

**Academic Senate Minutes
December 7, 1994**

Call to Order:

A quorum was announced and the meeting called to order at 4:03.

Minutes of Previous Meeting:

The chair requested any changes in the Nov. 2 minutes. None were suggested. A motion to approve the minutes was made and seconded. The were approved without opposition.

Comments by The President:

Dr. Cochran was introduced by Hugh Earnhart and expressed his appreciation to the faculty for a successfully completed quarter and extended his wishes for all to have a pleasant holiday. He then indicated his intention to mention several items of current interest that he wished to convey to the Senate and then expressed his willingness to take questions on those or other issues at the conclusion of his remarks.

The first issue he addressed was the YSU 2000 Report. He extended thanks to those responsible for putting the vision statement together and indicated that it is intended to show those who come in contact with YSU that we intend to shape our own future rather than simply follow the dictates of outside events. He further suggested that the report provides a frame of reference to indicate how YSU intends to move forward in its efforts to become a premier urban university.

The second issue focused on the status of activities on Jan. 2, 1995. He indicated that the Administrative Advisory Council had reviewed whether YSU should be open or closed on that date due to some uncertainty in the calendar. All academic representatives in the group recommended that the University should be closed on Jan. 2. He indicated that he had accepted the recommendation and that steps would be taken to individually inform students, faculty, and staff.

As the third issue, the President announced that there had been 79 retirement applications resulting from the ERIP and that the University intended to approve all of those applications subject to relevant state regulations and a confirmation of eligibility of each of the applicants. Formal announcements will be sent to the affected parties as soon as the materials are properly approved by the State.

The fourth issue was to announce that newly released FBI crime statistics indicated that YSU was the safest campus in Ohio. Someone at YSU has only a 0.7% chance of being affected by criminal activity while on campus which is safer than most of our residential neighborhoods. These statistics are a tribute to the effectiveness of the YSU police and to the YSU community at large. He further indicated his confidence that this record of safety would continue and that it would be appropriately reported in the Vindicator.

The fifth issue mentioned was to indicate that the issue of converting YSU to a semester calendar was being reopened. He said that this question had not been a priority of the President's office but that circumstances make it necessary. YSU is the only state educational institution in NE Ohio still on a quarter system which creates some problems for students who transfer to or from YSU. Furthermore, the efforts of the committee reviewing our General Education make this the time to review our status so that a decision to change will not require that their efforts be duplicated in the near future. He mentioned that there is a continuing national trend toward semester calendars with about 80% of colleges and universities nationwide using such a calendar and an annual increase in that figure of 2-3%. He recognized that the issue had been examined in the past and that some on campus would like the President to simply decide but that he thinks that it is an issue that should be determined through broad involvement and that he will soon meet with the GER Committee and the Senate Executive Committee to solicit their input. If appropriate he will then likely meet with Student Government, the College DAC's, and the Divisional

Councils under the Vice Presidents. He stressed that he thought the focus should be on when such a transition might occur and the timing of such a transition.

This concluded Dr. Cochran's remarks. He requested any questions and fielded them as follows:

How many positions lost to the ERIP will be replaced?

The issue is under consideration and will be determined on the basis of the University objective to have student faculty ratio of about 21 to 1. Some positions will be lost but that will be based on academic parameters rather than dollars. We must develop a proper faculty profile around campus disciplines and in respect to faculty mix (full and part-time) before the potential can be determined. No one will be terminated, but the ERIPs and other attrition will allow us to tighten our belts and reallocate resources.

The YSU 2000 Report is good for indicating change and growth but says nothing about current problems. Are there plans to shore up areas where problems exist such as facilities maintenance?

YSU 2000 is a plan of action for new things. Facilities improvement at YSU are funded by state appropriation. We receive appropriation dollars that are dedicated to having well maintained facilities in terms of exteriors and major issues. You are probably right in terms of minor problems that tend to be chronic and aggravating. The University needs to do a better job of identifying such problems, assigning them priority, and then setting up a system to see that they are take care of in a effective and timely manner.

As we plan for larger classes are there any plans to improve facilities available to handle larger classes?

Changes in scheduling to create the 21 to 1 ratio will not involve the creation of substantially larger classes but rather a reduction in the number of very small classes. In most cases classrooms hold 35-40. Typically the changes would likely be only 3-5 students. Therefore there is no need for major restructuring of class space since what we have is adequate for our needs. There may be some effort to provide faculty with additional resources to free them from administrative routine allowing them more time to concentrate on the quality of their instructional efforts. Such requests need to be made through the regular request channels.

Classroom space is being lost to other purposes. Who is in charge of keeping track of classroom availability?

Generally that responsibility is handled by Harold Yiannaki. On the whole classroom space is not being lost. With the construction of the new Education building (87,000 sq. ft.) and with the freeing of space in Cushwa when University Outreach move to the AT&T building classroom space will actually increase. YSU already has more instructional space that other Ohio institutions of its size. We might need to use that space more effectively, particularly in scheduling classes outside of the heavy use 9:00 until 2:00 time period. We need to schedule to maximize student access rather than at our own convenience.

But 9:00 - 2:00 is the best time for many non-traditional students.

Non-traditional students are only 30% of our student body. We need to service the needs of all of our students and recognize that classes at other times may attract students that otherwise would not attend.

What are your feelings about workload policy?

We are still in the process of defining the issue and struggling over some philosophical differences. We need to respect individual differences and understand that the colleges at YSU will differ in their final decisions and applications. I have not heard any issues at YSU that are substantively different from discussions occurring at other campuses throughout the nation.

Senate Executive Committee Report:

Hugh Earnhart announced that the SEC is working on committee changes and that those changes will be

reported in January. He also announced that the January meeting will be held on Jan. 11 rather than Jan. 4 and that any agenda items should be forwarded to him or the secretary by Dec. 26.

Senate Committee Reports:

Faculty Advisory Committee to the Chancellor, OBOR,
Retreat Meeting December 6, 1994 Duane Rost reporting.

Summary: The FAC Retreat was held at the Kuhn Honors House at OSU and after the plenary session on teaching effectiveness, continued in subgroups addressing the topics of promoting effective teaching, relations between the institutions and the legislature, effective forms of shared governance, and diversity and civility.

Morning Plenary Meeting: Dr. Milt Cox, Director for Teaching Effectiveness Programs Office from the Advancement of Scholarship and Teaching, Miami University, presented, "Promoting Effective Teaching and Learning: Challenges and Proposed Initiatives For You, Your Department, Your Campus, and the Ohio Teaching Academy". He reviewed emerging trends in teaching techniques and their implications. He included an extensive list of references which I will gladly share.

Dr. Victor Renten, Professor of Education and Associate Dean of the College of Education, OSU, discussed, "Rationale for Teaching Portfolios". The main reasons cited for use of teaching portfolios included:

"By calling for a full documentation of teaching, the use of portfolios implicitly attacks the common argument that teaching is not complex and cannot be evaluated.

Portfolios provide teachers with a continuing and helpful stimulus to reflect on goals and performance, which enhances teaching improvement.

Portfolios are controlled by teachers, who can compile the portfolio in ways that are useful to their purposes and respect the traditions of teaching in their specific disciplines.

Portfolios provide a rich descriptive portrait for those screening teaching candidates or making judgments about a teacher's performance."

Afternoon Meetings: The subgroup meetings were continued and summaries returned to the full group.

Luncheon with the Chancellor: Dr. Hairston was meeting with the OSU President and stopped to spend the lunch hour chatting with us. She indicated the program reviews are underway for the first three of the first nine graduate programs: medicine, law and engineering. The next group self studies will be due in June and the last three in July.

She then reviewed the status of budget work at this time. She indicated the budget strategies changed a month ago with the election results. The Higher Education Budget now requires a higher level of effort with the Governor as we can no longer expect to have moneys reinstated in the Legislature. A major point is to get Higher Ed included in any earmarking that may take place for K-12. Work is progressing on this front. The status of the successes or lack thereof will be more evident when we meet again January 25, 1995.

Unfinished Business/New Business:

None.

Adjournment:

A motion to adjourn was made and seconded. The motion passed and the meeting was adjourned at 4:45.

ACADEMIC SENATE ATTENDANCE SHEET - December 7, 1994

Arts and Sciences

At Large

33 Samuel Floyd Barger
B Frederick Blue
23 Paul Dalbec
23 Tom Dobbstein
23 Hugh Earnhart
23 William Jenkins
23 Thomas Maraffa
23 Nathan Richey
23 Christopher Sweeney

Departmental

23 John Usis, Biology
23 Ted Chrobak, C&IS
23 James Schramer, English
23 Davis Stephens, Geography
23 Martin Berger, History
23 Gabriel Palmer-Fernandez, P&R
23 Paul Sracic, Pol. & Soc. Science
23 Mark Shutes, Soc. & Anth.

Departmental

23 Allen Hunter, Chemistry
23 Tod Porter, Economics
23 Herv'e Corb'e, For. Lang. & Lit.
23 Charles Singler, Geology
23 John Buoni, Mathematics
23 Ron Tabak, Physics & Ast.
23 James Morrison, Psychology
23 Joan DiGiulio, Social Work

Business Administration

At Large

23 Hiyang Chen
23 Rama Krishnan
23 Clement Psenicka

At Large

23 James Daly
23 Ram Kasuganti
23 Eugene Sekaras

Departmental

23 Ray Ross, Accounting
23 Tom Rakestraw, Management
23 Terry Deiderick, Marketing

Education

At Large

23 Phil Ginnetti
23 Susan Ripberger

Departmental

23 Janet Gill-Wigel, Counseling
23 David Ruggles, Ed. Adm.
23 Nancy Sweeney, Spec. Ed.

Departmental

23 Nancie Shillington, E&M
23 Edward Tokar, Foundations
23 James Douglas, Sec. Ed.

Engineering

At Large

23 Steve Gardner
23 Duane Rost

Departmental

23 Richard Jones, Chem. Eng.
23 Samuel Skarote, Elec. Eng.
23 Mansour Zenouzi, Eng. Tech.

Departmental

23 Javad Alam, Cibil & Env.
23 Martin Cala, Ind. & Sys.
23 Jeff Ray, Mech. Eng.

Fine and Performing Arts

At Large

23 Nancy Andrew
23 John Murphy
23 David Robinson

At Large

23 Dennis Henneman
23 Steve Nolan
23 John Turk

Departmental

23 Genevra Kornbluth, Art
23 Darla Funk, Music
23 James LaLumia, Comm.

Health and Human Services

At Large

23 Robert Campbell
23 Diane McDougal
23 John Neville
23 Pamela Schuster

Departmental

23 Janet Boehm, Allied Health
23 Marion Scott, Health Sci.
23 Mary Beaubien, Human Ecol.

Departmental

23 Richard Billak, Crim. Jus.
23 Jennie Wood, Nursing
23 Frank Bosso, HP&ES

Administration

23 Barbara Brothers
23 David Sweetkind
23 Shirley Carpenter
23 Gordon Mapley

23 David Decker
23 Frank Tarantine
23 Raymond Dye
23 Fred Owens II

23 Clara Jennings
23 John Yemma
23 David Genoway
23 Harold Yiannaki

23 James Scanlon
23 Cynthia Anderson
23 Peter Kasvinsky

Students

At Large

23 Dennis Gartland
23 Chad Ring
23 John Stilliana
23 Ryan Spencer
23 Jennifer Campbell
23 Cathy Wess

School/College

23 Joseph Nohra, Education
23 Brian O'Neil, Business
23 Todd Beckett, A&S
23 LeeAnn Henry, Grad. School

School/College

23 Leslie Raines, Perf. Arts
23 Don Prue, HHS
23 Nizar Diab, Eng.

Ex-Officio

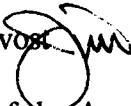
23 Christopher Heasley, Pres.
23 Sherry Merritt, VP



Youngstown State University / Youngstown, Ohio 44555-0001

December 19, 1994

TO: All Recipients of the Charter and Bylaws
of the University Academic Senate

FROM: Jim Scanlon, Provost 

RE: Revised Bylaws of the Academic Senate

Enclosed you will find replacement pages to the Bylaws of the Academic Senate reflecting changes which were approved at the Board of Trustees meeting on December 12, 1994. Please replace pages 8-12 only in your Charter and Bylaws notebook with the enclosed pages.

hmd

enclosures

and processing of proposals for new courses, changes in existing courses, deletion of courses, as such proposals are forwarded by the undergraduate colleges of the University.

For procedures adopted by the University Academic Senate see Appendix A.

(d) Honors Committee

- (1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University, two undergraduate students who are, or have been, enrolled in honors courses, and two representatives from administration, one of whom shall be 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. The committee shall have authority to approve an honors section of any course currently listed in the YSU Bulletin. Such approval shall not be subject to further approval by the University Curriculum Committee.

(e) University Outreach Committee

- (1) The committee shall consist of eight faculty members, with representation from each undergraduate college of the University, two undergraduate students, and three representatives from administration, one of whom is the Director of University Outreach who is a nonvoting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the development of and recruitment for University Outreach services and programs inclusive of non-credit, continuing education credit instruction, over sixty programs, and travel/study programs.

(f) Integrated Technologies Committee

- (1) The committee shall be composed of eight faculty members with representatives from each undergraduate college of the University and two undergraduate students, all of whom shall be voting members. Non-voting members shall be two academic deans, the University Librarian, the Director of the Computer Center, the Director of Media Services and two members to represent such areas as the Fine and Performing Arts Materials Center, Foreign Language Laboratory, Education Curriculum Resource Center, Telephone, Electronic Maintenance Services, Mail Room, Writing Center, Reading Laboratory and Mathematics Assistance Center.
- (2) The committee shall be responsible for making policy recommendations to the Academic Senate concerning faculty and student use of, acquisition of, and accessibility to instructional and research technologies. This shall include computing and networking hardware and software; video, audio, and text

materials; access to and distribution of electronically stored and transmitted data; support, maintenance, and training; and classroom and laboratory design.

This committee has no policy responsibility for the content or format of materials acquired by Maag Library; however, it does have policy responsibility for the electronic compatibility of such materials within the existing computing infrastructure.

(g) Library Committee

- (1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University and two undergraduate students all of whom shall be voting members. Non-voting members shall be four representatives from administration, one of whom shall be the University Librarian, as ex officio members.
- (2) The committee shall be responsible for making recommendations to the Academic Senate concerning policy related to faculty and student instructional and research use of Maag Library. This responsibility shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of all instructional and research materials for Maag Library.

(h) Academic Research Committee

- (1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the School of Graduate Studies.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(i) Academic Standards Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; two undergraduate students; two representatives from administration, including one undergraduate college Dean; and ex officio, as liaison members, the chairs of the Academic Programs and the Undergraduate Curriculum Committees.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards. This responsibility shall include the making of recommendations concerned with University general requirements, undergraduate college degree requirements; the grading system honors criteria for deans list and graduation.

The committee will also examine courses to determine whether they meet general university requirements. Circulation of such courses shall occur through the Academic Programs Committee and the Undergraduate Curriculum

Committee. Resolution of objections shall be the responsibility of the Academic Standards and Events Committee. Final resolution shall rest with the University Academic Senate.

(j) Student Academic Affairs Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each college of the University; two representatives from administration; and, ex officio, as liaison member, the chair of the committee's standing subcommittee.
- (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 policies related to general University undergraduate admissions; registration; orientation of students, academic advisement; student retention; and violations of the regulations governing student academic honesty.

The committee shall be responsible for hearing appeals of the Student Grievances Subcommittee actions when there are allegations of procedural violations and returning the case to the Student Grievances Subcommittee for rehearing when the Student Academic Affairs Committee determines there were procedural violations. If the Student Academic Affairs Committee determines there were procedural violations a second time, the Student Academic Affairs Committee will hear the case and render the final verdict.

(j-i) Student Academic Grievances Subcommittee

- (1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each college of the University; and the Vice President--Student Affairs or designee. The Vice President--Student Affairs or designee will chair the subcommittee, maintain all records, only vote in case of a tie, and serve as liaison member to the parent Student Academic Affairs Committee.
- (2) The subcommittee shall hear and determine cases involving undergraduate students accused of academic dishonesty as well as undergraduate student academic grievances. The subcommittee shall hold hearings that follow due process procedures that will be developed by the Vice President--Student Affairs and approved by the Academic Senate; and shall have the power to issue disciplinary sanctions. The subcommittee shall have the power to mandate a grade change only in the 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 shall have the power to mandate a grade change after holding a due process hearing and after consulting with the affected department.

a. No members of the subcommittee will hear a case directly affecting

them. The appropriate body will appoint a temporary substitute for that case.

- b. A student and/or instructor may be accompanied by a representative of his or her choice in any hearing.
 - c. If an instructor refuses to or cannot participate in the formal grievance or discipline procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.
 - d. The student must file a grievance prior to the last day of the final examinations during the subsequent quarter.
 - e. Except for cases in which the subcommittee has the power to mandate a grade change, the teacher of record shall have the power to assign a final grade.
 - f. The subcommittee may consider intent in making its determinations.
 - g. In any disciplinary case exonerating the student, the record will be removed from the student's discipline file.
 - h. A student or instructor may appeal to the Student Academic Affairs Committee only allegations of procedural violations.
- (3) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.
- (k) Academic Events Committee
- (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.

BYLAW 7 COMMITTEE MEETINGS AND MINUTES

Section 1.

All Senate Committees shall meet at least once during every quarter of the academic year, shall

record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and other persons designated by the Executive Committee.

Section 2.

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

BYLAW 8 VACANCIES

Section 1. Determination

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one quarter or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling Vacancies and Certifying Memberships

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 3. Other Faculty Vacancies

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of the Charter.

Section 5.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.