

Bernard Gillis  
Provost

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

**FROM: VIRGINIA PHILLIPS, SECRETARY, ACADEMIC SENATE**

**RE: MEETING OF THE ACADEMIC SENATE  
WEDNESDAY, APRIL 1, 1992, 4:00 P.M.  
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL**

**AGENDA**

1. Call to Order.
2. Approval of Minutes for March 4, 1992, meeting.
3. Elections and Balloting Committee Report.
4. Charter and Bylaws Committee Report.
5. Senate Executive Committee Report.
6. Reports From Other Senate Committees.
  - 912-12 University Curriculum Division Committee Report.
  - 912-13 Academic Programs Division Committee Report.
  - 912-14 Student Academic Affairs Committee Report.
7. Unfinished Business.
8. New Business.
9. Adjournment.

**RECEIVED**  
MAR 23 1992  
OFFICE OF THE PROVOST

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

Date February 17, 1992 Report Number (for Senate use only) 912-12

Name of Committee submitting report University Curriculum Division

Committee status: (elected chartered, appointed chartered, ad hoc, etc.) \_\_\_\_\_  
Appointed Charter

Names of Committee members: T. Kermani, S. DeBlois, R. Foulkes, I. Heal, M. Haggerty,  
H. Yiannaki, D. Henneman

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) The following proposals have been approved by UCD and circulated  
through 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 substantive changes made from the floor in your committee recommendations, would the committee prefer that the matter be sent back to committee for further consideration? \_\_\_\_\_

Other relevant data: \_\_\_\_\_

Taghi Kermani  
Chair

PREPARED BY CURRICULUM COMMITTEE

92-002 Counseling (Add)  
898 Introduction to Professional Counseling  
Examines the history of professional counseling and its organizations, the work of counselors in various settings and emphasizes current professional, ethical and legal issues. 2 q.h.

92-016 Biological Sciences (Add)  
861 Sociobiology  
Examines of current theories attempting to explain social behavior in invertebrate and vertebrate taxa in terms of social evolutionary theory. Emphasizes altruism, group selection, kinship theory and cost/benefits to genetic fitness within the overall process of natural selection. Prereq.: Biology 506, 507 and 508. 3 q.h.

92-017 Nursing (Change)  
742 Nursing Systems 3  
Nursing assistive actions and the system of nursing care are studied as they apply to acutely ill adults. This course focuses upon health deviation requisites as well as other therapeutic self-care requisites within partly compensatory and educative-supportive situations. To be taken concurrently with NURSG 742L. Prereq.: NURSG 740, NURSG 741, and NURSG 750. 4 q.h.

92-018 Home Economics (Change)  
716 Infant Laboratory  
Observation and participation in an infant and toddler program. One hour lecture and six hours laboratory per week. Prereq.: PSYCH 560, HOMECE 514 and 531. 3 q.h.

92-019 Home Economics (Change)  
531 Infant and Toddler Care  
Guiding principles in the care of infants from conception to age two, with special attention to planned infant stimulation. Lecture, demonstrations, and observation. Course will include five hours of field/clinical experience. 3 q.h.

92-020 Home Economics (Change)  
532 Preschool Child Care  
Care and guidance of 2-to-5 year old children in a group setting; emphasis on behavior management. Course will include ten hours of field/clinical experience. 4 q.h.

92-021 Home Economics (Change)  
631 Parent Involvement  
Planning experiences and activities with and for parents which will provide continuity of child care between the home and the home and the day care center. Course will include six hours of field/clinical experience. Prereq.: ENGL 551. 4 q.h.

92-022 Home Economics (Change)  
664 Management of Child Care  
The philosophy and organization of a child care center to include planning the environment, people and resources, record-keeping, and legal and ethical aspects of prekindergarten education. Course will include fifteen hours of field/clinical experience. Prereq.: HOMECEC 514 and 706. 4 q.h.

92-023 Home Economics (Change)  
672 Nutrition and The Young Child  
Nutritional needs of the developing child; implementation of quality foodservice in a child care setting; nutrition education of young children for development of desirable food habits. Course will include five hours of field/clinical experience. Prereq.: HOMECEC 543 or 502 or 551. 4 q.h.

92-024 Home Economics (Change)  
833 School-Age Child Care  
Developing and administering extended day and vacation programs for school-age children; developmentally appropriate extra-curricular activities. Course will include ten hours of field/clinical experience. Prereq.: PSYCH 755 and 12 hours of professional education courses. 3 q.h.

92-025 Home Economics (Change)  
866 Administration of Prekindergarten Programs  
The role of the administrator of an early childhood center in coordination, management, budgeting, curriculum development, research, evaluation, advocacy, and public policy formation. Course will include ten hours of field/clinical experience. Prereq.: HOMECEC 706 and 664, or ELED 841, or SEDUC 842. 4 q.h.

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

Date March 5, 1992

Report Number (for Senate use only) 912-13

Name of Committee submitting report UCC-Academic Programs Division

Committee status: (elected chartered, appointed chartered, ad hoc, etc.) \_\_\_\_\_

Appointed - Chartered

Names of Committee members: L. Harris (Allied Health), A. Stocks (Economics), R. Krishnan (Mont), M. Siman (Elec. Engineering), L. Hopkins (Music), G. Sutton (Engineering), J. Feist-Willis (Elem Education/Reading), J. Holovatyk (Student Gov't)

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

Approval of program changes for Medical Laboratory Technology and various programs in the BET Department. See attachments.

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 recommendations, would the committee prefer that the matter be sent back to committee for further consideration? \_\_\_\_\_

Other relevant data: \_\_\_\_\_

*Loush H. H...*  
Chair



Academic Programs Division

PD#      Date Rec'd

Addition of a new program \_\_\_\_\_ (Complete ~~B~~ C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

Change in an existing program \_\_\_\_\_ y \_\_\_\_\_ (Complete A, 3, C)

Program title Medical Laboratory Technology Department Allied Health

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

Please see attached curriculum (1991-1992)

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

Please see attached curriculum proposals, justification, and proposed curriculum (1992-1993).

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

Please see attached sheets. These changes will not impact the resources of other departments.

Signatures

Dept. Chairman Madeline Haggerty Dean [Signature]

Program Div. Louis N. Harris Senate \_\_\_\_\_

*Madeline Haggerty, Chair Last Curriculum Committee 2/27/9.*

February 26, 1992

**TO:** CAST Curriculum Committee  
University Curriculum Committee  
University Program Committee

**FROM:** Maria E. Delost, Allied Health  
Program Director, Medical Laboratory Technology

**RE:** MLTEC Course Proposals

The attached packet reflects proposed revisions in the Medical Laboratory Technology Curriculum. These changes have been made to revise some prerequisites to correspond with the current curriculum. Some course descriptions have been revised to reflect current lecture and laboratory content.

In addition, the sequence of some courses has been adjusted. This should provide a more logical progression for students through the program and should provide faculty with more balanced schedules.

Specific changes which I wish to address follow:

**MLTEC 502/502L: Methodology 1**

**MLTEC 503/503L: Methodology 2**

**MLTEC 601/601L; Methodology 3**

The titles have been shorted as the previous titles (Medical Laboratory Methodology) were very cumbersome and redundant.

**MLTEC 602L:** Addition of laboratory component to MLTEC 602 and one lecture hour to MLTEC 602. An emphasis on universal precautions and disease transmission, especially related to HIV and AIDS is needed. Students must be prepared to deal with this expanding, critical issue as they enter the laboratory field. In addition, laboratory skills are needed in the examination of various body fluids.

**MLTEC 603 and MLTEC 603L are deleted and replaced with MLTEC 604.** The lecture and laboratory content and evaluation of student performance are difficult to separate into two grades because of the nature of the course. One grade will be given for MLTEC 604, instead of two separate grades for MLTEC 603/603L. Laboratory time is reduced from six hours per week to four hours per week which is sufficient.

**MLTEC 705L:** Clinical Internship is moved from the University setting to affiliated laboratories. Students will receive one credit hour for each six hours of clinical laboratory experience.

**MLTEC 706:** Seminar time must be increased from one to two quarter hours to provide a smooth transition from the university to the affiliate laboratory. Additional time is required for review, evaluation, testing, and discussion of special circumstances unique to the clinical affiliate setting.

**BET 613: Microcomputer Applications (4qh)** has been added to replace a Social

Study elective (3qh). Nearly all hospital laboratories, private laboratories, and physician office laboratories are computerized. The lack of computer experience has hindered our students. It is imperative that today's Medical Laboratory Technician possess computer skills for entry level employment. Bet has indicated that they can accommodate our students into this course.

**Total credit hours for the program is 106 and total technical hours are 46.** These hours are within the guidelines set forth by the Ohio Board of Regents.

Thank you for your professional consideration in reviewing this proposal. Please contact me at 3327 or 1761 if further clarification is needed.



**YOUNGSTOWN STATE UNIVERSITY  
COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY**

**PRE-COLLEGE REQUIREMENTS (High School Credits)**

REQUIRED	EARNED	MUST HAVE GRADES OF 'C' OR BETTER IN:	GRADE	DEFICIENCY	MAKE-UP COURSE
4		ENGLISH			ENGL 540 OR 550*
1		ALGEBRA I			MATH 509 & 510 or 508)**
1		ALGEBRA II or GEOMETRY			MATH 512 or 511
1		BIOLOGY			BIOL 551
1		CHEMISTRY			CHEM 501
1		U.S. HISTORY			
1		SOCIAL SCIENCE (Includes 1/2 Unit U.S. GOVERNMENT			
7		OTHER			
17		TOTAL (See advisor concerning deficiencies)			

High school deficiencies must be made up and these hours DO NOT count toward graduation.

\*Course taken is determined by the English Placement Test.

\*\*Students who have had Algebra I in high school may take only 510, 511 and 512.

NOTE: Credit in Algebra I, Algebra II and Geometry is highly recommended and is required of one wishing to pursue the BSAS Degree.

**FIRST YEAR**

**First Quarter (Fall)**

CHEM 505	Chemistry for the Health Sciences I	4 ( )
BIOL 506	Principles of Biology I with Lab	4 ( )
BIOL 551	Physiology and Anatomy of Man I with Lab	4 ( )
MLTEC 501	Introduction to Medical Technology	3 ( )
MLTEC 501L	Introduction to Medical Technology Lab	1 ( )
		<b>16</b>

**Second Quarter (Winter)**

CHEM 506	Chemistry for the Health Sciences II	4 ( )
BIOL 507	Principles of Biology II with Lab	4 ( )
BIOL 552	Physiology and Anatomy of Man II with Lab	4 ( )
MLTEC 502	Medical Laboratory Methodology I	2 ( )
MLTEC 502L	Medical Laboratory Methodology I Lab	1 ( )
MLTEC 503	Medical Laboratory Methodology II	2 ( )
MLTEC 503L	Medical Laboratory Methodology II Lab	1 ( )
		<b>18</b>

**Third Quarter (Spring)**

MATH 714	Probability and Statistics	5 ( )
BIOL 508	Principles of Biology III with Lab	4 ( )
BIOL 702	Microbiology with Lab	4 ( )
MLTEC 729	Clinical Hematology	2 ( )
MLTEC 729L	Clinical Hematology Lab	2 ( )
		<b>17</b>

**Fourth Quarter (Summer)**

ENGL 550	Composition I	4 ( )
PSYCH 560	General Psychology	4 ( )
MLTEC 601	Medical Laboratory Methodology III	3 ( )
MLTEC 601L	Medical Laboratory Methodology III Lab	1 ( )
SOCST	(Elective)	3 ( )
		<b>15</b>

**SECOND YEAR**

**Fifth Quarter (Fall)**

MLTEC 700	Diagnostic Labeled Immunoassays	2 ( )
MLTEC 700L	Diagnostic Labeled Immunoassays Lab	1 ( )
MLTEC 787	Diagnostic Microbiology	2 ( )
MLTEC 787L	Diagnostic Microbiology Lab	2 ( )
MATEC 602	Medical Laboratory Techniques	2 ( )
MLTEC 603	Methodology IV	2 ( )
MLTEC 603L	Methodology IV Lab	2 ( )
		<b>13</b>

**Sixth Quarter (Winter)**

MATEC 501	Medical Terminology	4 ( )
ENGL 551	Composition II	4 ( )
HPE 590	Health Education	3 ( )
MLTEC 703	Clinical Immunology	2 ( )
MLTEC 703L	Clinical Immunology Lab	1 ( )
		<b>14</b>

**Seventh Quarter (Spring)**

MLTEC 705L	Clinical Laboratory (Practicum)	7 ( )***
MLTEC 706	Medical Laboratory Seminar	1 ( )
SOCST	(Elective)	4 ( )
		<b>12</b>
	<b>TOTAL PROGRAM HOURS</b>	<b>105</b>

**\*\*\*TOTAL NUMBER OF CLINICAL HOURS**

**210**

ALL MLTEC courses and all Chemistry and Biology courses required in the curriculum must be completed with grades of 'C' or better.

NOTE: Courses must be taken in proper sequence. Students who fail to do so or who must repeat a course may invalidate their changes of normal progression and clinical scheduling.

PROGRAM CURRICULUM VALID  
ONLY FOR ACADEMIC YEAR SHOWN.  
YOUR OFFICIAL CURRICULUM IS THE  
ONE IN EFFECT ON THE DATE OF  
YOUR ACCEPTANCE INTO PROGRAM.

YOUNGSTOWN STATE UNIVERSITY  
COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY  
A.A.S. DEGREE - MEDICAL LABORATORY TECHNOLOGY - 1992-93

## PRE-COLLEGE REQUIREMENTS (High School Credits)

REQUIRED	EARNED	MUST HAVE GRADES OF 'C' OR BETTER IN:	GRADE	DEFICIENCY	MAKE-UP COURSE
4		ENGLISH			ENGL 540 OR 550*
1		ALGEBRA I			MATH 509 & 510 or 508)**
1		ALGEBRA II or GEOMETRY			MATH 512 or 511
1		BIOLOGY			BIOL 551
1		CHEMISTRY			CHEM 501
1		U.S. HISTORY			
1		SOCIAL SCIENCE (Includes 1/2 Unit U.S. GOVERNMENT			
7		OTHER			
17		TOTAL (See advisor concerning deficiencies)			

High school deficiencies must be made up and these hours DO NOT count toward graduation.

\*Course taken is determined by the English Placement Test.

\*\*Students who have had Algebra I in high school may take only 510, 511 and 512.

NOTE: Credit in Algebra I, Algebra II and Geometry is highly recommended and is required of one wishing to pursue the BSAS Degree.

## FIRST YEAR

## First Quarter (Fall)

CHEM 505	Chemistry for the Health Sciences I	4 ( )
BIOL 506	Principles of Biology I with Lab	4 ( )
BIOL 551	Physiology and Anatomy of Man I with Lab	4 ( )
MLTEC 501	Introduction to Medical Technology	3 ( )
MLTEC 501L	Introduction to Medical Technology Lab	1 ( )
		16

## Second Quarter (Winter)

CHEM 506	Chemistry for the Health Sciences II	4 ( )
BIOL 507	Principles of Biology II with Lab	4 ( )
BIOL 552	Physiology and Anatomy of Man II with Lab	4 ( )
MLTEC 502	Methodology 1	2 ( )
MLTEC 502L	Methodology 1 Lab	1 ( )
MLTEC 503	Methodology 2	2 ( )
MLTEC 503L	Methodology 2 Lab	1 ( )
		18

## Third Quarter (Spring)

BET 613	Microcomputer Applications	4 ( )
BIOL 508	Principles of Biology III with Lab	4 ( )
BIOL 702	Microbiology with Lab	4 ( )
MLTEC 602	Medical Laboratory Techniques	3 ( )
MLTEC 602L	Medical Laboratory Techniques	1 ( )
		16

## Fourth Quarter (Summer)

ENGL 550	Composition I	4 ( )
PSYCH 560	General Psychology	4 ( )
MLTEC 601	Methodology 3	3 ( )
MLTEC 601L	Methodology 3 Lab	1 ( )
		12

## SECOND YEAR

## Fifth Quarter (Fall)

MLTEC 700	Diagnostic Labeled Immunoassays	2 ( )
MLTEC 700L	Diagnostic Labeled Immunoassays Lab	1 ( )
MLTEC 729	Clinical Hematology	2 ( )
MLTEC 729L	Clinical Hematology Lab	2 ( )
MLTEC 604	Methodology 4	3 ( )
MATH 714	Probability and Statistics	5 ( )
		15

## Sixth Quarter (Winter)

MATEC 501	Medical Terminology	4 ( )
ENGL 551	Composition II	4 ( )
MLTEC 703	Clinical Immunology	2 ( )
MLTEC 703L	Clinical Immunology Lab	1 ( )
MLTEC 787	Diagnostic Microbiology	2 ( )
MLTEC 787L	Diagnostic Microbiology Lab	2 ( )
		15

## Seventh Quarter (Spring)

MLTEC 705L	Clinical Laboratory (Practicum)	5 ( )***
MLTEC 706	Medical Laboratory Seminar	2 ( )
SOCST (Elective)		4 ( )
HPE 590	Health Education	3 ( )
		14

## TOTAL PROGRAM HOURS

106

\*\*\*TOTAL NUMBER OF CLINICAL HOURS 300

4 ( ) ALL MLTEC courses and all Chemistry and Biology courses required in the curriculum must be completed with minimum grade of C.

3 ( ) Students must maintain an overall GPA of 2.0 and a GPA of 2.5 in all MLTEC courses. Students receiving a total of 10 hours or more of grades of D or F in Medical Laboratory Technology, Biology, Chemistry, or Math, will be dismissed from the program. Students are permitted a total of 3 course repetitions for the purpose of recalculation. Readmission into program is based on GPA and availability of space in the class.

NOTE: Courses must be taken in proper sequence. Students who fail to do so or who must repeat a course may invalidate their changes or normal progression and clinical scheduling.



Academic Programs Division

PD#            Date Rec'd

Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

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

Office Services & Administration

Program title (Information/Word Processing) Department Bus. Educ. & Tech.

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

See Exhibit A attached.

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

See Exhibit B attached.

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

OSA 650 is being replaced by OSA 671. This change is necessary because OSA 650 is being deleted from the course inventory. The content of OSA 671 is much more relevant to the Office Services and Administration program as it contains up-to-date information and techniques relating to publication layout and design.

Signatures

Dept. Chairman Violet F. Boggess Dean J. Jemma

Program Div. Louis H. Harris Senate J. Jemma

CAST Curriculum and Program Committee Madeleine Haggerty  
Chair

BUSINESS EDUCATION AND TECHNOLOGY  
OFFICE SERVICES AND ADMINISTRATION

Information/Word Processing

A.A.B. DEGREE

ENGLISH			MAJOR REQUIREMENTS			
550	Basic Composition 1	4	OSA	506	Info. Processing Skills	3
551	Basic Composition 2	4	OSA	510 <sup>1</sup>	Office Procedures	4
			OSA	523	Intermediate Typewriting	3
			OSA	615	Info. Proc. Machines	3
SOCIAL STUDIES			OSA	623 <sup>2</sup>	Advanced Typewriting	3
Psych. 560	Gen. Psychology	4	OSA	624	Specialized Typewriting	2
Econ. 520	Prin. of Econ. 1	4	OSA	640	Info. Proc. Concepts	4
			OSA	641	Magnetic Media	3
			OSA	718 <sup>2</sup>	Automated Office Systems	4
			OSA	731	Specialized Dictation	4
HEALTH			OSA	740 <sup>2</sup>	Records Management	3
590	Health Education	3	OSA	805 <sup>2</sup>	Office Practicum	4
			BET	513	Bus. Computer Systems 1	4
			BET	704	Business Communications	4
			BET	710	Bus. Computer Systems 2	4
MATH			OTHER REQUIREMENTS			
506	Math of Business	5	OSA	642	Adv. Appl. in Mag Media	3
			OSA	650	Reprographics	3
			BET	720	Organizational Behavior	4
			BUTEC	500	Survey of American Bus.	4
			BUTEC	560	Business Management Tech.	4
			BUTEC	580	Elem. Acctg. Tech. 1	4
			BUTEC	663	Office Management	4

TOTAL HOURS: 102

<sup>1</sup> OSA 520 also required for students with no previous typewriting experience.

OSA 530 required for students with no previous knowledge of shorthand.

BET 505, Transcription Skills, is required if ACT English score is less than 16.

<sup>2</sup>Day students are to take concurrently. Offered fall and spring quarters.  
Evening students take OSA 805 fall quarter and OSA 624 and 731 winter quarter.  
Offered every second year.

MUST HAVE A "C" OR BETTER IN MAJOR REQUIREMENTS TO RECEIVE CREDIT TOWARD GRADUATION.

MUST HAVE AN OVERALL POINT AVERAGE OF 2.00 TO BE ELIGIBLE FOR GRADUATION.

BUSINESS EDUCATION AND TECHNOLOGY  
OFFICE SERVICES AND ADMINISTRATION

**Information/Word Processing**

A.A.B. DEGREE

ENGLISH		MAJOR REQUIREMENTS	
550	Basic Composition 1	4	_____
551	Basic Composition 2	4	_____
SOCIAL STUDIES			
Psych. 560	Gen. Psychology	4	_____
Econ. 520	Prin. of Econ. 1	4	_____
HEALTH			
590	Health Education	3	_____
MATH			
506	Math of Business	5	_____
		OTHER REQUIREMENTS	
		OSA 506	Info. Processing Skills 3 _____
		OSA 510	Office Procedures 4 _____
		OSA 523 <sup>1</sup>	Intermediate Typewriting 3 _____
		OSA 615	Info. Proc. Machines 3 _____
		OSA 623	Advanced Typewriting 3 _____
		OSA 624 <sup>2</sup>	Specialized Typewriting 2 _____
		OSA 640	Info. Proc. Concepts 4 _____
		OSA 641	Magnetic Media 3 _____
		OSA 718	Automated Office Systems 4 _____
		OSA 731 <sup>2</sup>	Specialized Dictation 4 _____
		OSA 740	Records Management 3 _____
		OSA 805 <sup>2</sup>	Office Practicum 4 _____
		BET 513	Bus. Computer Systems 1 4 _____
		BET 704	Business Communications 4 _____
		BET 710	Bus. Computer Systems 2 4 _____
		OSA 642	Adv. Appl. in Mag Media 3 _____
		OSA 671	Prof. Pub.--Layout/Design 3 _____
		BET 720	Organizational Behavior 4 _____
		BUTEC 500	Survey of American Bus. 4 _____
		BUTEC 560	Business Management Tech. 4 _____
		BUTEC 580	Elem. Acctg. Tech. 1 4 _____
		BUTEC 663	Office Management 4 _____

TOTAL HOURS: 102

<sup>1</sup>OSA 520 also required for students with no previous typewriting experience.

OSA 530 required for students with no previous knowledge of shorthand.

BET 505, Transcription Skills, is required if ACT English score is less than 16.

<sup>2</sup>Day students are to take concurrently. Offered fall and spring quarters.  
Evening students take OSA 805 fall quarter and OSA 624 and 731 winter quarter.  
Offered every second year.

MUST HAVE A "C" OR BETTER IN MAJOR REQUIREMENTS TO RECEIVE CREDIT TOWARD GRADUATION.

MUST HAVE AN OVERALL POINT AVERAGE OF 2.00 TO BE ELIGIBLE FOR GRADUATION.



Academic Programs Division

PD#      Date Rec'd

Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

Change in an existing program   X   (Complete A, B, C)  
Office Services & Administration

Program title (Desktop/Publishing Printing Department Bus. Educ. & Tech.

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

See Exhibit A attached.

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

See Exhibit B attached.

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

OSA 650 is being deleted from the program requirements. This change is necessary because OSA 650 is being deleted from the course inventory since much of the course content overlaps with OSA 671.

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Signatures  
Dept. Chairman Violet H. Boggess Dean J. J. J. J.  
Program Div. Louis H. Harris Senate \_\_\_\_\_

CAST Curriculum and Program Committee      Madeleine Haggerty  
Chair

BUSINESS EDUCATION AND TECHNOLOGY  
OFFICE SERVICES AND ADMINISTRATION

Desktop Publishing/Printing

A.A.B. DEGREE

ENGLISH		MAJOR REQUIREMENTS		
550	Basic Composition 1	4	OSA 572 Intro. to Typography	3
551	Basic Composition 2	4	OSA 615 Info. Proc. Machines	3
			OSA 623 <sup>1</sup> Advanced Typewriting	3
			OSA 641 Magnetic Media	3
SOCIAL STUDIES			OSA 670 Concepts of Elec. Publ.	3
			OSA 671 Prof. Publishing/Layout and Design	3
Psych. 560	Gen. Psychology	4	OSA 672 Desktop Publishing 1	3
Econ. 520	Prin. of Econ. 1	4	OSA 673 Desktop Publishing 2	3
			OSA 718 Automated Office Systems	4
HEALTH			BET 513 Bus. Computer Systems 1	4
			BET 704 Business Communications	4
590	Health Education	3	BET 710 Bus. Computer Systems 2	4
			ART 502 Design 1	4
			ART 503 Design 2	4
MATH			ART 623 Graphic Design 1	3
506	Math of Business	5	OTHER REQUIREMENTS	
			OSA 650 Reprographics	3
			BET 720 Organizational Behavior	4
			BUTEC 500 Survey of American Bus.	4
			BUTEC 580 Elem. Acctg. Tech. 1	4
			ENGL 743 Technical Communication	4
			ECON 621 Prin. of Econ. 2	3
			ECON 622 Prin. of Econ. 3	3

TOTAL HOURS: 100

<sup>1</sup>OSA 520 and 523 also required for students with no previous typewriting experience.

BET 505, Transcription Skills, is required if English ACT score is less than 16.

MUST HAVE A "C" OR BETTER IN MAJOR REQUIREMENTS TO RECEIVE CREDIT TOWARD GRADUATION.

MUST HAVE AN OVERALL POINT AVERAGE OF 2.00 TO BE ELIGIBLE FOR GRADUATION.

PLEASE SEE REVERSE SIDE FOR HIGH SCHOOL REQUIREMENTS

BUSINESS EDUCATION AND TECHNOLOGY  
OFFICE SERVICES AND ADMINISTRATION

Desktop Publishing/Printing

A.A.B. DEGREE

ENGLISH		MAJOR REQUIREMENTS	
550	Basic Composition 1	4	_____
551	Basic Composition 2	4	_____
SOCIAL STUDIES			
Psych. 560	Gen. Psychology	4	_____
Econ. 520	Prin. of Econ. 1	4	_____
HEALTH			
590	Health Education	3	_____
MATH			
506	Math of Business	5	_____
			OTHER REQUIREMENTS
			BET 720 Organizational Behavior 4 _____
			BUTEC 500 Survey of American Bus. 4 _____
			BUTEC 580 Elem. Acctg. Tech. 1 4 _____
			ENGL 743 Technical Communication 4 _____
			ECON 621 Prin. of Econ. 2 3 _____
			ECON 622 Prin. of Econ. 3 3 _____

TOTAL HOURS: 97

<sup>1</sup>OSA 520 and 523 also required for students with no previous typewriting experience.

BET 505, Transcription Skills, is required if English ACT score is less than 16.

MUST HAVE A "C" OR BETTER IN MAJOR REQUIREMENTS TO RECEIVE CREDIT TOWARD GRADUATION.

MUST HAVE AN OVERALL POINT AVERAGE OF 2.00 TO BE ELIGIBLE FOR GRADUATION.

PLEASE SEE REVERSE SIDE FOR HIGH SCHOOL REQUIREMENTS





Academic Programs Division

PD#      Date Rec'd

Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

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

Program title   Clerk-Typist Certificate   Department   Bus. Educ. & Tech.  

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

See Exhibit A attached.

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

See Exhibit B attached.

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

OSA 650 is being replaced by OSA 671. This change is necessary because OSA 650 is being deleted from the course inventory. The content of OSA 671 is much more relevant to the Office Services and Administration program as it contains up-to-date information and techniques relating to publication layout and design.

Signatures

Dept. Chairman   Violet F. Boggess   Dean   J. femma  

Program Div.   Louis H. Harris   Senate \_\_\_\_\_

  CAST Curriculum and Program Committee     Madeleine Stapperty    
Chair

## BUSINESS EDUCATION AND TECHNOLOGY

## CLERK-TYPIST CERTIFICATE

Office Services and Administration:		Qtr. Hrs.
510	Office Procedures	4
	Typewriting (2 Courses) BET 523 <sup>1</sup> , 623	6
615	Information Processing Machines	3
641 <sup>2</sup>	Magnetic Media	3
740	Records Management	3
Business Education and Technology:		
513	Business Computer Systems 1	4
704	Business Communications (English 550 waived)	4
710	Business Computer Systems 2	4
720	Organizational Behavior	4
Business Technology:		
580	Elementary Accounting Technology 1	4
GUIDED OPTIONS: (3 Courses)		
BUTEC 500	Survey of American Business	4
OSA 506	Info. Proc. Skills	3
OSA 640	Info. Proc. Concepts	4
OSA 650	Reprographics	3
MATH 506	Math of Business	<u>5</u>
TOTAL HOURS:		49-52

<sup>1</sup> OSA 520 also required for students with no previous typewriting experience.

<sup>2</sup> Students will be required to complete 60 hours work experience to be awarded the certificate. This requirement may be met by scheduling one extra credit hour for OSA 641, Magnetic Media. **SEE YOUR ADVISOR FOR SPECIFIC PROCEDURE BEFORE REGISTERING FOR OSA 641.**

MUST HAVE A "C" OR BETTER IN ALL REQUIRED COURSES TO RECEIVE THE CERTIFICATE.

NOTE: BET 505, Transcription Skills, is required if ACT English score is less than 16.

High school deficiencies in English must be taken. Students who desire to continue working on an associate or baccalaureate degree after finishing a certificate program will have a limited time to make up high school deficiencies. See your advisor about this.

## BUSINESS EDUCATION AND TECHNOLOGY

## CLERK-TYPIST CERTIFICATE

Office Services and Administration:	Qtr. Hrs.
510 Office Procedures	4
Typewriting (2 Courses) BET 523, <sup>1</sup> 623	6
615 Information Processing Machines	3
641 <sup>2</sup> Magnetic Media	3
740 Records Management	3
 Business Education and Technology:	
513 Business Computer Systems 1	4
704 Business Communications (English 550 waived)	4
710 Business Computer Systems 2	4
720 Organizational Behavior	4
 Business Technology:	
580 Elementary Accounting Technology 1	4
 GUIDED OPTIONS: (3 Courses)	
BUTEC 500 Survey of American Business	4
OSA 506 Info. Proc. Skills	3
OSA 640 Info. Proc. Concepts	4
OSA 671 Professional Publication--Layout & Design	3
MATH 506 Math of Business	<u>5</u>
TOTAL HOURS:	49-52

<sup>1</sup>OSA 520 also required for students with no previous typewriting experience.

<sup>2</sup>Students will be required to complete 60 hours work experience to be awarded the certificate. This requirement may be met by scheduling one extra credit hour for OSA 641, Magnetic Media. **SEE YOUR ADVISOR FOR SPECIFIC PROCEDURE BEFORE REGISTERING FOR OSA 641.**

MUST HAVE A "C" OR BETTER IN ALL REQUIRED COURSES TO RECEIVE THE CERTIFICATE.

NOTE: BET 505, Transcription Skills, is required if ACT English score is less than 16.

High school deficiencies in English must be taken. Students who desire to continue working on an associate or baccalaureate degree after finishing a certificate program will have a limited time to make up high school deficiencies. See your advisor about this.



Academic Programs Division

PD#      Date Rec'd

Addition of a new program \_\_\_\_\_ (Complete B, C)

Deletion of an existing program \_\_\_\_\_ (Complete A, C)

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

Program title Information/Word Processing Department Bus. Educ. & Tech.  
Certificate

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

See Exhibit A attached.

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

See Exhibit B attached.

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

OSA 650 is being replaced by OSA 671. This change is necessary because OSA 650 is being deleted from the course inventory. The content of OSA 671 is much more relevant to the Office Services and Administration program as it contains up-to-date information and techniques relating to publication layout and design.

Signatures

Dept. Chairman Violet F. Boggess Dean J. Gemma  
Program Div. Lanoh Harris Senate \_\_\_\_\_

CAST Curriculum and Program Committee Madelaine Haggerty, Chair

BUSINESS EDUCATION AND TECHNOLOGY  
INFORMATION/WORD PROCESSING CERTIFICATE

Office Services and Administration:	Qtr. Hrs.
506 Information Processing Skills	3
510 Office Procedures	4
523 Intermediate Typing	3
615 Information Processing Machines	3
623 Advanced Typing	3
640 Information Processing Concepts	4
641 Magnetic Media	3
642 Advanced Applications in Magnetic Media	3
650 Reprographics	3
718 Automated Office Systems	4
740 Records Management	3
 Business Education and Technology:	
513 Business Computer Systems I	4
704 Business Communications	4
720 Organizational Behavior	4
 Business Technology:	
580 Elementary Accounting Technology I	<u>4</u>
TOTAL HOURS:	52

OSA 520 also required for students with no previous typewriting experience.

MUST HAVE A "C" OR BETTER IN ALL REQUIRED COURSES TO RECEIVE THE CERTIFICATE.

NOTE: BET 505, Transcription Skills, is required if ACT English score is less than 16.

High school deficiencies in English must be taken. Students who desire to continue working on an associate or baccalaureate degree after finishing a certificate program will have a limited time to make up high school deficiencies. See your advisor about this.

BUSINESS EDUCATION AND TECHNOLOGY  
INFORMATION/WORD PROCESSING CERTIFICATE

Office Services and Administration:	Qtr. Hrs.
506 Information Processing Skills	3
510 Office Procedures	4
523 Intermediate Typing	3
615 Information Processing Machines	3
623 Advanced Typing	3
640 Information Processing Concepts	4
641 Magnetic Media	3
642 Advanced Applications in Magnetic Media	3
671 Professional Publication--Layout & Design	3
718 Automated Office Systems	4
740 Records Management	3
 Business Education and Technology:	
513 Business Computer Systems 1	4
704 Business Communications	4
720 Organizational Behavior	4
 Business Technology:	
580 Elementary Accounting Technology 1	<u>4</u>
TOTAL HOURS:	52

OSA 520 also required for students with no previous typewriting experience.

MUST HAVE A "C" OR BETTER IN ALL REQUIRED COURSES TO RECEIVE THE CERTIFICATE.

NOTE: BET 505, Transcription Skills, is required if ACT English score is less than 16.

High school deficiencies in English must be taken. Students who desire to continue working on an associate or baccalaureate degree after finishing a certificate program will have a limited time to make up high school deficiencies. See your advisor about this.

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

Date March 12, 1992 Report Number (For Senate Use Only) 912-14

Name of Committee Submitting Report Student Academic Affairs

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

Appointed chartered

Names of Committee members: Frank Hankey, Pamela Schuster, Guido Dobbert, Terry Deiderick, Randy Hoover, Salvatore Pansino, Jerome Small, Darla Funk, James Cicarelli, Richard McEwing, Mark Ladd, Desiree Lyonette, Pia Brady, Lisa Hrina, James Fuese, Mike Clinkscale, Charles McBriarty

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) Substantial revision of the Undergraduate Student Academic Grievance procedure. Its main objective is to tighten up the earlier procedure by (1) eliminating redundant steps, (2) establishing hearing panels, and (3) tightening deadlines.

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

If so, state the motion: Move to adopt revision of the Undergraduate Student Academic Grievance procedure as proposed jointly by both the Student Academic Affairs Committee and its Student Academic Grievance 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? No

Other relevant data: The present procedure has been in operation for approximately four(4) years. It has shown itself as being needlessly complicated and as a result extremely cumbersome in its execution. Some cases have dragged on for over a year with some of the involved parties vanishing entirely from campus.

Guido A. Dobbert  
Chair

**ARTICLE VII. UNDERGRADUATE STUDENT ACADEMIC GRIEVANCE  
PROCEDURE<sup>1</sup>**

**Section A. Introduction**

1. The Student Academic Grievance Subcommittee, in addition to hearing matters of academic dishonesty, provides the undergraduate<sup>2</sup> students at Youngstown State University with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the aggrieved student may receive assistance in pressing a claim through the organization and systems of the University. The subcommittee shall have the power, as part of its decision, to mandate a grade change. This is possible only in cases of academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus, to the detriment of an individual student or the entire class. The subcommittee will consult with the department in such cases. This procedure is not intended nor should it be used as a means of modifying, changing or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.
2. Informal discussion between persons directly involved in a grievance is essential in the early stages of a dispute and should be encouraged at all stages. An equitable solution to the problem should be sought before the respective persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render the solution more difficult. If a problem still exists after discussion, the student should bring a complaint to the attention of the department chair or to the academic dean.
3. The Student Academic Grievance Subcommittee will have responsibility for coordinating and implementing this procedure. This subcommittee will be composed of 13 members: six faculty members, (one from each school) appointed by the Executive Committee of the Academic Senate; six student members (one from each school) appointed by Student Government; and the Vice President--Student Services, or designee. Any matters pertaining to conflict of interest shall be resolved by the subcommittee. ~~Any action taken by the subcommittee shall require a majority vote of a quorum.~~

<sup>1</sup>Adopted by Academic Senate on May 31, 1989.

<sup>2</sup>The Academic Grievance Procedure for graduate students is provided in Article VIII of this Code.



## Procedure for Academic Grievances

### ~~Formal Procedure~~

~~Before initiating the formal procedure any student having a complaint is urged to resolve the conflict through informal discussion as described in Section A, Paragraph 2, above. If such discussion fails to resolve the matter, the student may:~~

~~Follow the formal procedure described in Paragraph 2 below; or~~

~~Agree, with the parties involved, that no further results can be achieved from additional meetings as specified in Paragraph 2a and 3a below, in which case the student will prepare a written statement of the grievance to be filed with the Student Government Secretary of Student Grievances. Each member involved with the grievance will file a written deposition within 12 University working days following the last informal meeting of the parties in order to move directly to the final conferences described in Paragraph 3b below.~~

### REQUIRED INFORMAL ACTION

**FOLLOWING THE DISCOVERY OF AN EVENT WHICH THE STUDENT WISHES TO GRIEVE, BUT NO LATER THAN THE LAST DAY TO WITHDRAW FROM A COURSE DURING THE SUBSEQUENT QUARTER, THE STUDENT MUST ATTEMPT TO RESOLVE THE CONFLICT THROUGH DISCUSSION WITH THE FACULTY MEMBER. IF THE MATTER CANNOT BE RESOLVED AT THIS LEVEL, THE STUDENT MUST INITIATE DISCUSSION WITH THE DEPARTMENT CHAIR AND THEN THE DEAN OF THE SCHOOL/COLLEGE IN WHICH THE COURSE IS OFFERED.**

**THE STUDENT MAY INITIATE THE GRIEVANCE HEARING PROCEDURE IF THIS DISCUSSION DOES NOT RESOLVE THE ISSUE OR IF THE STUDENT DOCUMENTS THAT THESE REQUIRED DISCUSSIONS WOULD NOT BE SCHEDULED IN A TIMELY MANNER.**

### ~~Formal Procedure~~

~~The initial steps of the formal procedure are as follows:~~

~~Following the student's discovery of an event which the student wishes to grieve but no later than the last day of the final examination during the subsequent quarter the student shall prepare a written statement of the grievance and submit copies of it to the faculty member (if appropriate), the department chairperson, the dean of the appropriate~~

~~school, the Student Government Secretary of Student Grievances, and Chair of the Student Academic Grievance Subcommittee. A standard grievance form for this purpose may be obtained from the Secretary of Student Grievances or from the office of any dean. In this and all subsequent steps of the grievance process, the student is entitled without cost to the services, as an advocate, of the Student Government Secretary of Student Grievances (or the secretary's designee) or may employ at their own expense, any other advocate. The individual against whom the grievance is directed may also be represented by an advocate.~~

- ~~b. Within six University working days after the date of the grievance, the lowest ranked person having authority to settle the grievance shall arrange a conference at a time convenient to all parties involved, in which all sides of the dispute may be heard.~~
- ~~e. Within six University working days after the conference, the person calling the conference shall issue a disposition notice concerning the grievance together with a form upon which the student may indicate: (a) acceptance or rejection of the disposition, or (b) a determination to pursue or not to pursue the issue further. The student must file the completed Disposition Reaction Form with the Secretary of Student Grievances within six University working days after receiving the disposition.~~

## 2. GRIEVANCE HEARING PROCEDURE

### A. INITIAL STEPS

- (1) THE GRIEVANCE HEARING PROCEDURE IS INITIATED WHEN THE STUDENT SUBMITS A WRITTEN STATEMENT DESCRIBING THE GRIEVANCE ON THE STANDARD GRIEVANCE FORM. THE FORM IS AVAILABLE FROM THE STUDENT GOVERNMENT SECRETARY OF STUDENT GRIEVANCES. WHEN IT IS COMPLETED, IT MUST BE RETURNED TO THE SECRETARY OF STUDENT GRIEVANCES. THE COMPLETED FORM MUST BE SUBMITTED NO LATER THAN SIX UNIVERSITY WORKING DAYS AFTER THE LAST DAY TO WITHDRAW FROM A COURSE DURING THE SUBSEQUENT QUARTER FOLLOWING THE INCIDENT. (IT IS EXPECTED THAT THE GRIEVANCE HEARING PROCESS WOULD BE CONCLUDED BY THE END OF THE SUBSEQUENT QUARTER FOLLOWING THE INCIDENT.)

THE SECRETARY OF STUDENT GRIEVANCES IS RESPONSIBLE FOR ASSISTING THE GRIEVING STUDENT IN ACCURATELY COMPLETING THE FORM. THE SECRETARY IS ALSO RESPONSIBLE FOR PROVIDING THE STUDENT WITH AN OVERVIEW OF THE PROCESS AND WITH AN ASSESSMENT OF THE VALIDITY OF THE GRIEVANCE.

IN THIS AND ALL SUBSEQUENT STEPS OF THE GRIEVANCE PROCESS, THE STUDENT IS ENTITLED TO THE SERVICES OF THE SECRETARY OF STUDENT GRIEVANCES, AS A FACILITATOR OF THE PROCESS. EITHER PARTY MAY ALSO AVAIL THEMSELVES OF THE SERVICES OF AN ADVISOR.

- (2) WITHIN TWO UNIVERSITY WORKING DAYS OF RECEIPT OF A COMPLETED GRIEVANCE FORM, THE SECRETARY OF STUDENT GRIEVANCES WILL DISTRIBUTE COPIES TO THE STUDENT, THE FACULTY MEMBER, THE DEPARTMENT CHAIR, THE APPROPRIATE DEAN AND THE CHAIR OF THE STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE. IN ADDITION, THE SECRETARY WILL DISTRIBUTE A COPY OF THIS GRIEVANCE PROCEDURE AND AN ACKNOWLEDGEMENT/RESPONSE FORM TO THE FACULTY MEMBER, THE DEPARTMENT CHAIR AND THE DEAN. THE FACULTY MAY REQUEST TO MEET WITH THE SECRETARY OF STUDENT GRIEVANCES TO REVIEW THE PROCESS.
- (3) WITHIN FIVE UNIVERSITY WORKING DAYS OF RECEIPT OF THE GRIEVANCE FORM, THE FACULTY MEMBER, DEPARTMENT CHAIR AND DEAN MUST RETURN THE ACKNOWLEDGEMENT/RESPONSE FORM TO THE SECRETARY OF STUDENT GRIEVANCES.
- (4) THE SECRETARY OF STUDENT GRIEVANCES WILL SUBMIT THE ENTIRE GRIEVANCE PACKAGE TO THE STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE CHAIR WITHIN TWO UNIVERSITY WORKING DAYS OF RECEIPT OF ALL OF THE ACKNOWLEDGEMENT/RESPONSE FORMS.

UNDER NORMAL CIRCUMSTANCES, IT IS EXPECTED THAT THE TIME LAPSED BETWEEN THE STUDENT'S FILING OF THE GRIEVANCE WITH THE SECRETARY AND THE SUBMISSION OF THE PACKAGE TO THE SUBCOMMITTEE WOULD NOT EXCEED THREE WEEKS.

**B. GRIEVANCE HEARING PANEL**

**A GRIEVANCE HEARING PANEL IS SELECTED FROM THE STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE MEMBERSHIP. A MINIMUM OF TWO FACULTY MEMBERS, TWO STUDENTS AND THE SUBCOMMITTEE CHAIR CONSTITUTE A GRIEVANCE HEARING PANEL. A GRIEVANCE HEARING PANEL WILL BE CONVENED BY THE CHAIR, WHO WILL VOTE ONLY IN CASE OF A TIE.**

**C. SCHEDULING OF HEARING**

- (1) UPON RECEIPT OF THE GRIEVANCE PACKAGE, THE CHAIR OF THE STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE WILL CONTACT THE STUDENT AND THE FACULTY MEMBER TO SCHEDULE THE HEARING. IN ADDITION, THE CHAIR WILL DESCRIBE THE PROCESS TO BOTH AND OUTLINE FOR EACH THEIR RIGHTS AND OBLIGATIONS.**
- (2) A GRIEVANCE HEARING PANEL WILL BE IDENTIFIED AND A HEARING DATE ESTABLISHED. ALL AFFECTED PARTIES WILL BE NOTIFIED OF THE DATE, TIME AND PLACE OF THE HEARING. THE NOTIFICATION SHALL BE SUFFICIENTLY IN ADVANCE OF THE HEARING SO THAT ALL PARTIES HAVE A REASONABLE OPPORTUNITY TO BE PRESENT.**

**D. GRIEVANCE HEARING PRINCIPLES AND PROCEDURES**

- (1) NO MEMBER OF A GRIEVANCE HEARING PANEL WILL HEAR A CASE DIRECTLY AFFECTING HER/HIM.**
- (2) PRIOR TO THE HEARING, THE GRIEVANCE HEARING PANEL MEMBERS WILL REVIEW ALL WRITTEN MATERIALS FROM THE AFFECTED PARTIES CONTAINED IN THE GRIEVANCE FILE.**
- (3) AT THE HEARING, BOTH SIDES WILL BE PRESENT AND THE HEARING PANEL WILL CONSIDER ONLY THE INFORMATION CONTAINED IN THE GRIEVANCE FILE. DURING THE HEARING, THE FOLLOWING RIGHTS ARE GUARANTEED ALL PARTIES: THEY WILL BE PRESENT DURING PROCEEDINGS; THEY MAY BE ASSISTED BY AN ADVISOR OF THEIR CHOICE; THEY WILL BE GIVEN AN OPPORTUNITY TO BE HEARD; THEY MAY PRESENT SUPPORTING INFORMATION, INCLUDING ORAL TESTIMONY; AND THEY MAY REFUTE INFORMATION PRESENTED.**

- (4) IF A FACULTY MEMBER CANNOT OR REFUSES TO PARTICIPATE IN THE HEARING, THE APPROPRIATE DEPARTMENT WILL PROVIDE A SUBSTITUTE WHO WILL EXERCISE ALL THE RIGHTS AND RESPONSIBILITIES OF THE ABSENT FACULTY MEMBER.
- (5) AFTER HEARING BOTH SIDES, THE GRIEVANCE HEARING PANEL WILL MEET PRIVATELY TO REVIEW THE INFORMATION PRESENTED AND REACH A DECISION.
- (6) BOTH PARTIES WILL BE INFORMED OF THE GRIEVANCE HEARING PANEL'S DECISION.
- (7) THE HEARING PANEL'S DISPOSITION SHALL BE PREPARED AND SIGNED BY ITS CHAIR AND SHALL BE THE CONCLUDING PHASE OF THE STUDENT ACADEMIC GRIEVANCE PROCEDURE.
- (8) THE DECISION OF THE HEARING PANEL WILL BE FORWARDED TO THE PARTIES INVOLVED, INCLUDING THE APPROPRIATE DEAN.
- (9) IN THE EVENT THAT THE HEARING PANEL RULES IN FAVOR OF THE STUDENT GRIEVANT, COPIES OF THE FINDINGS ARE PLACED IN THE FACULTY MEMBER'S PERSONNEL FILE. IN THE EVENT THAT THE HEARING PANEL RULES IN FAVOR OF THE FACULTY GRIEVED AGAINST, COPIES OF THE FINDINGS ARE PLACED IN THE STUDENT'S DISCIPLINE/GRIEVANCE FILE.
- (10) A MASTER GRIEVANCE FILE OF ALL PERTINENT DOCUMENTS OF ALL GRIEVANCES SHALL BE KEPT BY THE STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE CHAIR.
- (11) WHEN AN APPEAL IS FILED, DISPOSITION OF THE MATTER IS SUSPENDED UNTIL THE APPEAL IS RESOLVED.

### 3. Subsequent Steps

- a. ~~If the student or person against whom the grievance was filed rejects the disposition and indicates an intention to pursue the matter, the administrator of next higher rank than the person identified in Paragraph 2b above shall, within six University working days after the date of the Disposition Reaction Form, convene a second conference, following the procedures outlined in Paragraph 2b and Paragraph 2e above.~~

- b. ~~The process described in Paragraph 3a above shall be repeated until the issue is resolved or until the grievance reaches the academic dean for resolution. If the dean denies the grievance and/or the dean's disposition is rejected by either of the parties, the final conference shall be scheduled before the Student Academic Grievance Subcommittee.~~
- (1) ~~No member of the subcommittee will hear a case directly affecting them. The appropriate body will appoint a temporary substitute for that case.~~
  - (2) ~~The subcommittee will set a hearing date and will notify all affected parties of the date, time, and place. The notification shall be sufficiently in advance of the hearing so that all parties can be present.~~
  - (3) ~~Prior to the hearing, the subcommittee will receive all written materials from the affected parties so that they might have an opportunity to review them. The subcommittee will only consider charges that were dealt with during the formal process and stated in the grievance form.~~
  - (4) ~~At the hearing both sides will be heard. The following rights are guaranteed all parties: they will appear; they may be assisted by an advisor of their choice; they may be heard; they may present pertinent relevant evidence; they may be in attendance during the presentation of evidence, including oral testimony; and they may refute evidence. If an instructor refuses to or cannot participate in the formal grievance procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.~~
  - (5) ~~After the subcommittee has heard both sides, it will review the information in private and reach a decision. The subcommittee's disposition shall be signed by its chair and shall be the concluding phase of the Student Academic Grievance Procedure.~~
    - (a) ~~The decision of the subcommittee will be forwarded to the parties involved and to the dean of the school or college involved.~~
    - (b) ~~In the event that the subcommittee rules in favor of the student grievant, copies of the subcommittee's findings will be placed in the faculty member's personnel file.~~

~~In the event that the subcommittee rules in favor of the faculty grieved against, copies of the subcommittee's findings will be placed in the student's discipline/grievance file.~~

- ~~(e) A master grievance file of all pertinent documents of all grievances shall be kept by the subcommittee chair.~~

### Section C. Appeals

- ~~1. The decision of the Student Academic Grievance Subcommittee may be appealed to the Student Academic Affairs Committee within six University working days by either the student or the faculty member involved only if procedural violations are alleged to have occurred. Within six University working days after receiving the appeal, the Student Academic Affairs Committee will rule only on whether or not such violations have indeed occurred. If they rule that the prescribed procedures were followed, the original decision of the Student Academic Grievance Subcommittee stands and the matter is completed.~~

1. EITHER THE STUDENT FILING THE GRIEVANCE OR THE FACULTY MEMBER BEING CHARGED MAY APPEAL THE DECISION OF A GRIEVANCE HEARING PANEL WITHIN SIX UNIVERSITY WORKING DAYS OF RECEIPT OF THE WRITTEN NOTIFICATION OF THE DECISION. APPEALS WILL BE REVIEWED BY THE FULL STUDENT ACADEMIC GRIEVANCE SUBCOMMITTEE WITHIN 12 UNIVERSITY WORKING DAYS IF THE APPEAL IS BASED UPON ONE OF THE FOLLOWING REASONS: (A) NEW INFORMATION, NOT AVAILABLE AT THE TIME OF THE ORIGINAL HEARING, IS FOUND; OR (B) IF EITHER PARTY BELIEVES INSUFFICIENT EVIDENCE WAS PRESENTED TO JUSTIFY THE DECISION. SUCH APPEALS ARE NOT HEARD AS ORIGINAL CASES AND MAY BE CONCLUDED BY THE SUBCOMMITTEE ON THE BASIS OF THE WRITTEN INFORMATION PROVIDED.
2. IF PROCEDURAL VIOLATIONS ARE ALLEGED, THE DECISION OF THE GRIEVANCE HEARING PANEL MAY BE APPEALED IN WRITING TO THE STUDENT ACADEMIC AFFAIRS COMMITTEE WITHIN 12 UNIVERSITY WORKING DAYS BY EITHER THE STUDENT OR THE FACULTY MEMBER INVOLVED. WITHIN 12 UNIVERSITY WORKING DAYS AFTER RECEIVING THE APPEAL, THE CHAIR OF THE STUDENT ACADEMIC AFFAIRS COMMITTEE WILL CONVENE AN APPEAL PANEL CONSISTING OF A MINIMUM OF TWO FACULTY AND TWO STUDENT COMMITTEE MEMBERS. THIS APPEAL PANEL WILL RULE ONLY ON WHETHER OR NOT PROCEDURAL VIOLATIONS HAVE INDEED OCCURRED.

WILL RULE *ONLY* ON WHETHER OR NOT PROCEDURAL VIOLATIONS HAVE INDEED OCCURRED.

3. IF THE APEAL PANEL RULES THAT THE PRESCRIBED PROCEDURES WERE FOLLOWED, THE ORIGINAL DECISION OF THE GRIEVANCE HEARING PANEL STANDS AND THE MATTER IS CLOSED.
- 2 4. If they rule that procedural violations have occurred, the case is remanded to the FULL Student Academic Grievance Subcommittee for further deliberation. Within ~~six~~ 12 University working days, the Student Academic Grievance Subcommittee will ~~retry~~ REHEAR the case, eliminating the procedural errors enumerated by the ~~Student Academic Affairs Committee~~ APPEAL PANEL.
- 3 5. Within six University working days of the ~~second~~ decision of the FULL Student Academic Grievance Subcommittee, either party may allege that procedural violations have occurred. The FULL Student Academic Affairs Committee will then reexamine the case. If they find that there were no procedural violations, the decision of the Student Academic Grievance Subcommittee stands. If they find that there were procedural violations, then the Student Academic Affairs Committee will undertake a full examination of the case following steps similar to those delineated in ~~Section B, 3b~~, above. The decision of the Student Academic Affairs Committee in either case is final and nonappealable.

~~\*Approved by Academic Senate on December 6, 1989.~~



# ATTENDANCE SHEET

Academic Senate, 1991-1992

## APPLIED SCIENCE AND TECHNOLOGY

At-Large

Thomas Bodnovich	<u>✓</u>
Anthony Messuri	<u>✓</u>
Virginia Phillips	<u>✓</u>
Pamela Schuster	<u>✓</u>
William Vendemia	<u>✓</u>

Departmental

**Madeleine Haggerty, A. H.	<u>✓</u>
*Robert Campbell, B.E.T.	<u>✓</u>
*C. Allen Pierce, Crim. Justice	<u>✓</u>
**William Wood, Eng. Technology	<u>✓</u>
**Jim Dishaw, Home Economics	<u>✓</u>
*Marsha Kuite, Nursing	<u>✓</u>

## ARTS AND SCIENCES

At-Large

Samuel Floyd Barger	<u>✓</u>
George Beelen	<u>✓</u>
Paul Dalbec	<u>✓</u>
Hugh Earnhart	<u>✓</u>
William Jenkins	<u>✓</u>
Friedrich Koknat	<u>✓</u>
Gratia Murphy	<u>✓</u>
Joan DiGuilio	<u>✓</u>
Ronald Tabak	<u>✓</u>
Fred Viehe	<u>✓</u>

Departmental

**Anthony Sobota, Biology	<u>✓</u>
*James Mike, Chemistry	<u>✓</u>
**Teresa Riley, Economics	<u>✓</u>
*Bege Bowers, English	<u>✓</u>
**John Sarkissian, Foreign Languages	<u>✓</u>
**William Buckler, Geography	<u>✓</u>
*Ikram Khawaja, Geology	<u>✓</u>
**John Neville, Health & Physical Educ.	<u>✓</u>
*Martin Berger, History	<u>✓</u>
**Richard Goldthwait, Math and Comp. Sci.	<u>✓</u>
*Stanley Browne, Philosophy & Religion	<u>✓</u>
**Edward Mooney, Physics and Astronomy	<u>✓</u>
*David Porter, Political Science	<u>✓</u>
**James Morrison, Psychology	<u>✓</u>
*Beverly Gartland, Sociology, Anthrpology	<u>✓</u>

## BUSINESS ADMINISTRATION

At-Large

James Daly	<u>✓</u>
E. Terry Deiderick	<u>✓</u>
Inez Heal	<u>✓</u>
Donald Hovey	<u>✓</u>
Jane S. Reid	<u>✓</u>
Eugene A. Sekeres	<u>✓</u>

Departmental

**Richard Magner, Accounting	<u>✓</u>
**Clement Psenicka, Management	<u>✓</u>
*David Burns, Marketing	<u>✓</u>

## EDUCATION

At-Large

Peter Baldino	<u>✓</u>
Susan deBlois	<u>✓</u>

Departmental

**Phillip Ginnetti, Elementary Education	<u>✓</u>
*Jane Van Galen, Foundations	<u>✓</u>
*Sherry Martinek, Guidance & Counseling	<u>✓</u>
*Louis Hill, Administration & Sec.	<u>✓</u>
*M. Dean Hoops, Special Education	<u>✓</u>
**James Douglass, Secondary Education	<u>✓</u>

+Effective:

September 30, 1991

Revised:

March 4, 1992

- \* First year of two-year term
- \*\* Second year of two-year term

**ENGINEERING**

At-Large  
Robert McCoy  
Duane Rost

✓✓✓  
✓✓✓

Departmental  
\*Soon-Sik Lim, Chemical Engineering  
\*Shakir Husain, Civil Engineering  
\*\*Jalal Jalali, Electrical Engineering  
\*\*Martin Calla, Industrial Engineering  
\*\*Ganesh Kudav, Mechanical Engineering

✓✓✓  
✓✓  
✓✓✓  
✓✓✓  
✓✓✓

**FINE AND PERFORMING ARTS**

At-Large  
Joseph Edwards  
Darla Funk  
Les Hicken  
Daniel O'Neill  
Tedrow Perkins  
David Robinson  
James Umble

✓✓✓  
✓✓✓  
✓✓  
✓✓✓  
✓✓✓  
✓✓✓  
✓✓✓

Departmental  
\*\*Genevra Kornbluth, Art  
\*\*Susan Sexton, Music  
\*Frank Castronovo, Speech and Theater  
Mark Taylor, Art

✓✓✓  
✓✓  
✓✓✓  
✓✓

**STUDENTS**

At-Large  
Pia Brady  
Tisha Brady  
Craig Brenner  
Amber DeJulio  
Mary E. Durbin  
Marc Veynovich

✓✓✓  
✓✓✓  
✓  
✓✓✓  
✓  
✓  
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School/College  
Kevin Griggs, Education  
Trisha Garibaldi, Performing Arts  
Drew Banks, Business  
Amy Bloomingdale, CAST  
Mary Kate Barrette, Arts and Sciences  
Donna Gardner, Engineering

✓✓✓  
✓✓  
\_\_\_\_\_  
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✓  
✓✓

Ex-Officio  
Scott Smith, Pres., Stu. Gov.  
Paul Conley, V. Pres., Stu. Govt.  
Sharyn Campbell, Second V. President

✓✓✓  
✓✓  
✓✓✓

**ADMINISTRATION**

Bernard T. Gillis  
Bernard Yozwiak  
John Yemma  
James Cicarelli  
David P. Ruggles  
George E. Sutton  
David Sweetkind

✓✓  
✓  
✓✓✓  
✓✓✓  
✓✓✓  
✓✓✓  
✓✓

William Barsch  
Shirley Carpenter  
David C. Genaway  
Sally M. Hotchkiss  
Gordon E. Mapley  
Charles A. McBriarty  
Richard A. McEwing  
Harold Yiannaki

✓✓✓  
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✓✓✓  
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✓✓✓  
✓✓✓  
✓✓  
✓✓✓

\*First year of two-year term  
\*\*Second year of two-year term

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