



ACADEMIC SENATE MINUTES

May 2, 2007

Note: The next meeting of the Academic Senate is scheduled for September 12, 2007, at 4:00 p.m.

Click on the links in the table to go directly to a specific section of the minutes.

<u>Report from President Sweet</u>	<u>Update on Community College Discussions</u>	<u>Report on Academic Strategic Plan</u>	<u>Report from Ad Hoc Committee on Tenure & Promotion</u>	<u>Senate Executive Committee</u>
<u>Ohio Faculty Council</u>	<u>Charter & Bylaws Committee</u>	<u>Elections & Balloting Committee</u>	<u>Academic Standards Committee</u>	<u>Academic Programs Committee</u>
<u>University Curriculum Committee</u>	<u>General Education Committee</u>	<u>Library Committee</u>	<u>New Business</u>	<u>Sign-in Sheet</u>

Call to Order: Sunil Ahuja, Chair of the Senate, called the meeting to order at 4:06 p.m.

Minutes of the Previous Meeting:

Minutes of the April 4, 2007, meeting were approved as posted. To view the minutes, go to <http://www.ysu.edu/acad-senate/minapr07.pdf>.

Report from President Sweet:

Recently a car theft took place on campus. The thief was apprehended quickly. Some campus safety tips were left on the back table at today's meeting. [See [Attachment 1.](#)]

Bege Bowers is chairing the search committee for Chief Human Resources officer.

Yesterday the Ohio House passed a bill containing an educational funding plan for the next two years. A summary of the increases is as follows:

	'08	'09
Tuition (70%)	3%	0%
SSI (30%)	2%	10%
Operating Efficiency	(1%)	(3%)

Finally, The Northeast Ohio Commission on Collaboration and Innovation met on April 26th.

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[Report from Dr. Ritchey on the Community College Initiative: See Attachment 2.](#)

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[Report from Provost Herbert on Academic Strategic Plan:](#)

An open forum was held the other day to discuss the Academic Strategic Plan. It is also available on the Web. We didn't quite make the goal of distributing it in April, but we came close. What we have now is a plan to plan. It has been sent to the Academic Planning Committee. We want to position ourselves to be the kind of institution in 2013 that we want to be. The draft plan is to be presented to the Trustees in June.

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[Report from Dr. Carroll on the Ad Hoc Committee on Tenure and Promotion:](#)

I would like to briefly summarize the committee's work and recommendations. Thanks to the members of the committee for their work.

The scope of our committee was not to circumvent the collective bargaining process. We wanted to stir the pot in a positive way. We have been meeting since January. Many e-mails have been exchanged, especially over last two weeks.

Several core issues were included: Should there be university-wide review of applications? Should college promotion and tenure committees be required to submit documentation? Should the role of the Provost be clarified? Improving communications on this topic is important. So, we prepared a survey for the campus. There were 377 surveys sent out to faculty, with 83 returned according to the instructions. There were 38 surveys not returned correctly, and these were not included in the report.

A few of the results: There was strong support for standards at the college and department level. Faculty were overall neutral on university-wide standards.

We obtained promotion and tenure guidelines from 11 state institutions. The ones from The Ohio State University were more than 100 pages. Ohio University, Miami, Wright State, and Toledo were examined.

The committee unanimously adopted a list of seven recommendations. These are advisory.

A full description of the results will be available on the Senate website.

[Secretary's note: The full report is contained in [Attachment 3](#).]

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Senate Executive Committee (SEC) / Report from the Chair: **Sunil Ahuja, Chair of the Senate**, reported:

In the interest of time, I will be brief in my report.

1. First, the Budget Information Committee continues to meet. The last meeting was last Thursday, April 26. The key item on the agenda was the discussion of the FY 2008 preliminary budget scenarios. Neal McNally presented the information based on the Governor's proposal and the Speaker's proposal at the time. The numbers continue to change (and will change) until the final budget is approved. The President has been reporting the specifics of these numbers to the Senate.
2. We held our first Senate-sponsored "civility hour" last Wednesday, April 25. We had a good attendance (over 50 people), with representation from all the constituencies on campus. We look forward to continuing this, with some fine-tuning as we go along. I would ask that if you have any input in terms of topics, format, or frequency to please let us know. I have also put this on the agenda for the next Senate Executive Committee meeting for their input.
3. In that context, the President met with several of us (Bob Hogue, Chet Cooper, and myself) last Friday, April 27, on the issue of campus communication. The President is actively considering a number of ways to communicate the different issues on campus. One of the things that the President talked about is the Campus Conversation, which is scheduled for this Friday, May 4, at noon in Ohio Room. There will be free pizza there and I would strongly encourage you to attend and ask questions or make comments on issues of concern to you.
4. Last but not least, I want to sincerely thank all the members who serve on the various Senate committees, and especially their chairs. The bulk of the Senate's work is done in committees. I want to thank the chairs for agreeing to take on this task.
5. Dr. Tammy King will give a report from the last Ohio Faculty Council meeting.

That concludes my report.

Ohio Faculty Council: The minutes of the March OFC meeting are attached (See [Attachment 4](#)).

Charter & Bylaws Committee: : Keith Lepak reported. (See [Attachment 5](#).)

Dr. Lepak moved to amend the Charter, Article IV, Section 2, c.1.A to add a new part “v” which will read: “The Vice Chair of the Senate and the Secretary of the Senate by virtue of their offices shall be members of the committee.” The Charter & Bylaws Committee feels that including these persons on the Senate Executive Committee is regarded as important in view of their roles and need to be closely connected with the work of the committee. Motion was seconded. **Motion passed.** (Because this is an amendment to the Charter, the Secretary of the Senate will distribute a ballot to all faculty members to approve the amendment. Approval requires a 2/3 majority of those voting, with a least 1/2 of all faculty casting a ballot)

Dr. Lepak then moved to amend Bylaw 4, Section 4.a.3, where colleges are mentioned by name, so that that 1) Arts and Sciences become Liberal Arts and Social Sciences and that 2) Engineering and Technology become STEM. Motion was seconded. These changes reflect the institutional realignment underway and should be reflected in the language of the Bylaws. **Motion passed.**

On a separate issue, the Committee has a statement to make regarding the proposed amendment to Bylaw 11 (Rules of Order) proposed by Bob McGovern at the April 4 meeting: Members of the Charter and Bylaws Committee have examined the proposal (“the motion to the previous question shall not be in order for any Resolution that comes to the floor of the Senate without having been provided to Senators at least eight [8] hours before the meeting during which such a Resolution is to be considered”) and our consensus view is that there is not a pressing need for the inclusion of the amendment under Bylaw 11 (Rules of Order). Current procedures are largely governed by Roberts’ Rules of Order, and in the event of any impromptu or unexpected motions from the floor, there exist procedural steps for discussing, delaying, tabling or otherwise dealing with such motions. Senate members should familiarize themselves with the existing Rules of Order under Bylaw 11, and are able to call upon the Parliamentarian or other appropriate officer of the Senate for clarification of relevant procedures detailed in Roberts’ Rules. The proposed Bylaw change affecting impromptu motions from the floor, even those of a non-controversial nature, could result in delayed actions by the Senate at times when it may be critical to act. Since the Senate meets once a month, such delays should be avoided whenever possible.

Elections & Balloting Committee: **Annette Burden** reported. We are still awaiting results from elections within the College of Health and Human Services.

Academic Standards Committee: **Darla Funk** reported and moved that the policy on Incomplete grades be modified according to the changes shown in [Attachment 6](#). Motion was seconded. Bob McGovern commented that when a student withdraws before the W date, they are out that money. There is a financial consequence of withdrawing versus asking for an incomplete. Phil Munro offered a friendly amendment to change the phrase "are not to register" to "are not allowed to register." The friendly amendment was accepted. A vote was taken on the motion. **Motion passed.**

Academic Programs Committee : An informational report of approved program changes is contained in [Attachment 7](#).

Undergraduate Curriculum Committee: A list of approved changes is contained in [Attachment 8](#) and [Attachment 9](#).

General Education Committee: **Paul Sracic** reported.

A set of approved courses is contained in [Attachment 10](#) .

Also, the General Education Committee had debated the motion to consider removing the oral communication intensive requirement. The committee voted against reporting any motion out.

Tod Porter moved to drop the oral intensive requirement from the General Education requirements. Motion was seconded. **Bill Jenkins:** When we first started out years ago in designing the General Education program, one of the items discussed was the importance of our graduates being able to speak effectively. The intensives were intended to reinforce the oral and writing skills. It isn't just a matter of taking a communications course. It is clear that there are problems in some departments in putting oral intensive activities in some courses. But a majority of departments do meet this goal and make it a part of the curriculum. Departments can create alternatives within their programs if they found it troublesome to do regular oral intensive courses. I think it is extremely important to be able to present oneself effectively, not just in one course but in several. It's not just about knowledge of the principles; it's about the implementing of those principles. I speak very strongly against this motion.

Gabriel Palmer-Fernandez introduced a friendly amendment to also remove the requirement for critical thinking intensive and writing intensive courses. Dr. Porter declined to accept the friendly amendment. **Dr. Porter:** Serious questions can be raised about the requirements of the oral intensive requirements. These requirements intrude on how faculty members teaches the courses. Some departments may find that they can't fit oral intensive courses into their program. We've created a system that involves a lot of complexity. This means less flexibility for students and departments. We are unique among public universities in this area by having three intensives. Twenty-five percent

of our graduates last year did not meet the oral intensive requirement. Students who have taken the time to meet the requirement wonder why they had to do it and others didn't. Departments are voting with their feet. This is not being met universally. We need to be honest with ourselves. The system is not working. We have to question to what extent we are allowing the General Education Committee to put requirements on departments and programs.

Dr. Jenkins: Tod, can you describe what Econ does to promote oral skills? **Dr. Porter:** We have an OI course comparing systems. In the capstone, people are required to do presentations. Ram Kasuganti moved to end discussion. Seconded. Vote: passed. A vote was then taken on the main motion. **Motion fails, 29 to 12 (2 abstained).**

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Library Committee: **Louise Aurilio** moved to accept the recommendations contained in the report from the **Library Committee** (See [Attachment 11](#).) **Dr. Herbert:** I'm appreciative of the Library's needs. But what does it mean to make a motion like this in the current budget climate? It is unrealistic to expect that the administration can meet this recommendation. **Dr. Aurilio:** We felt unless we take a stand, we may get lost in the shuffle. **Paul Kobulnicky:** We can no longer manipulate the budget to cover inflation. We run the risk of further eroding our ability to address accreditation issues. **Eleanor Congdon:** Departmental budgets have been hit hard. Departments are going to be asked to stop buying books. There has to be support for tools and materials for our work in the classroom. A vote was taken on the motion. **Motion passed.**

Unfinished Business: None.

New business: **Bege Bowers** introduced a Resolution of Appreciation for Dr. William D. Jenkins (see [Attachment 12](#)). Motion was seconded. **Motion was approved unanimously.**

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Adjournment: The Academic Senate adjourned at 5:40 p.m.

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For further information, e-mail [Bob Hogue](#).

Campus Safety Tips

- The Campus Police are “always” available on campus.
 - From a campus phone – dial **911**
 - From an outside phone or cell phone, call
(330) 941-3527
- Everyone should have the Emergency Campus Police phone number programmed into their office telephones as well as their cell phones:
(330) 941-3527
- The Campus Escort Service is always available to escort students, faculty, and staff to their cars, to university buildings, or wherever they need to go in the area surrounding campus.
Call: **(330) 941-1515**
- While walking, be cognizant of what is going on around you. Don't walk around with your cell phone or IPOD attached to your ear.
- Keep bookbags, purses, personal property with you.
- Keep your car keys (all keys) with you.
- When preparing to leave the campus or walk to your car, have your keys ready. Get into your car, lock the doors, and then organize yourself.
- If anything or anyone looks suspicious on campus, immediately call the Campus Police – they will look into the situation.

Campus Police

From a campus phone: 911
From an off-campus or cell phone: (330) 941-3527

Community College Planning

May 1, 2007

A. Feasibility Study Undertaken at the Request of the YSU Board of Trustees (March 2006)

1. Completed a retail market study of demographic characteristics and educational attainment,
2. Completed area-wide leadership interviews about the community college – 55 interviews (see attached for key results),
3. Completed a community survey - 700 phone surveys to residents in Columbiana, Mahoning, and Trumbull Counties (see attached for key results)
4. Completed a survey of area employers - 420 businesses (see attached for key results)

B. Potential Model – Integrated Partnership Model

YSU to establish an academic unit to organize, market, develop new programs, etc.

1. Form partnerships with career and technical centers, businesses, health care providers, unions, and high schools
2. Invest in distance learning initiatives and blended programming
3. Invite other community colleges to offer needed two-year programs that not currently offered at YSU
4. Benefit # 1: Current YSU two-year programs are designed so that students have a seamless pathway into the four-year programs. Every course applies to the major!
5. Benefit # 2: We invest in people not buildings!

C. Financial Concerns

1. To have a true community college, YSU must tackle the number one issue – cost
2. How will YSU make up the lost tuition for students who move into the community college?

D. A New Approach: The Mahoning Valley Promise

The Mahoning Valley Promise (Phase I) would guarantee that every student from the Mahoning Valley who chooses to attend Youngstown State University will pay no more than \$100 per credit inclusive of all costs and fees for the first and second year of college.

The Mahoning Valley Promise (Phase II) would seek to obtain funding to provide the first and second year of college at no cost to students from participating counties (similar to Jefferson County at Jefferson Community College)

1. Phase 1 is based on the premise that the average student pays a lot less than current sticker price of about \$280 per credit – Financial aid and scholarships, grants, etc. reduce bill significantly
2. The average Mahoning Valley student at YSU currently pays \$100 per credit.
3. Estimate is that YSU would lose \$6.5 million per year with phase 1 of the plan
3. To break even, YSU will need to increase full time enrollment by about 900 students.
4. YSU will need state/community/foundation support to make this a reality
6. Plan would increase access and affordability to all Mahoning Valley students, regardless of major

E. Remaining Tasks

1. Complete details of “integrated partnership model”
2. Meet with and obtain input from county commissioners, local officials, and state officials
2. Establish the Mahoning Valley as a Community College District under the authority of Youngstown State University
3. Garner financial support to implement Phase 1 of the Mahoning Valley Promise
4. Make formal recommendation to YSU Board of Trustees (June 2007)

Key Results of Three Surveys

1. Community College Phone Survey (700 from Columbiana, Mahoning, and Trumbull counties)

Need

- 62 percent say they need more education
- 47 percent say that it is likely that they will attend college in the near future
- 77 percent say they see the need for a community college in the area.

Financing a Community College

- 59 percent would support a small tax to start a community college in the area
- 78 percent would support a small tax if it meant college would be free for the first two years

Economy

- 88 percent of the residents agree that a community college would create access to better jobs and salaries
- 90 percent say it would help the local economy

2. Interviews from 55 Valley Leaders

Economic Need

- Ninety-five percent of the leaders believe that YSU is the key link to economic rebirth of region
- Sixty-two percent say a community college is needed in the Mahoning Valley

Employment

- Most frequently mentioned educational programs needed included information technology, health care, and high tech
- Most frequently mentioned job skills needed included technical, information technology, math/science, and communication

3. Business Leader Survey (based on 190 initial responses)

Economy

- Ninety-six percent agree that a community college would result in higher wages in the Mahoning Valley
- Ninety-two percent believe that a community college would help the economy

Need and Support

- Sixty-four percent believe a community college is needed
- Seventy-seven percent “support” YSU’s effort to develop a community college
- Seventy-five percent have positions available in the company for which a two year degree is appropriate
- Sixty-five percent are at least somewhat likely to offer a tuition reimbursement program for employees if the cost is \$150 or less per credit

Community College Criteria for Decision Making (from the original Plan to Plan)

Five criteria were identified to facilitate decision making. Recommendations to establish a community college must be based on sufficient evidence that the criteria are reasonably satisfied.

Criterion 1. The formation of a community college in the Mahoning Valley will help to increase the number of students enrolled in Ohio colleges and universities by 30 percent by the year 2015, as set for by the Governor's Commission on Higher Education and the Economy.¹

Criterion 2. There is significant community/State support for the formation of a community college in the Mahoning Valley.

Criterion 3. Youngstown State University is prepared as an institution to engage in the process of forming and operating a community college.

Criterion 4. There exists a community college model that best fits the Mahoning Valley and Youngstown State University.

Criterion 5. The formation of a community college is feasible for Youngstown State University.

As of April 25, 2007 there is sufficient evidence to suggest that Criterion 1, Criterion 2, and Criterion 4 are satisfied. If funds can be secured for Phase 1 of the Mahoning Valley Promise and for handling an increase in enrollment, then Criterion 3 will essentially be satisfied. Criterion 5 is a collection of the other criteria.

¹ In a study prepared by the YSU Center for Urban and Regional Studies this constitutes a combined increase in college enrollment of approximately 9,000 students for Columbiana, Mahoning and Trumbull Counties.

Embedded Secure Document

The file http://www.yzu.edu/acad-senate/may07_adhoc.pdf is a secure document that has been embedded in this document. Double click the pushpin to view.



OHIO FACULTY COUNCIL MEETING

April 13, 2007

Note: Eric Fingerhut, Chancellor of the Ohio Board of Regents, had to cancel his meeting with the OFC. He will meet with the Council on Friday, May 11, 2007.

1. Minutes were reviewed and approved.
2. University Updates
 - a. Toledo – Discussed the merging of their two Faculty Senates (Medical College merged with the University); discussed the issue of shared governance and how it will operate at their institution.
 - b. Akron – They have seen many changes in their upper administration recently.
 - c. Cleveland – Recently completed union negotiations, everyone will receive a 3% pay increase; individuals at a lower pay rate will receive an additional 0.5% increase; They are discussing the development of a STEM College.
 - d. Ohio U. – They have instituted a freeze in tuition; recently completed union negotiations, faculty will receive a 3% increase in pay; University reported an 8 million dollar deficit this year; President is facing a possible no-confidence vote this year.
 - e. Bowling Green – Searching for a new Provost.
 - f. Cincinnati – They have been involved in a 20 year building “spree” that has led to substantial debt; The academic unit of the University is facing a 5 million dollar cut in their budget.
 - g. Youngstown – update on the Northeast Ohio Study Commission. The group started with \$225,000 budget. It was changed to \$25,000 budget. The Commission is now asking the universities involved to pay own fees.
3. New Business / Discussion
 - a. A lengthy discussion concerning state budgeting for Higher Education occurred.
 - Many believe that the current formula used to award funds to Universities is unfair to many institutions.
 - When Toledo announced a tuition freeze, they intended for the freeze to only occur for Fall Semester, not for the entire academic year.
 - The OFC will remain neutral on the issue of tuition freezes until the impact of them on higher education in the state can be determined.
 - The OFC will ask someone from the Governor’s office to explain to the Council how budgeting works in the state, specifically how higher education is funded.
 - b. The Council began developing a list of discussion topics for Dr. Fingerhut’s visit.
 - Two year colleges receive funding which allows them to lower their tuition; Are tax dollars being dealt with fairly?
 - Will state subsidy be given to privately funded colleges and universities?
 - How does he determine a college/university’s capacity? Is it based on the number of programs? Number of faculty? Classroom size?
 - What is his position on electronic learning? Does he envision a University of Phoenix style system implemented in Ohio? What is the cost for e-learning?
 - What are his viewpoints concerning the number of tenured and non-tenured faculty members on university campuses?

c. Future discussion issues for the Council

- Review K-12's budget in the state. Currently 80% of all funding spent on education in the state goes to K-12.
- Council members were encouraged to attend Regents' meetings.
 1. April 25
 2. May 24
 3. June 21

4. Next Meeting – May 11, 2007

- a. Officers will be elected (Chair, Vice Chair, and Secretary)

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

Date 24 April 2007 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report **Charter and Bylaws Committee**

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

Names of Committee Members Eleanor Congdon, Kenneth Learman, Keith Lepak (chair), Elvin Shields, David Spatholt (student), Gary Walker

Please write a brief summary of the report the Committee is submitting to the Senate:
The report describes changes recommended by the Senate Chair and Executive Committee to the Senate Charter (Article IV, Section 2, c.1.A: adding part v regarding membership of the Vice Chair of the Senate and Secretary of the Senate on the Executive Committee), and Bylaws (Bylaw 4, Section 4.a.3: changing the names Arts and Sciences to Liberal Arts and Social Sciences, and Engineering and Technology to STEM). The report also includes a statement by Charter and Bylaws on a proposed amendment to the Bylaws.

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

If so, state the motion: Charter and Bylaws moves that the Senate vote to approve the changes recommended by the Senate Chair and Executive Committee regarding the Charter (Article IV, Section 2, c.1.A) and Bylaws (Bylaw 4, Section 4.a.3).

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

Yes

Other relevant data: _____

Keith Lepak
Chair

To: Bob Hogue
From: Keith Lepak, Charter and Bylaws
Subject: Committee Report
Date: 24 April 2007

The Charter and Bylaws Committee has three items to discuss. The Senate Chair and Executive Committee have requested that changes be made to the language found in the Charter (Article IV, Section 2, c.1.A) and Bylaws (Bylaw 4, Section 4.a.3).

In regard to Charter Article IV, a new part “v” is proposed which will read: “The Vice Chair of the Senate and the Secretary of the Senate by virtue of their offices shall be members of the committee.” Including these persons on the Senate Executive Committee is regarded as important in view of their roles and need to be closely connected with the work of the committee.

In regard to Bylaw 4, Section 4.a.3, where colleges are mentioned by name, it is proposed that 1) Arts and Sciences become Liberal Arts and Social Sciences and that 2) Engineering and Technology become STEM. These changes reflect the institutional realignment underway and should be reflected in the language of the Bylaws.

Charter and Bylaws recommends that the Senate vote to approve these changes.

On a separate issue, the Committee has a statement to make regarding the proposed amendment to Bylaw 11 (Rules of Order) proposed by Bob McGovern at the April 4 meeting. Members of the Charter and Bylaws Committee have examined the proposal (“the motion to the previous question shall not be in order for any Resolution that comes to the floor of the Senate without having been provided to Senators at least eight [8] hours before the meeting during which such a Resolution is to be considered”) and our consensus view is that there is not a pressing need for the inclusion of the amendment under Bylaw 11 (Rules of Order). Current procedures are largely governed by Roberts’ Rules of Order, and in the event of any impromptu or unexpected motions from the floor, there exist procedural steps for discussing, delaying, tabling or otherwise dealing with such motions. Senate members should familiarize themselves with the existing Rules of Order under Bylaw 11, and are able to call upon the Parliamentarian or other appropriate officer of the Senate for clarification of relevant procedures detailed in Roberts’ Rules. The proposed Bylaw change affecting impromptu motions from the floor, even those of a non-controversial nature, could result in delayed actions by the Senate at times when it may be critical to act. Since the Senate meets once a month, such delays should be avoided whenever possible.

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

Date May 2, 2007 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Standards

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

Names of Committee Members J. Beatrice, C. Bosley, D. Walters-Dobson, J. Edwards, D. Funk (chair), S. Husain, J. Issue, K. Miller, D. Parker, K. Schueller, D. Stout, A. Summell

Please write a brief summary of the report the Committee is submitting to the Senate:

The committee will propose a clarification and small revision to the current *Incomplete* grade policy.

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

If so, state the motion: We move adoption of the revised policy for *Incomplete* grades (see attached proposal).

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

Other relevant data: _____

Darla Funk
Chair

The Incomplete Grade (Undergraduate Bulletin p. 36)

An incomplete grade of I may be given to a student who meets all of the following criteria:

- Reasons for the incomplete are beyond the control of the student
- The reason is deemed justifiable by the instructor
- The student has completed satisfactory work in the course beyond the last day to withdraw with a "W".

A letter grade may not be changed to an **I** (Incomplete) after the term has ended and grades have been recorded. A written explanation of the reason for the **I** and a date (which must be within one year) by which all course requirements will be completed must be forwarded by the instructor to the Office of Records for inclusion in the student's permanent record, with copies to the student and department chairperson.

Students are not to register for the same course the subsequent term. Rather, the student must work individually with the instructor to fulfill the course requirements. The instructor shall determine the deadline for completing course requirements (not to exceed one year). The instructor will initiate a grade change upon completion of the course requirements. If no formal grade change occurs within one year, the **I** automatically converts to an **F**, unless the student received the **I** because of being called to active military duty. If a student receives an **I** as a result of being summoned to active military duty, the student will have one academic year from the date when he or she is released from active duty to complete the course requirements and have the change of grade recorded. If graduation occurs within this one-year time period and a grade change hasn't occurred, the Incomplete grade will be converted to an **F** before graduation.

Department chairs are granted authority to convert grades of **I** into final grades in cases where instructors may have severed connections with the University or have been otherwise unable to convert the grades.

djfunk 4/6/07 2:18 PM

Deleted: An incomplete grade of **I** may be given to a student who has been doing satisfactory work in a course but, for reasons beyond the control of the student and deemed justifiable by the instructor, had not completed all requirements for a course when grades were submitted.

djfunk 4/6/07 2:19 PM

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

Date April 25, 2007

Report Number (For Senate Use Only) _____

Name of Committee Submitting Report Academic Programs Committee

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

Appointed Chartered

Names of Committee Members: 2006-2007 members are Sunil Ahuja (chair), Kathy Akpom, Lauren Cummins, Jeanette Garr, Tammy King, Marla Mayerson, Joseph Palardy, Bill Vendemia, Jim Ritter (academic advisor), Bege Bowers (ex officio), Teri Riley (ex officio), Louise Pavia (ex officio, UCC chair), Chad Miller (student).

Please write a brief summary of the report the Committee is submitting to the Senate:

The following three proposals have been approved by the committee. These proposals were circulated. No objections were received. These are being reported for informational purposes only.

- APD#010P-07 – *Civil & Construction Engineering Technology* – NAME CHANGE (Associate Degree) – School of Technology.
- APD#011P-07 – *Civil & Construction Engineering Technology* – NAME CHANGE (Bachelor's Degree) – School of Technology.
- APD#016M-07 – *Web Communications* – NEW MINOR – CSIS, English.

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

If so, state the motion: _____

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

Other relevant data: _____

Sunil Ahuja, Chair

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

Date **4-23-07** _____ Report Number (For Senate Use Only) _____

Name of Committee Submitting Report **University Curriculum Committee** _____

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

Names of Committee Members L.Pavia (Chair), D. Porter, T. Rakestraw, D. Morgan, J. Caputo, R. Rees, T. Fullum, J. Blankenship, D. Laird, K.Conway

Please write a brief summary of the report the Committee is submitting to the Senate:
The University Curriculum Committee is appending a list of approved course that cleared the circulation process as of April 20, 2007.

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

If so, state the motion: _____

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

Other relevant data: _____

Louise Pavia, Chair (06-07)

Chair

MEMO

TO: Bob Hogue, Secretary
Academic Senate

FROM: Louise Pavia, Chair
University Curriculum Committee

SUBJECT: Senate Minute Items

DATE: April 23, 2007

Completed course proposals.

Please include these course proposals in the next Academic Senate minutes. They have passed in Committee, circulated and have been sent on for Sunil Ahuja's signature. Thank you.

PLEASE NOTE: Also included are Engineering Courses that used the Fast Track form for prerequisites changes.

UCD #	Catalog #	Course Title	Type of Action
122-07	BIOL 4830	Functional Neuroanatomy	Add
123-07	SEDUC 4800C	Special Methods: Science	Change
124-07	SEDUC 5800S	Special Methods: Social Studies	Change
125-07	SEDUC 3706	Principles of Teaching Adolescents	Change
126-07	FOUND 3710	Educational Assessment	Change
127-07	SEDUC 4800E	Special Methods: English	Change
128-07	SEDUC 3706L		Delete
129-07	SEDUC 4891,4892,4893	Seminar in Secondary Education	Delete
130-07	SEDUC 3704	Classroom Management, Ethics, and Law	Delete
131-07	SPED 5851	Transition Planning, Social Skill Development, and Health-related Issues	Change

132-07	SPED 5867	Intervention and Remediation of Receptive/Expressive Language Dysfunction	Change
133-07	SPED 5853	Diagnosis and Intervention in Mathematics for Special Education	Change
134-07	ART 4885	Museum Registration Methods/Collections Management	Add
135-07	ART 1540	Masterpieces of World Art	Add
136-07	BIOL 2602/2602L	General Biology: Organisms and Ecology	Change
137-07	GERO 1501	Introduction to Gerontology	Add
138-07	MTEGR 4868	Failure Analysis Using the SEM	Add

MEMO

TO: Bob Hogue, Secretary
Academic Senate

FROM: Louise Pavia, Chair
University Curriculum Committee

SUBJECT: Senate Minute Items

DATE: April 26, 2007

Completed course proposals.

Please include these course proposals in the next Academic Senate minutes. They have passed in Committee, circulated and have been sent on for Sunil Ahuja's signature.

Thank you.

UCD #	Catalog #	Course Title	Type of Action
139-07	EET 4890	Special Topics in Engineering Technology	Add
140-07	DDT 2690	Special Topics in Drafting and Design in Technology	Add
141-07	CCET 3710	Structural Analysis 2	Delete
142-07	CCET 3712	Architectural Design Technology	Delete
143-07	CCET 3714	Soil Mechanics	Add
144-07	CCET 3714L	Soil Mechanics Laboratory	Change
145-07	CCET 3717	Soil Foundations and Foundation Design	Delete
146-07	CCET 3740	Construction Management	Add
147-07	CCET 4807	Project Planning and Scheduling	Change
148-07	CCET 4809	Structural Analysis 2	Add
149-07	CCET 4812	Concrete Design	Change
150-07	CCET 4813	Steel Design	Add
151-07	CCET 4814	Foundation Design	Add

152-07	CCET 4815	Masonry Design	Add
153-07	CCET 4816	Timber Design	Add
154-07	CCET 4817	Construction Management	Delete
155-07	CCET 4824	Environmental Technology	Change
156-07	STECH 1505	Engineering Technology Concepts	Change
157-07	STECH 1505L	Engineering Technology Concepts Laboratory	Add
158-07	DDT 1503	AutoCAD 1	Add
159-07	DDT 1504	Drafting and Plan Reading	Add
160-07	DDT 2606	CAD – Solid Modeling	Change
161-07	DDT 2607	CAD – Microstation	Change
162-07	TEMC 3701	Characteristics of Early Adolescents and Implications for Curriculum and Instruction	Delete
163-07	TEMC 3702	Teaching and Learning in Middle Schools	Change
164-07	ECEGR 4824	Digital Design with Microprocessors	Delete
165-07	ECEGR 2610	Computer Tools for Electrical and Computer Engineering	Add
167-07	ECEGR 4856	Embedded Systems	Add
168-07	ECEGR 4855	Advanced Digital Control	Add
169-07	ECEGR 4852	Neural Networks and Robotics	Add
170-07	ECEGR 4851	VLSI System Design	Add
204-07	CCET 3707	Civil & Construction Engineering Technology	

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

Date April 23, 2007 Report Number (For Senate Use Only) _____

Name of Committee Submitting Report General Education Committee

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

Names of Committee Members Sracic, Feld, Kasuganti, Crist, Horvath, O'Mansky, Mullins, Munro, Oder, Spalsbury, Wang, Miller, Speece

Please write a brief summary of the report the Committee is submitting to the Senate: ___The GEC has considered the motion, offered at the February meeting of the Academic Senate, to eliminate the Oral Intensive course requirement. The GEC has voted against bringing the motion back to the Senate, affirming its support for the oral intensive requirement, whether course based or programmatically based.

The GEC is also appending a list of certified courses that have cleared the circulation process without objection. See Appendix .

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

If so, state the motion:

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

Other relevant data: _____

Paul Sracic _____

Chair

APPENDIX

Certified General Education Courses

The following courses have been certified and circulated for ten days without objection. They are being appended to the Senate Agenda as an indication of their certification as general education courses.

Writing Intensive

990529 Psychology 3709L Psychology of Education Lab

990536 Management 3755: Managing Diversity

990519 Psychology 4804L: Conflict and Group Dynamics

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

Date April 23, 2007 Report Number (For Senate Use Only)

Name of Committee Submitting Report Senate Library
Committee _____

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

Names of Committee Members : Louise Aurilio, BCHHS, Kelli, Connell, FPA, Eleanor Congdon, A&S, Margaret Briley, Educ, Diane Kandry, BCHHS, Joe Andrews, A&S, Martin Cala, E&T, Paul Saracic, Admin, Paull, Kobulnicky, Admin, Betty Jo Licata, Admin, John Yemma, Admin, Harleen Kaul, Student, Alysha Brown, Student

Please write a brief summary of the report the Committee is submitting to the Senate:
See Attached Report

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

If so, state the motion: **MOTION:** The University Library Committee recognizes the budgetary challenges that are being forecast for the next few years. However, it is our belief, that the University faculty and staff cannot continue to meet research and teaching expectations, nor the students meet homework and research necessities, if the Library's budget continues to be level-funded or shrunk, as it has been every year for the past three years. The University Library Committee recommends that that the Library Acquisitions budget be raised over last years budget by 10 % to account for inflation, plus by an additional 22% (\$300,000) to restore to the budget the resources cut during the summer of 2003. This proposal is essential to maintain present buying power and avoid further inflationary erosion of college allocations that have taken place as library expenses for general works, reference and Ohio Link have increased while total budget allocations continued to be stagnant. _____

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

_____ YES _____

Other relevant data: _____

Louise A. Aurilio
Chair

Youngstown State University
Academic Senate Library Committee
Report to the Academic Senate – May 2, 2007

The University Academic Senate's Library Committee is charged with monitoring the allocation of funds for library acquisitions throughout the university and recommending the formula, or changes to the formula, by which those funds are given out. The Library Committee has met over this past academic year and has focused on the library budget, library activities, and operations, as well as, CLASS and STEM reallocations. While these next few years should prove to be a budgetary challenge, the committee is of the opinion that library resources are critical and essential to fulfilling the university's mission and goals. The library functions as the heart of the academic community and further cuts will significantly impact on students' and faculty's access to critical materials, the establishment of new program resources and fulfillment of the University Mission and Goals. Library operation and program changes, budget concerns and significant issues considered are listed and briefly discussed below:

Library Activities 2006-2007:

1. The library offered many activities in honor of its 30th anniversary celebration (Open houses, a computer give away, etc).
2. Library Personnel Update:
Becky Moore Roberts was appointed as Magg Library Program Manager
3. Microfilm and Government documents were moved from the basement to the third floor of Magg Library.
4. The library budgetary monies were reallocated to meet the needs of the reorganization of departments into the CLASS and STEM colleges. CLASS departments and STEM departments were calculated by exactly the same formula as has been used for the last few years.

Budget and Expense Information:

For the last several years the university has continued to face budget shortfalls that have had an adverse impact on library funding. Drastic budget cuts in 2003 significantly reduced departmental budgets to a critical level. The reduction represented a 41% cut in all department allocations with an overall 22% (\$300, 000.00) library acquisition cut. The

Magg Library acquisitions budget has remained at this level for the past three years and has curtailed the buying power of all departments and the general acquisitions budget. Inflation in the cost of subscriptions to journals and other regular publications has not been offset by additional funds, meaning that the only way to pay for the inflation is by shrinking the resources available for buying new materials. (Please refer to Historical view of library budget included with this report).

After discussion with library administration, the library Committee has identified the following as special areas of concern for the coming year's budget:

Ohio Link:

Ohio Link continues to expand services and gives YSU excellent library resources. Ohio Link has significantly increased its costs for membership over the years. The costs continue to increase with inflation and these costs are mandated for continued membership. Ohio Link is a recognized benefit but it is not a substitute for a current working library collection. Many resources are not available on Ohio Link for 6-12 months. Additionally, many departments, faculty and students do not have their needs met with current available Ohio Link resources.

New Programs:

Due to the current budgetary restraints over the last several years, the current acquisition budget does not have funds allocated for new programs. The University Library Committee continues to voice extreme concern, that continual level funding of the budget does not properly support the development of new programs' scholarly needs.

Cost inflation of library materials.

Inflation, costs of books and periodicals, continues to increase at a much higher rate than overall inflation rates (approximately 10% a year).

JSTOR

Only three state universities libraries do not have access to the full JSTOR Arts and Science collection, Youngstown State University is one of these schools. The cost of adding, updating and completing this database would be a one time fee of \$29,000.00. Yearly costs thereafter would be \$2900.00 per year.

Motion:

The university Library Committee recognizes the budgetary challenges that are being forecast for the next few years. It is our belief, however, that the University faculty and staff cannot continue to meet research and teaching expectations, nor the students meet homework and research necessities, if the Library's budget continues to be level-funded or shrunk, as it has been every year for the past three years. The University Library Committee recommends that that the Library Acquisitions budget be raised over last years budget by 10 % to account for inflation, plus by an additional 22% (\$300,000) to restore to the budget the resources cut during the summer of 2003. This proposal is essential to maintain present buying power and avoid further inflationary erosion of college allocations that have taken place as library expenses for general works, reference and Ohio Link have increased while total budget allocations continued to be stagnant.

Proposed Library Committee budget recommendations for 2007-2008 which includes replacement of the 22% cut of 2003 (\$300,000) and an additional 10% increase.

	2005-2006	2006-2007	2007-2008
	Allocation	Allocation	Proposed allocation
CLASS	NA	NA	137,087
STEM	NA	NA	160,232
ARTS & SCIENCES	234,136	239,028	NA
BUSINESS	51,130	51,130	56,243
EDUCATION	33,630	33,630	36,993
ENGINEERING	31,413	31,413	NA
FINE & PERFORMING ARTS	28,888	28,888	31,097
HEALTH & HUMAN SERVICES	65,131	65,131	71,644
OHIO LINK	439,165	439,165	483,081
LIBRARY*:	186,925	186,925	205,617
Total			1, 181, 994
Replacement of 22% budget cut of 2003			300,000
TOTALS	1,075,160	1,075,160	1, 481, 994

Current Review: Reflecting no change to Magg Library Budget for 4th year in a row 2007-2008.

	2005-2006	2006-2007	2007-2008
	Allocation	Allocation	Proposed allocatio
CLASS	NA	NA	124,625
STEM	NA	NA	145,666
ARTS & SCIENCES*	234,136	239,028	NA
BUSINESS	51,130	51,130	51,139
EDUCATION	33,630	33,630	33,630
ENGINEERING *	31,413	31,413	NA
FINE & PERFORMING ARTS	28,888	28,888	28,888
HEALTH & HUMAN SERVICES	65,131	65,131	65,131
OHIO LINK	439,165	439,165	439,165
LIBRARY**	186,925	186,925	186,925
TOTALS	1, 075,160	1, 075,160	1, 075,160

* Reorganized into CLASS and STEM Colleges

**Library expenses broken out Library includes General works, Library Reference and Library Binding/Processing .

- **The current proposed budget proposal does not take into consideration annual inflation costs for JSTOR and Ohio Link.**
- **The current proposed budget proposal does not take into consideration additional resources needed to complete the Magg Library JSTOR collection.**
- **The current proposed budget does not provide for new program allocations.**

HISTORY OF LIBRARY ACQUISITIONS BUDGET

	2002-2003 BUDGET Allocation	2003-2004 BUDGET Allocation	Percent Change
ARTS & SCIENCES	407,810	242,335	-41%
BUSINESS	87,310	51,882	-41%
EDUCATION	65,059	38,659	-41%
ENGINEERING	68,069	40,449	-41%
FINE & PERFORMING ARTS	51,881	30,830	-41%
HEALTH & HUMAN SERVICES	103,111	68,272	-34%
OHIO LINK	389,148	450,000	+16%
LIBRARY:	142,723	109,733	-23%
TOTALS	1,315,111	1,032,160	-22%

	2004-2005 BUDGET Allocation	2006-2007 BUDGET Allocation	2006-2007 BUDGET Allocation
ARTS & SCIENCES	239,136	239,136	239,136
BUSINESS	51,130	51,130	51,130
EDUCATION	33,630	33,630	33,630
ENGINEERING	31,413	31,413	31,413
FINE & PERFORMING ARTS	28,888	28,888	28,888
HEALTH & HUMAN SERVICES	65,131	65,131	65,131
OHIO LINK	439,165	439,165	439,165
LIBRARY:	186,925	186,925	186,565
TOTALS	1,075,160	1,075,160	1,075,160

**RESOLUTION OF APPRECIATION
FOR
DR. WILLIAM D. JENKINS**

May 2, 2007

WHEREAS, Dr. William D. Jenkins, Professor of History, has been a loyal and dedicated member of the Academic Senate for many years, including his service as Senate Chairperson and Parliamentarian; and

WHEREAS, Dr. Jenkins was instrumental in the difficult task of developing new General Education requirements at the same time that the University converted from quarters to semesters; and

WHEREAS, Dr. Jenkins then served as Coordinator of the General Education program and, in that capacity, created a Freshman Readers Dialogue program, maintained a General Education website, and was a true evangelist for the General Education program and its importance to our educational mission; and

WHEREAS, Dr. Jenkins has approached these and other activities with decency, fair play, and respect for all of those in the University Community; and

WHEREAS, Dr. Jenkins will retire at the end of this academic year;

NOW, THEREFORE, BE IT RESOLVED, that the Academic Senate of Youngstown State University expresses its sincere appreciation to Dr. Jenkins for his service, integrity, and dedication; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be provided to Dr. Jenkins along with the best wishes of the Academic Senate.

YSU ACADEMIC SENATE ATTENDANCE ROSTER — May 2, 2007

Arts and Sciences

At Large

SA Sunil Ahuja, Pol. Sci.
MB Annette Burden, Math & Stat.
CC Chet Cooper, Biology
JD Jeff Dick, Geol./Env. Sci.
RV Vern Haynes, Psychology
BH Bob Hogue, CSIS
DM Daryl Mincey, Chemistry
JS James Schramer, English
RS Rick Shale, English
LT L.T. (Tess) Tessier, Phil.

Departmental (2005-07)

TW Tim Wagner, Chemistry
AL Alina Lazar, CSIS
SD Suzanne Diamond, English
JA Joe Andrew, Geol./Env. Studies
JT Jamal Tartir, Mathematics & Stat.
GP Gabriel Palmer-Fernandez, Phil/Rel.
KL Keith Lepak, Political Science
PG Paul Gordiejew, Sociol. & Anthr.

Departmental (2006-08)

GW Gary Walker, Biology
OH Ou Hu, Economics
HC Hervé Corbé, Foreign Lang.
DC Dawna Cerney, Geography
DS David Simonelli, History
JF John Feldmeier, Phys/Astron.
NW Nancy White, Psychology

Business Administration

At Large

RK Ram Kasuganti, Management
RS Ray Shaffer, Accounting & Fin.
BK Birsen Karpak, Management

At Large, continued

JR Jane Reid, Marketing
DS David Stout, Accounting & Fin.

Departmental

TR Tom Rakestraw, Mgt. (06-08)
SL Sheen Liu, Acctg & Fin. (06-08)
M Mark Toncar, Marketing (05-07)

Education

At Large

DB Dora Bailey, Teacher Ed.
RB Rich Baringer, Ed. Admin.
DJ Deborah Jackson, Couns.

At Large, continued

SL Sally Lewis, Couns.
JW Janet Williams, Teacher Ed.

Departmental

JJ Jennifer Jordan, Couns/SpEd (06-08)
PC Paul Carr, EARF (06-08)
RR Regina Rees, Teacher Ed. (06-08)

Engineering and Technology

At Large

ES Elvin Shields, Mech/Ind.
JG Jeanette Garr, Civ/Env/Chem
PM Phil Munro, ECE

Departmental

AI Anwarul Islam, Civ/En/Chem (06-08)
CL Carol Lamb, Technology (06-08)

Departmental (continued)

MM Faramarz Mossayebi, ECE (06-08)
HM Hazel Marie, Mech/Ind. (06-08)

Fine and Performing Arts

At Large

DF Darla Funk, Music
DH Dennis Henneman, Commun/Thtr.
CH Cary Horvath, Comun/Thtr.
TM Till Meyn, Music

At Large (continued)

AM Allan Mosher, Music
JM John Murphy, Commun/Thtr.
MY Misook Yun, Music

Departmental

SS Stephanie Smith, Art (06-08)
AC Amy Crawford, Comm. (06-08)
SS Silvio dos Santos, Music (06-08)

Health and Human Services

At Large

LA Louise Aurilio, Nursing
KF Kathylynn Feld, Hlth. Prof.
TK Tammy King, Crim. Justice
LP Louise Pavia, Human Ecology
TS Thelma Silver, Social Wk.

Departmental

DK Diane Kandray, Hlth Prof. (06-08)
CO C. Onwudiewe, Crim. Just. (05-07)
BL Bonnie Laing, Social Work (05-07)
CB Cathy Bieber Parrott, Ph.Th. (05-07)

Departmental (continued)

JP Jennifer Pintar, HPES, (06-08)
ZR Zara Rowlands, Human Ecol (06-08)
SL Susan Lisko, Nursing (05-07)

Administration (15)

CA Cynthia Anderson
JB Jonelle Beatrice
BKB Bege Bowers
BC Bill Countryman

JE Joseph Edwards
PG Philip Ginnetti
RH Robert Herbert
JJ Jalal Jalali

PK Peter Kasvinsky
IK Ikram Khawaja
PK Paul Kobulnicky
BJ Betty Jo Licata

TM Thomas Maraffa
TP Tod Porter
JY John Yemma

Students

At Large (5)

BD Ben Detwiler
HK Harleen Kaur
AS Angela Speece
JN Jessica Neal
DS Dave Spatholt

School / College

LP Louise Popio, A&S
LG Lindsey Golubic, Education
AG Alex Gedra, E&T
(vacant), F&PA
AB Alysha Brown, HHS
SM Sherman Miles, WCBA
BM Bob McGovern, Graduate Studies

Student Government

CM Chad Miller, President
SV Sarah Vansuch, 1st VP
RR Ramon Ramos, 2nd VP