

Note: Please get agenda items for the January 7 Senate meeting to Bege Bowers, English Department, by 9:00 a.m. Wednesday, December 17. (Agenda must be photocopied early because of the holidays.)

**ACADEMIC SENATE MINUTES
December 3, 1997**

OVERVIEW:

Major topics presented/discussed: general education (p. 1); implementation of mandatory advising policy passed last spring (pp. 1-4); deadlines for submitting program and curriculum changes (p. 4); resolution about role of the Senate and appropriate committees in the approval of curricular and program changes if the University converts to semesters (pp. 4-5).
Policy changes: none.

CALL TO ORDER:

Jim Morrison, chair of the Academic Senate, called the meeting to order at 4:08 p.m.

MINUTES OF THE PREVIOUS MEETING:

Minutes of the 5 November 1997 meeting were approved as distributed.

CHARTER & BYLAWS COMMITTEE: No report. Lowell Satre noted that the committee has met and looked at an item but decided it was not a charter-and-bylaws issue; the committee referred the item to an appropriate committee.

SENATE EXECUTIVE COMMITTEE:

J. Morrison reported that he is recovering well from his surgery. The Executive Committee has not met since the last Senate meeting.

FACULTY ADVISORY COMMITTEE TO THE CHANCELLOR: Duane Rost is away; he will report at the January Senate meeting.

ELECTIONS & BALLOTING COMMITTEE: No report.

ACADEMIC STANDARDS COMMITTEE: Chair Charles Singler reported on two items:

1. **General education:** The Academic Standards Committee will meet twice the week of December 8 to continue its deliberations about general education; the committee hopes to bring a proposal to the Senate in January. **If the committee finishes its deliberations in time, information will be sent out with the agenda for the January Senate meeting.**
2. **Mandatory advising policy:** Last June, the Senate approved a policy stipulating that students with a GPA lower than 2.0 must participate in mandatory advising (see the 4 June 1997 Senate agenda, p. 11, and the 4 June Senate minutes, pp. 2-3). Since last June, the Deans' Council, representatives from Registration, and the Academic Standards

Committee have met to discuss how to implement the policy. The day after YSU mails fall 1997 grade reports, letters will go to students with a GPA lower than 2.0. These students should receive notices about two weeks from now. Singler invited questions.

Time Frame

Rob Levin: When must this advising take place? Singler: Students must meet with an advisor by January 8, the 4th day of drop-add week.

Lowell Satre: The time frame will be even tighter for spring quarter.

Singler: The process should be more efficient by then.

Logistics

R. Levin: How will colleges handle the advising?

Singler: The best method is probably for each college to have a "point person," whose phone number will appear in the letters sent to students. This way, students will know whom to contact. The point person can then refer each student to an advisor.

Levin: Will students go to professional advisors of the college or to faculty?

Singler: That will vary by college.

Purpose

Someone: What is the purpose of the meeting?

Singler: The purpose is to review the schedule the student is planning to take, examine why the student isn't performing up to graduation standards, and make adjustments to the schedule if appropriate.

Larry Hugenberg: Do students have to go for advising if they've already seen an advisor during the registration period?

Singler: They have to make the phone call.

Student: Why?

Singler: Initial advising would have taken place at least three weeks before winter quarter begins; at that point, the advisor might not have known that the student would get a low GPA. The student should discuss course selection, the low GPA, and what to do about it with an advisor.

More about Logistics

Dave Robinson: Won't the computer screen already have a "Y" in the advisor-approval slot if an advisor approved the schedule during registration? What will have to be done mechanically to show that the student received the new mandatory advising?

Singler: That will be worked out by Registration and the deans and advisors in the colleges.

Someone: Will the letter be put in the student's file?

Bassam Deeb: There will be a flag on the grade report. A hold will be put on the student's registration. Registration is working out a process.

George McCloud: The colleges are meeting individually to work out logistics.

Someone: Will any effort be made to get more advisors for departments with a large number of majors?

Singler: No. But even a department with a large number of majors may not have many students with GPAs below 2.0.

R. Levin: It's already December 3, and procedures haven't been worked out. Should we wait and implement the policy in the spring?

Singler: It should be "implementable" for winter.

Levin: Who will be responsible for the advising?

Gordon Mapley: The dean's office in College of Education will give each person a list of students to call. Other colleges will probably do the same.

Levin: Is it legal to have a faculty member call a student over the holidays?

Mapley: Yes. Faculty are on contract; students are enrolled.

Rochelle Ruffer: What do we know about the demographics of students who have less than a 2.0? Will these students be primarily undeclared majors, so that most advising will take place in the deans' offices?

Singler: We looked at last spring's records. Most students in Arts & Sciences with a GPA lower than 2.0 were undetermined majors, who would go to the college advisors. That's probably the case for most colleges.

Allen Hunter: Did Gordon Mapley say the University will call each student?

Singler: The students' letters will tell the *students* to call the University. However, some colleges have made a decision to call the students.

Don Rudolph: What about students who are gone for the holidays and don't get the letter until they get back?

Singler: Students are due back on campus by January 5; they should still have time to act.

Heidi Mashiska: Will places be held in the classes the students registered for?

Singler: I don't believe affected students will be withdrawn from any class at the beginning of the term.

Hunter: Will such students be designated on 1st-day rosters?

Singler: I don't think so.

Enforcement/Penalties

R. Levin: What will happen to "delinquents" as of January 8?

Singler: That will be determined by each college.

Levin: Is there a maximum penalty?

Singler: Disenrollment. We hope that won't happen. That's why notices are going out on the grade reports, with a letter and perhaps a phone call to follow up.

Retention Issue

Sarah Brown-Clark: I assume the policy was meant to address retention. I hope a process meant to *improve* retention doesn't backfire and make the problem worse. Students threatened with disenrollment might not come back. We have to be careful that strategies to improve retention don't do just the opposite.

Singler: We hope reaching at-risk students will improve long-term retention. We hope to get such students on the right path so that they can stay at the University, succeed, and graduate.

Advisor Training

Brendan Minogue: Has anyone educated faculty advisors about how to address these students so that the problem alluded to won't take place? Some students may feel threatened and frightened instead of feeling supported. Advisor training may be appropriate.

Singler: The same point was made at today's meeting with the deans. Deans will identify one person knowledgeable about advising these at-risk students to serve as the point person.

ACADEMIC PROGRAMS COMMITTEE: Chair Craig Campbell reported that the committee has met. Some people have asked about deadlines for submitting program proposals. The committee will accept proposals at any time, but if you want approved programs to go through Senate procedures and meet the April catalog deadline, you should **get proposals to the committee by January 15**. Later proposals may go through in time, but the committee can't guarantee that they will.

Remember that program changes should be fairly simple at this point, given the anticipated conversion to semesters.

UNIVERSITY CURRICULUM COMMITTEE: Chair Anne York reported that **the deadline for submitting course proposals if you want additions and changes to go into the catalog and schedule of classes is 2 January, but the deadline may be extended to January 15**. After the committee approves proposals, the proposals must go into ten-day campus circulation, so take that into consideration.

ACADEMIC PLANNING COMMITTEE: No report.

INTEGRATED TECHNOLOGIES COMMITTEE: No report.

UNIVERSITY OUTREACH COMMITTEE: Chair Denise Da Ros noted that the committee is meeting but has no report yet.

LIBRARY COMMITTEE, ACADEMIC RESEARCH COMMITTEE, STUDENT ACADEMIC AFFAIRS COMMITTEE, STUDENT ACADEMIC GRIEVANCE COMMITTEE, HONORS COMMITTEE, AND ACADEMIC EVENTS COMMITTEE: No reports.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Fred Owens: I serve on Academic Planning Committee but am stepping forward as a member of the Senate. The Board of Trustees' Academic Affairs Committee met today and developed a resolution to convert the academic calendar to a semester system effective in fall 2000. The resolution will probably be given to the Board for action soon. If so, it would have been reasonable to consult us and ask how we feel about a matter that will so strongly affect our future. With some colleagues, I'm offering the following resolution:

WHEREAS the design and format of the calendar for the academic year are the prerogative of the Administration; and

WHEREAS a conversion to a semester system constitutes a calendar change; and

WHEREAS such a conversion will inevitably have profound effects on the nature, content, design, and delivery of courses; and

WHEREAS the supervision of, guidance for, and approval of changes to curricula and programs are within the purview of the Academic Senate,

NOW, THEREFORE, BE IT RESOLVED that the Academic Senate conditionally endorses a conversion to a semester system, provided that the Academic Senate and appropriate committees are centrally involved in the process of approval of changes to curricula and programs resulting from such a conversion.

Owens moved that the Senate pass the resolution; Larry Hugenberg seconded the motion.

Tom Shipka: I want to speak in favor of the resolution (though it is undergraduate curriculum that we are responsible for; graduate curriculum falls under the purview of the graduate faculty). A little over two months ago, I did an analysis of the semester-conversion issue in terms of the role of the Senate. I reached three conclusions:

1. The administration has the authority under the *Agreement* to determine the academic calendar.
2. Although the administration has authority over the academic calendar, and may therefore opt for conversion to a semester system, the faculty has authority under the *Agreement* over curriculum and academic policy.
3. The administration has a legal duty to negotiate the *impact* of a conversion to a semester academic calendar with the YSU/OEA.

See the full text of Shipka's analysis in Appendix A.

Shipka: I have shared this study with a variety of colleagues in Arts & Sciences; with several administrators, including the president of the University (who wrote back that this analysis is consistent with his own analysis); and with others at the University. I think the resolution is a wise stance for us to take—though one might quarrel with a phrase or two.

The motion to pass the resolution carried.

ADJOURNMENT: The meeting adjourned at 4:40 p.m.