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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:

eral 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 curriculur and program changes if the University converts to s Major topics presente 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 Sate 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 meet

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 initiates, pp. 2-3). Since last June, the Deans' Council, representatives from Registration, and the A cademic Standards Council ittee 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. Singl Time Eram

Fine trans. Not 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 Sarre: The time frame will be even tighter for spring quarter. Singler: The process should be more efficient by then.

Logistics R. Levier. 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 adviso 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 adviso 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 adviso student set of the sent set of the set of t

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 standards are 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.

Suucana vn y:

More about Legistics Dave Robinson: Won't the computer screen already have a "\" in the subsor approved like in 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 on by Registration and the deams and advisors in the colleges.

Someone: Will the letter be put in the student's file? Bossim 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? K. Levite. 11: a lateady December 7, and procedums haves been worked out. Should we wait and implement the policy in the spring? Singler: Is should by implementable from winter. Levite. Who will be responsible for the advising? Goodon Majey. The data's officient of Levite of Education will give each person a list of students to call. Other colleges will probably do the same. Levite. It it gain to have a faculty number call a student over the holdings? Majey: Yes. Faculty are no context, students are emolied.

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 col

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 holdways 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 a ct.

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 Paralities R. Lerite: What will happen to "idelingnetis" as of January 87 Singler: The multitude scheminated by each college. Singler: Discontinuer, We bege hat word hupper. That's why notices are going out on the grade reports, with a letter and perhaps a phone call to follow up.

Retention Issue

Singler: We have retaining articles and an antipart of the strategies of the strateg

Advisor Training. Benedia Micogene His aryone obsciefe faculty advisors about how to address these students on that the problem alluded to won't take place? Some students no years and at oday's meeting with the dams. Denas 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 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 has met.

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

UNIVERSITY CURRICULIM COMMITTEE: Chair Anne York reported that the detailine for submitting course proposals if you want additions and changes to go into the catalog and schedule of classes is 2 January, but the detailine may be extended to January 15. After the committee approves proposals, the proposals imate go into the catalog and schedule of classes is 2 January, but the detailine may be extended to January 15.

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

UNEINISHED BUSINESS: None

NEW BUSINESS

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

The motion to pass the resolution carried ADJOURNMENT: The meeting adjourned at 4:40 p.m.

They is constructed.

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 core

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

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Shipka: Thave 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

Tom Shipka: I want to speak in favor of the resolution (though it is undergraduate curiculum that we are responsible for; graduate curiculum 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

The administration has the authority under the Agreement to determine the academic calendar.
Although the administration has authority over the academic calendar, and may therefore op for conversion to a semester system, the faculty has authority under the Agreement over curriculum and academic policy.
The administration has has pladly one possible the impact of a conversion to a semestar academic calendar with the YSUGEA.