereq.: BIS 513. 4 q.h.
- 94-427 Williamson College of Business Administration (Change)
BIS *672. *Desktop Publishing 1*. Document creation using desktop publishing software on a microcomputer. Application must be mastered on a software package used by industry. Lab time required. Prereq.: BIS 671. 4 q.h.
- 94-428 Williamson College of Business Administration (Change)
BIS *673. *Desktop Publishing 2*. Specialized and advanced document creation using desktop publishing software used by industry. A second software package must be mastered. Lab time required. Prereq.: BIS 672. 4 q.h.
- 94-429 Williamson College of Business Administration (Change)
BIS *718. *Automated Office Systems*. Students organize and operate an information center utilizing decision-making skills and information systems procedures and components. Lab time required. Prereq.: BIS 641 or 642 within one year or permission of instructor. 4 q.h.
- 94-430 Williamson College of Business Administration (Change)
BIS 663. *Office Management*. Principles and practices of effective office systems. Office budgeting, information management through hardware and software selection and utilization, ergonomics, office design, proper procedures for conducting business meetings. Prereq.: BIS 510 and 513. 4 q.h.
- 94-431 Williamson College of Business Administration (Change)
BIS 704. *Business Communications*. Communication theory and practice. Business letter writing; oral communication. Review of English usage. Prereq.: ENGL 550. 4 q.h.
- 94-432 Williamson College of Business Administration (Delete)
BIS 706. *Business Law*. The role of law in business; basic fundamentals of business law. Prereq.: BIS 510 or BUTEC 500. 4 q.h.
- 94-433 Williamson College of Business Administration (Change)
BIS *710. *Advanced Business Computer Systems*. Advanced concepts and vocabulary of information processing; includes advanced software applications. Topics include office automation, data communications, networking, decision support systems, computer security, and hardware and software evaluation criteria. Prereq.: BIS 514. 4 q.h.
- 94-434 Williamson College of Business Administration (Delete)
OSA 530. *Introduction to Gregg Shorthand*. Theory of the Gregg shorthand system will be presented along with fundamentals of dictation and transcription. A dictation speed of 60 words a minute should be attained. Students will be required to spend a minimum of three additional hours per week in open student-monitored lab. Four hours lecture. Prereq.: BIS 505 or equivalent. 4 q.h.
- 94-435 Williamson College of Business Administration (Delete)
OSA 572. *Introduction to Typography*. Terminology, principles, and trends related to typography. 3 q.h.
- 94-436 Williamson College of Business Administration (Delete)
OSA 612. *Typewriting for Medical Assistants*. Advanced specialized typewriting in the medical office. For medical assisting majors only. Prereq.: BIS 523. 2 q.h.
- 94-437 Williamson College of Business Administration (Delete)
OSA 614. *Specialized Dictation for Medical Assistants*. Dictation and transcription in medicine. Includes machine transcription. Four hours lecture only. Open student-monitored lab. For medical assisting majors only. Prereq.: BIS 523 and MATEC 501. 4 q.h.
- 94-438 Williamson College of Business Administration (Delete)
OSA 615. *Information Processing Machines*. Includes DOS review, Macintosh operating system, proofreading, introduction to electronic publishing, typography, layout and design, word processing software, graphics software, and hardware/software maintenance. Two hours lecture, two hours laboratory. Prereq.: BIS 513 and OSA 523. 3 q.h.
- 94-439 Williamson College of Business Administration (Delete)
OSA 624. *Specialized Typewriting*. Material to be covered includes advanced specialized typewriting in the technical, medical, legal, or executive office. One hour lecture, three hours of laboratory. Prereq.: BIS 623. 2 q.h.
- 94-440 Williamson College of Business Administration (Delete)
OSA 630. *Shorthand 2*. Beginning transcription and dictation. A dictation speed of 80 words a minute should be attained. Students must spend an additional three hours per week in open student-monitored lab. Four hours of lecture. Prereq.: BIS 523 and BIS 530 or equivalent. 4 q.h.
- 94-441 Williamson College of Business Administration (Delete)
OSA 631. *Shorthand 3*. Emphasis on dictation speed and transcription. A dictation speed of 100 words a minute should be attained. Students must spend an additional three hours per week in individualized lab. Prereq.: BIS 630 or equivalent. 4 q.h.
- 94-442 Williamson College of Business Administration (Delete)
OSA 640. *Information Processing Concepts*. Fundamentals of information processing: feasibility study, equipment selection, center design, employee selection, training and motivation, work flow, and current technological issues. 4 q.h.

- 94-443 Williamson College of Business Administration (Delete)
OSA 670. *Concepts of Electronic Publishing*. Historical perspectives of phototypesetting. Includes evolution of printing technology, study of desktop publishing movement, and issues related to hardware and software selection. Prereq.: BIS 572. 3 q.h.
- 94-444 Williamson College of Business Administration (Delete)
OSA 731. *Specialized Dictation*. Dictation and transcription in specialized fields: law, medicine, etc. Includes machine transcription. Four hours lecture only. Open student-monitored lab. Prereq.: BIS 539 or 631, BIS 623, or permission of instructor. 4 q.h.
- 94-445 Williamson College of Business Administration (Delete)
OSA 805. *Office Practicum*. Terminal course for refinement of secretarial skills and techniques in simulated office procedures. Prereq.: BIS 615 and 623. 4 q.h.
- 94-446 Williamson College of Business Administration (Delete)
BUTEC 510. *Real Estate Principles and Practices*. Introduction to real estate as a profession, stressing essential principles and practices, and the view of its legal, physical and economic characteristics. Particular attention is given to license law. Provides foundation for further study and for licensure. 3 q.h.
- 94-447 Williamson College of Business Administration (Delete)
BUTEC 530. *Introduction to Advertising*. Introduction to layouts, copywriting, and production of the advertising message. Includes advertising media, marketing research, statistics, management functions, and government regulations. Prereq.: BUTEC 500 or concurrent with BUTEC 500. 4 q.h.
- 94-448 Williamson College of Business Administration (Delete)
BUTEC 540. *Principles of Marketing*. Introduction to marketing's role in society and within the firm; an overview of marketing strategy and planning. Includes international markets, forecasting targets, market potential, and sales. Prereq.: BUTEC 500 or concurrent with BUTEC 500. 4 q.h.
- 94-449 Williamson College of Business Administration (Delete)
BUTEC 541. *Sales Principles*. Overview of the selling function and its role in marketing. Application of the selling process and sales psychology. Prereq.: BUTEC 500 or concurrent with BUTEC 500. 4 q.h.
- 94-450 Williamson College of Business Administration (Delete)
BUTEC 560. *Business Management Technology*. Concepts and methods in the general management of business enterprises. The influence of size, type and business purpose on management principles and practices. Prereq.: BUTEC 500 or concurrent with BUTEC 500. 4 q.h.
- 94-451 Williamson College of Business Administration (Delete)
BUTEC 580. *Elementary Accounting Tech. 1*. Basic principles, concepts, and terminology related to the accounting cycle. Includes an examination of procedures related to control of cash and payroll activities. 4 q.h.
- 94-452 Williamson College of Business Administration (Delete)
BUTEC 581. *Elementary Accounting Tech. 2*. Basic principles applied to merchandising firms and partnerships. Includes analysis of short and long-term assets. Prereq.: BUTEC 580. 4 q.h.
- 94-453 Williamson College of Business Administration (Delete)
BUTEC 582. *Elementary Accounting Tech. 3*. Basic principles applied to corporations. Includes analysis of long-term liabilities and financial statements. Prereq.: BUTEC 581. 4 q.h.
- 94-454 Williamson College of Business Administration (Delete)
BUTEC 584. *Hospitality Industry Accounting*. The application of accounting principles to the hospitality industry: budgets, interpretation of financial statements, payroll accounting, and effective internal controls. Prereq.: BUTEC 580. 4 q.h.
- 94-455 Williamson College of Business Administration (Delete)
BUTEC 586. *Financial Management*. Financial planning, problem analysis, capital budgeting, management of short and long-term financial assets. Prereq.: BUTEC 582. 4 q.h.
- 94-456 Williamson College of Business Administration (Delete)
BUTEC 603. *Real Estate Brokerage*. A survey of the principles underlying management functions of planning, organizing, staffing, directing and controlling a brokerage office, training and retention of sales personnel, reading, discussion, and research topics. Prereq.: BUTEC 510. 3 q.h.
- 94-457 Williamson College of Business Administration (Delete)
BUTEC 604. *Real Estate Appraisal 1*. The intricacies of real estate appraisals, with emphasis on the theory of value, the service orientation for real estate sales, and the appraisal function as a tool relative to residential and commercial real estate sales and brokerage operations. Prereq.: BUTEC 510. 3 q.h.
- 94-458 Williamson College of Business Administration (Delete)
BUTEC 610. *Real Estate Law*. Areas of law needed by real estate personnel; including the law of agency as applied to real estate brokers and salesmen, law of fixtures, estates (including leases), conveyancing of real estate, and license law of the state of Ohio, zoning, cooperatives, and condominium. 3 q.h.
- 94-459 Williamson College of Business Administration (Delete)
BUTEC 611. *Real Estate Finance*. A study of instruments, financial institutions, mortgage market, and procedures involved in financing real estate, as well as the nature and characteristics of mortgage loans. Course content follows guidelines from the Ohio Real Estate commission. Prereq.: BUTEC 510 and BUTEC 610. 3 q.h.
- 94-460 Williamson College of Business Administration (Delete)
BUTEC 620. *Special Topics in Real Estate*. A seminar-type course as a "capstone" to review, coordinate, and synthesize the subject matter of all the prescribed real estate courses, and/or to expand certain areas where necessary. The student is required to demonstrate his/her knowledge of real estate by preparing a term paper presentation on a particular research topic. Prereq.: BUTEC 603. 3 q.h.

94-461 BUTEK	Williamson College of Business Administration 640. <i>Warehousing and Traffic Management.</i> Examination of transportation, warehousing, materials handling, containerization, inventory control, purchasing, and warehouse location. Prereq.: BUTEC 540.	(Delete) 4 q.h.
94-462 BUTEK	Williamson College of Business Administration 641. <i>Retail Merchandising.</i> Marketing functions as they relate to retail businesses. Includes types of retail outlets, organizational charts, systems and controls used, store location and layout. Prereq.: BUTEC 540.	(Delete) 4 q.h.
94-463 BUTEK	Williamson College of Business Administration 642. <i>Industrial Merchandising.</i> Marketing functions as they relate to industrial organizations. Includes pricing, marketing channels, legal controls and planning. Prereq.: BUTEC 540.	(Delete) 4 q.h.
94-464 BUTEK	Williamson College of Business Administration 643. <i>Purchasing.</i> "Marketing in reverse," including buying quantity, inspection and quality control, and sources and assurance of supply. Prereq.: BUTEC 540.	(Delete) 4 q.h.
94-465 BUTEK	Williamson College of Business Administration 644. <i>Consumer Behavior.</i> Analysis of buyer behavior from the viewpoint of the seller. Techniques used to influence institutional buyers, industrial buyers, and consumers. Prereq.: BUTEC 540.	(Delete) 4 q.h.
94-466 BUTEK	Williamson College of Business Administration 648. <i>Sales Management.</i> Procedures and techniques necessary to manage the sales force, including recruitment, orientation, compensation, supervision, and organization. Prereq.: BUTEC 541.	(Delete) 4 q.h.
94-467 BUTEK	Williamson College of Business Administration 660. <i>Personnel Practices.</i> Principles, policies, and practices in administering the functions of recruiting, selecting, training, compensating, and appraising the human resources of organizations. Prereq.: BUTEC 560.	(Delete) 4 q.h.
94-468 BUTEK	Williamson College of Business Administration 662. <i>Operations and Production Management.</i> Management concepts used to manage the resources required to produce the products or services provided by an organization. Prereq.: BUTEC 560.	(Delete) 4 q.h.
94-469 BUTEK	Williamson College of Business Administration 667. <i>Small Business Management.</i> Management functions as related to starting and successful operations of small enterprises. Prereq.: BUTEC 560.	(Delete) 4 q.h.
94-470 BUTEK	Williamson College of Business Administration 669. <i>Case Problems in Management.</i> Analysis of case material for the purpose of developing procedures for solving management problems. Prereq.: BUTEC 540, BUTEC 560, BUTEC 586, BUTEC 660 and BUTEC 662.	(Delete) 4 q.h.
94-471 BUTEK	Williamson College of Business Administration 680. <i>Accounting Analysis.</i> Income determination, current asset and current liabilities valuation. Prereq.: BUTEC 582.	(Delete) 4 q.h.
94-472 BUTEK	Williamson College of Business Administration 681. <i>Accounting Systems for Small Businesses.</i> Spreadsheet analysis and integrated accounting systems. Applications on microcomputers. Prereq.: BUTEC 582.	(Delete) 4 q.h.
94-473 BUTEK	Williamson College of Business Administration 683. <i>Cost Accounting.</i> Estimating, planning and controlling cost processes. Includes standards, analysis of variances, cost and profit selection, product pricing, budgets, distribution, and control. Prereq.: BUTEC 560 and 582.	(Delete) 4 q.h.
94-474 BUTEK	Williamson College of Business Administration 684. <i>Tax Accounting.</i> Application of current federal tax law. Also includes federal, state, and local tax treatments. Prereq.: BUTEC 581.	(Delete) 4 q.h.
94-475 BUTEK	Williamson College of Business Administration 685. <i>Nonprofit Accounting.</i> Concepts and reporting practices of non-profit organizations. Prereq.: BUTEC 582.	(Delete) 4 q.h.
94-477 BIS	Williamson College of Business Administration 720. <i>Organizational Behavior.</i> A study of interrelationships in business. Topics include: communications, motivation, perception, leadership, and personal dynamics. Prereq.: Sophomore standing or permission of instructor.	(Delete) 4 q.h.
94-478 ACCTG	Williamson College of Business Administration 601. <i>Microcomputer Applications in Business.</i> The study and use of selected microcomputer applications in business. Topics will include spreadsheets, database, and word processing, Prereq.: Sophomore standing.	(Delete) 4 q.h.
94-479 BIS	Williamson College of Business Administration 698. <i>Special Topics.</i> An in-depth study of business information systems. Topics will vary each quarter. May be repeated for different topics. Prereq.: Sophomore standing.	(Change) 1-4 q.h.
94-480 LREL	College of Arts and Sciences 833. <i>Collective Bargaining and Arbitration.</i> Marginal productivity theory as a restraint in labor negotiations; bargaining theory and practice; utilization of third party facilitators; government intervention and control. Listed also as ECON 833. Prereq.: ECON 631 or 632.	(Change) 4 q.h.
94-481 LREL	College of Arts and Sciences 835. <i>Labor Law.</i> Development of labor legislation and case law in the U.S.; analysis and economic implications of the effects of the common law, state and federal legislative enactments, judicial decisions, and administrative rulings on labor-management relations. Prereq.: ECON 631 or 632.	(Change) 4 q.h.

- 94-482 College of Arts and Sciences (Change)
LREL 841. *Occupational Health and Safety Legislation*. Economic effects of occupational safety and health legislation on the well-being and productivity of the American labor force; relative efficiency of the U.S. in global competition. Prereq. ECON 631 or 632. 4 q.h.
- 94-483 College of Arts and Sciences (Change)
LREL 843. *Equal Employment Opportunity and Income Security*. Public policy related to discrimination in hiring, pay and fringes, training, promotion and retention of the legally-protected classes. Listed also as ECON 843. Prereq.: ECON 631 or 632. 4 q.h.
- 94-484 College of Arts and Sciences (Change)
LREL 845. *Theory, Operation, and Problems of Labor Organizations*. Policies and practices of unions in protecting and expanding the interests of their constituencies in a dynamic technological world. Prereq.: ECON 631 or 632. 4 q.h.
- 94-485 College of Arts and Sciences (Change)
LREL 849. *Seminar in Labor Relations*. Selected current topics in labor-management relations. Prereq.: ECON 631 or 632. 4 q.h.
- 94-486 College of Health and Human Services (Add)
MLTEC *790. *Essentials of Cytotechnology*. Basics in cytotechnology, including professional aspects, cytologic specimen collection and processing, staining, and mounting. Three hours lecture and three hours laboratory per week. Prereq.: BIOL 713. 4 q.h.
- 94-487 College of Health and Human Services (Add)
MLTEC 850. *Cytotechnology Internship 1*. Staining, mounting, quality control, and safety in the cytotechnology laboratory; specimen collection, processing, and microscopy. Forty hours of clinical experience per week. Prereq.: Acceptance into clinical internship. 12 q.h.
- 94-488 College of Health and Human Services (Add)
MLTEC 860. *Cytotechnology Internship 2*. Cytopathology and laboratory study of the reproductive and urogenital systems. Forty hours of clinical experience per week. Prereq.: Successful completion of MLTEC 850 with a minimum grade of C. 12 q.h.
- 94-489 College of Health and Human Services (Add)
MLTEC 870. *Cytotechnology Internship 3*. Cytopathology and laboratory study of respiratory and gastrointestinal systems; cytopathology of body fluids. Forty hours of clinical experience per week. Prereq.: Successful completion of MLTEC 860 with minimum grade of C. 12 q.h.
- 94-490 College of Health and Human Services (Add)
MLTEC 880. *Cytotechnology Internship 4*. Cytopathology and laboratory study of the breast, theory and procedures in cytogenetics, fine needle aspiration, prescreening and screening of specimens; special topics and individual research in cytotechnology. Forty hours of clinical experience per week. Prereq.: Successful completion of MLTEC 870 with a minimum grade of C. 12 q.h.

As of the date of this report, there are unresolved objections to the following courses. If the objections have not been resolved by the June 1, 1994, Senate meeting, the courses will be deleted from the report.

- 94-418 Williamson College of Business Administration (Add)
BIS 514. *Business Computer Systems*. Hands-on business software with emphasis on disk operating systems, word processing, database and spreadsheet applications. 4 q.h.
- 94-476 Williamson College of Business Administration (Delete)
BIS 513. *Business Computer Systems 1*. Basic concepts and vocabulary of information processing. Topics include introduction to YSU network, DOS, microcomputer logic and flowcharting, microcomputer applications including word processing, and interactive processing on the mainframe computer. 4 q.h.

*objections
removed
by
memo to
Faculty by
Shuller 6/2/94*

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

Date 5-19-94 Report Number (For Senate Use Only) 934-45

Name of Committee Submitting Report Academic Standards and Events

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

Names of Committee Members: C. Anderson, T. Bodnovich, D. Decker,
R. Hoover, U. Hugenberg, H. Kim, S. Martinek, S. Russo, P. Schuster,
S. Tingley, K. Blankenship, S. Schulick

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

The report recommends the reading of student names at Spring 1994 and Summer 1994 Commencement ceremonies, and an evaluation of these ceremonies during the Fall 1994 Quarter.

Do you anticipate making a formal motion relative to the report? Yes
If so, state the motion:

Move the acceptance of the attached Report on Commencement.

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? No

Other relevant data: _____



Chairman (please initial)

Senate 89-90/covlet.sen

Academic Standards & Events Committee

Report On Commencement

May 19, 1994

The reading of graduates' names at the Summer 1993 and Winter 1994 commencement ceremonies has proven that the concept is not only feasible, but meaningful to the graduates. In general, participants have commented favorably about the changes. The Academic Standards and Events Committee believes that this is a very positive step in renewing and enhancing commencement exercises at YSU.


It is the recommendation of the committee that names continue to be read for the Spring 1994 and Summer 1994 ceremonies. This will give all faculty an opportunity to have participated in the new format. It will also allow the new format to be tested during the largest commencement ceremony (Spring). The new format will then be evaluated during the Fall 1994 quarter.

Winter 1994 Commencement	
358 Fall Graduates 406 Winter Graduates	
Activity	Actual Elapsed Time
Overall Ceremony	2 hours 10 minutes
Speaker	15 minutes
Music	9 minutes
Reading each name	4 to 5 seconds

Spring 1994 Commencement	
960 Spring Graduates	
Activity	Estimated Time
Overall Ceremony	2 hours 37 minutes
Speaker	15 minutes
Music	9 minutes
Reading each name	4 to 5 seconds

Comments from Scott Schulick, President of Student Government are contained in the appendix to this report.

To: Academic Standards and Events Committee of the Academic Senate

From: Scott Schulick 
President of Student Government
Member, Standards and Events Committee
Ex-Officio, Academic Senate

Date: April 25, 1994

Re: Commencement Report #2

Background

The students of YSU have expressed interest in modifying graduation exercises for some time. In Fall of 1992, Kimberly Hight, a senior majoring in Business(graduate, Fall 1993), expressed to me her concern as to why names of students were not announced at commencement. At the time I was serving as a representative to Student Government and brought the matter to the attention of the body. This began an investigation and commitment on behalf of the students to promote a much needed change. In May 1993, during Student Government elections, a survey was taken to determine how the student body felt about the issue. Nearly 90% of the students completing the survey felt that it was worthwhile and said that such a change would make them more likely to attend the commencement exercises. Student Government also did research by telephone to other institutions about how commencement exercises were conducted elsewhere in the state.

Upon my election to Student Government, Kim and I met with Provost Scanlon to discuss the issue, as well as brainstorm other ideas that would make commencement more meaningful to students and build tradition for the entire university community. The Provost was most supportive and implemented the change on a trial basis at the summer commencement. For those who attended, it was definitely a memorable experience. And the feedback to those of us who studied its success and other options for the exercises, was extremely supportive. Later this fall, I presented the legislative body of Student Government with different options that the ceremony could take and addressed the issue of increased ceremony time. Nearly the entire body felt that names reading at the ceremony, as well as other things to make the ceremony more meaningful, more than made up for the additional time the ceremony took. They felt that the extra time was not much to ask students, faculty or administrators after four or more years of study and hard work. We have very few traditions at this institution and this is a perfect example of something that can become just that.

Observations

The reading of graduates' names at the Summer 1993 and Winter 1994 commencement ceremonies has proven that the concept is not only feasible, but meaningful to the graduates. In general, students, faculty, staff, administrators, board members, dignitaries and guests have all commented favorably about the changes, and I feel that this is a first step in renewing and

APPENDIX

enhancing commencement exercises at YSU. Other suggestions have included increasing the pomp and circumstance of the ceremony and considering the possibility of having exceptional student speak briefly to fellow graduates.

The following are suggestions or comments received by Student Government and this committee regarding the reading of names:

- It appears as though there was an increase in attendance at the Winter commencement exercises
- There should be a quick turn around time between graduates, and the procession should move at a steady pace
- An effort should be made by the reader to assure that the name being read matches with the person approaching stage to shake hands with the respective dean
- Readers are advised to practice reading the names prior to commencement to assure that there is no uncertainty regarding correct pronunciation. Names should be spelled phonetically, and any questions should be taken care of prior to the ceremony. There were several names mispronounced at the Winter commencement, and one guest shouted a correct pronunciation after one graduate's name was mispronounced. Events such as these can become embarrassment to not only the reader, but to the University
- Temperature and seating in Beeghly Center should be as comfortable as possible
- Student involvement in the selection of the Commencement speaker, or student speakers in lieu of a designated commencement speaker

Recommendations

It is the hope of Student Government that this committee will take into consideration these issues when deciding its stand and that all of you would become advocates for the proposed changes and convince fellow Senators to do the same should the issue come to a vote. It will send a very positive message to the student body. The names reading, along with other possible changes in the ceremony are just another reflection of the open communication and vision of the current university administration and its commitment to enhance the quality of the educational experience both in and out of the classroom. Students are the lifeblood of a healthy campus and are the reason for its continued existence. They have earned the honor and respect to receive such simple recognition on graduation day.

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

Date May 19, 1994

Report Number (For Senate Use Only) 934-46

Name of Committee Submitting Report Honors/ICP

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

Appointed chartered

Names of Committee Members: Genevra Kornbluth (chair), Dora Bailey, Tom Copeland, Bari Lateef, Fred Owens, Wade Raridon, Judy Wilkinson, Javed Alam, David Porter; Michelle Wrona, Wendy Korb, Corina Klies, Michael Schueller; George Sutton, Barbara Brothers, ex officio; Nate Ritchey attending by invitation

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

The Honors Degree Program continues to develop, with the program itself and new Honors Studies courses now reported out of the Program and Curriculum Committees. New forms are available from Honors/ICP for Contract Honors and for Approval of an Honors Section of an Existing Course (appended). Procedures will be explained in our report.

Do you anticipate making a formal motion relative to the report? No

If so, state the motion: _____

If there are substantive changes made from the floor in your committee recommendation, would the committee prefer that the matter be sent back to committee for further consideration? _____

Other relevant data: _____

Genevra Kornbluth G. K.
Chairman (please initial)

Senate 89-90/covlet.sen



Request for Contract Honors Credit

This form should be approved before registering for the course and must be approved by the end of the third week of classes.

Please Print. _____
Student's Last Name, First, Middle Social Security Number

College _____ Degree _____ Major _____

Current Point Average _____ Hours Completed _____

I petition to earn honors credit in the following course during the _____ quarter, 19_____.

Name of Course _____ Four-Digit Course Code (in Schedule of Classes) _____

Department and Catalogue Number _____ Qtr. Hours Credit _____

Name of Faculty Member to Teach the Course _____

Faculty Member:

Please check the list below and attach your plans for additional course requirements. (Please type.)

This course will include the following components as outlined in the Honors Degree Program:

When compared to a non-honors course, an honors course should

Check all that apply to this course.

- cover material in greater depth,
- encompass more complex concepts, stressing analysis
- place greater emphasis on communication skills,
- include discussion of applicable theories in the field,
- require of the students more preparation and class participation, including more ambitious papers or projects, as well as a greater share of responsibility for learning,
- involve more state-of-the-art technology whenever possible and appropriate.

Approval and Routing:

1. Student _____ Date _____

2. Faculty Member _____ Date _____

3. Department Chair _____ Date _____

4. Send to N. Ritchey (Mathematics),
Director of Honors.

5. Chair of Honors Subcommittee _____ Date _____



**Request for Approval of an Honors Section
of an Existing Course**

For the Academic Year _____

Requestor(s): _____

Approval is for one academic year only.

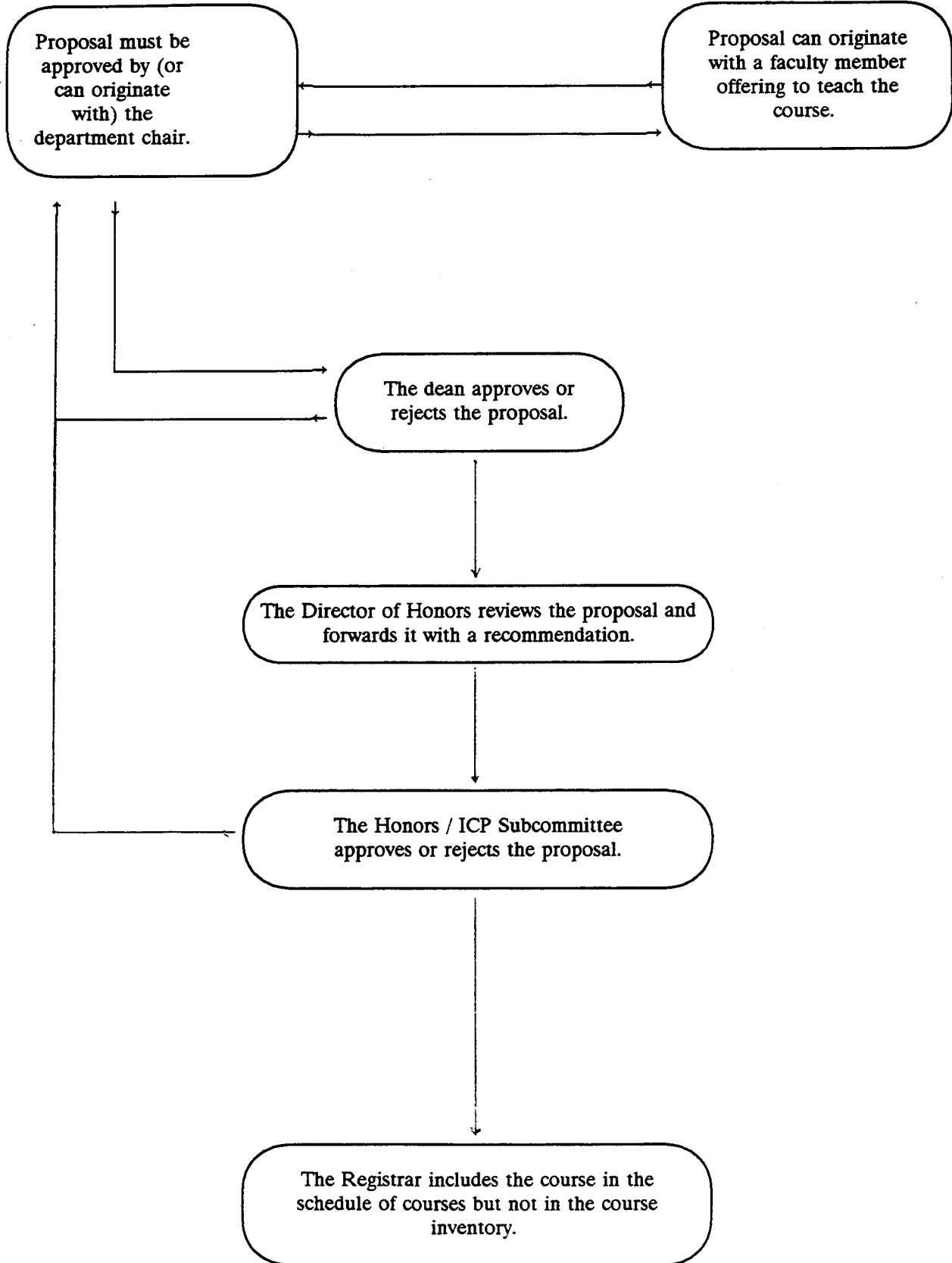
Date: _____

- A. Please submit with this form the syllabus of this proposed course and the syllabus of any related non-honors course. Both syllabi should include information on texts/readings to be used, tests, papers, presentations, projects, etc., and topics to be covered.
- B. **Course title and description: Proposed Honors Course**

Course title and description: Related Non-Honors Course

- C. List admission criteria for the proposed course (membership in the Honors Degree Program, GPA, placement test, portfolio of previous work, personal interview, etc.). It is expected that students registering for honors courses will have a GPA of at least 3.4 in their major and/or the offering department.
- D. What primary sources, original experiments and research, experiential learning, etc. will be used in this course that are not normally assigned in a related non-honors course?

Approval Path for an Honors Section of an Existing Course



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

Date 5/17/94 Report Number (For Senate Use Only) 934-47

Name of Committee Submitting Report Library

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

Names of Committee Members: Faculty: J. Boehm, L. DiRusso, H. Earnhart,
G. Leck, J. Morrison, T. Perkins, H. Savage, D. Suchora. Administration: D. Genaway,
D. Sweetkind, J. Yemma, W. Jenkins. Students: Elizabeth Glasgow, Derek Gyongois.

Please write a brief summary of the report which the Committee is submitting to the Senate (attach complete report): Following the previous year's
directive, the committee allocated the "special needs" budget for this year and
constructed the proposed budget for FY95.

Do you anticipate making a formal motion relative to the report? Yes.
If so, state the motion: Approval of the FY95 University Library Acquisitions
Allocations as included in the 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: _____

Senate 89-90/covlet.sen

JCM
Chairman (please initial)

LIBRARY COMMITTEE REPORT 1993-94

Most of the work of this year's committee involved the review of requests from departments and programs for funding of special needs. Last year's committee as approved by the Senate allocated \$20,000 of the \$100,000 increase in the library budget for this purpose. The later part of the year was devoted to analysis of the changing nature of library acquisitions as impacted by:

- * The advent of the first operational phase of OHIOLINK and its promise of a "virtual library", with our ability to prowl the stacks of all member libraries from our PCs.
- * The availability of electronic publications of research journals in some areas.
- * The greatly increased use of CD-ROM as a media especially in reference material and with it the pricing policies heretofore unheard.
- * Of the reality of the high density storage facility at Rootstown.
- * The planned move of materials from Dana to MAAG.

In the Schools and Colleges significant changes continue with reorganization of departments and programs, planned expansion of some, creation of others suggesting needs as yet unforeseen. Thus, the committee recommends that again there be retained a "hold back" in the allocation of the projected increase of \$100,000, as suggested below.

	APPROVED for FY 94	RECOMMENDED for FY 95
COLLEGES		
Arts & Sciences	\$ 603,930	646,265
Business	104,061	111,345
Education	56,379	60,329
Engineering/Tech	80,316	85,943
Fine & Perform. Arts	71,215	76,205
Health & Human Services	<u>73,199</u>	<u>89,013</u>
	\$ 989,100	\$1,069,100
HOLD BACK	\$ 20,000	\$ 30,000
LIBRARY		
General Works	\$ 71,900	\$ 71,900
Reference	58,000	63,000
Replacement	11,000	11,000
Binding	<u>50,000</u>	<u>55,000</u>
	\$ 190,900	\$ 200,900
	=====	=====
	\$1,200,000	\$1,300,000