

ACADEMIC SENATE MINUTES

October 4, 2000, 4:00 p.m.

Room 132, DeBartolo Hall

Note 1: Please submit agenda items and cover sheets for the November 1 Senate meeting to Bege Bowers, English Department, by noon on Friday, October 20. Provide both a hard copy and a disk copy of your report and cover sheet in Word or rich text format. A downloadable cover sheet is available at the Academic Senate web site:

<http://cc.yosu.edu/acad-senate/index.html>

Note 2: If your name is followed by one or more asterisks on the 2000–2001 committee list available on the Senate web site, please call a meeting of your committee so that the committee can elect a chair. E-mail the name of the chair to Bege Bowers at bkbowers@cc.yosu.edu.

Note 3: If you want to read or print the pdf version of these minutes and you don't have *Adobe Acrobat Reader*, you may download the program for free at the following link:

<http://www.adobe.com/products/acrobat/readstep2.html>

Use the Acrobat Reader menus or toolbar to print the file, not the menus or toolbar in your web browser.

OVERVIEW:

Topics presented/discussed: Charter and Bylaws Committee report on committee reports, procedures not consistent with Senate policy, the Ohio Open Meetings Law, last year's vote on amendment to the Senate *Charter*, and publication of the *Charter* and *Bylaws* on the web; results of recent Senate elections; forms for proposing academic programs and minors; withdrawal of curriculum motion that appeared on the agenda for October 4.

ACTIONS: None.

CALL TO ORDER:

Jim Morrison, chair of the Academic Senate, called the meeting to order at 4:07 p.m.

MINUTES OF THE PREVIOUS MEETING:

Minutes of the 13 September 2000 meeting were approved as posted.

SENATE EXECUTIVE COMMITTEE/REPORT FROM THE CHAIR: No report.

OHIO FACULTY COUNCIL REPORT: No report.

CHARTER AND BYLAWS COMMITTEE: Dale Harrison, chair of the Charter and Bylaws Committee, made the following report:

Harrison: The Charter and Bylaws Committee met on October 3 to discuss three questions that were posed to the committee immediately before the September 13 Senate meeting. Essentially, the committee

was asked to issue opinions regarding the following:

Question 1. This question has two parts: (a) Does the acceptance of committee reports by the Senate constitute acceptance of the report for implementation? (b) Can committee reports be amended on the Senate floor?

Article III, Section 5 [c] of the Senate *Charter* directly addresses this question and states: “Simple motions of acceptance of a report shall not constitute Senate voting or endorsement.”

The unanimous opinion of the Charter and Bylaws Committee on both counts is “No.” (a) Any new policies or procedures contained in committee reports are not considered approved by the Senate unless they come in the form of a formal motion on those specific policies or procedures. This renders the question of amendments to committee reports (b) moot. Amendments are possible only in cases of formal motions.

Question 2. May procedures be adopted that are not consistent with approved Senate policy and then stand as policy?

The committee unanimously answered “No” to this question. All procedures must be consistent with Senate legislation and procedures.

Question 3. Do all committees of the Senate fall under the Ohio Open Meetings Law?

There were differing opinions on this question, and the committee decided to proceed cautiously and table the matter until further research can be done.

There is one Academic Senate bylaw about open meetings in general—Bylaw 11: Rules of Order, Section III, which states: “All meetings of the Senate shall be open meetings unless otherwise decided by a vote of the Senate.”

At its next meeting, the committee will develop a plan to investigate the legality of open meetings thoroughly.

In other business:

The committee is awaiting a second balloting on the *Charter* amendment related to conversion from quarters to semesters. Although the vote was overwhelmingly in favor of the amendment, half of the faculty are required to vote before the *Charter* can be amended. We were seven ballots short of meeting the 50% rule.

Following the installment of new committee members, the Charter and Bylaws Committee will elect a chair.

Because the Senate *Charter* and *Bylaws* are available on the Senate web site, the committee believes widespread printing of the document is unnecessary. Instead, paper copies should be kept by each department and in the Office of the Provost.

ELECTIONS AND BALLOTING COMMITTEE: Louise Aurilio, chair of the committee, reported the results of recent elections:

James Morrison was elected to serve as chair of the Academic Senate for 2000–2001; Thomas Shipka will serve as vice chair. The new terms begin after the December Senate meeting.

Kathylynn Feld, John Murphy, and Ikram Khawaja were elected to serve two-year terms (2000–2002) on the Charter and Bylaws Committee.

Jan Gill-Wigal will represent the College of Education on the Senate Executive Committee.

ACADEMIC STANDARDS COMMITTEE: Louise Pavia, acting chair of the committee, reported that the first meeting of the Academic Standards Committee took place on Tuesday, September 26. The committee could not select a chair at that meeting, but an attempt will be made again at the next meeting: Tuesday, October 10, at 2:00 p.m. in Kilcawley 2057.

At the September 26 meeting, Kathylynn Feld shared a form that the Academic Programs Committee was considering for use in proposing a minor. (See **Attachment 1: Academic Programs Committee Report, Proposed Form for Academic Minors—separate pdf file.**)

The Academic Standards Committee also began discussing certificates and certificate programs offered at YSU. The committee decided more information on the issue is needed; discussion will continue at future meetings.

ACADEMIC PROGRAMS COMMITTEE: Kathylynn Feld reported that she has been re-elected chair of the Academic Programs Committee.

If you have program proposals, deletions, or changes, send them to her in the Department of Health Professions. The committee will continue to use the form that was used before conversion to semesters. A copy is attached to the minutes of this meeting (see **Attachment 1: Academic Programs Committee Report, Academic Program Division—separate pdf file**). Contact Feld if you need forms.

Feld also noted that a draft of the form for proposing academic minors is available for informational purposes (see **Attachment 1: Academic Programs Committee Report, Proposal Form for Academic Minors—separate pdf file**). If you have suggestions related to the form, contact Kathylynn Feld, and the committee will discuss them.

UNDERGRADUATE CURRICULUM COMMITTEE: Tammy King, chair of the committee, reported:

King: The Curriculum Committee has met. However, three colleges still are not represented, and we need representatives from those colleges as soon as possible.

Due to the debate at the September Senate meeting, we are withdrawing the motion that we attached to the agenda for the October 4 Senate meeting. Our committee is waiting for the Charter and Bylaws Committee to provide information on the open-meetings issue. We have also contacted the University counsel to see what she recommends on this issue.

ACADEMIC PLANNING COMMITTEE: No report.

GENERAL EDUCATION COMMITTEE: Bill Jenkins, chair of the General Education Committee (GEC), reported:

Jenkins: The GEC is not currently seeking to reintroduce the motion made at the September 13 Senate meeting. Since the Charter and Bylaws Committee is reviewing whether the Ohio open-meetings law applies to Senate committees, the GEC, like the Curriculum Committee, is not presenting a motion at this time. We intend to have meetings of both committees to discuss the issue further and may have a motion to present at the November Senate meeting.

In other GEC activities, the committee is beginning to review syllabi for the general education area. You will recall that this was one means passed by the Senate last year for assessing general education this year. The committee will contact departments after evaluating the syllabi.

Also, the GEC is still looking for intensive and capstone submissions from some departments. I will contact those departments in the near future.

INTEGRATED TECHNOLOGIES, UNIVERSITY OUTREACH, ACADEMIC RESEARCH, STUDENT ACADEMIC AFFAIRS, STUDENT ACADEMIC GRIEVANCE, HONORS, AND ACADEMIC EVENTS COMMITTEES: No reports.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: The meeting adjourned at 4:17 p.m.

Attachment 1

Report of the Academic Programs Committee

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

Date **October 4, 2000** Report Number (For Senate Use Only) _____

Name of Committee Submitting Report **Academic Programs Committee**

Committee Status: **appointed chartered**

Names of Committee Members: **Kathlynn Feld (chair), Beverly Gray, Patricia Hoyson, Shakir Husain, Jane Shanabarger, David Stephens, Nancy Sweeney, Ray Shaffer, Janice Elias, Tenika Holden (student), Tammy King (ex officio)**

Write a brief summary of the report the Committee is submitting to the Senate:
The committee is developing the Academic Minor Proposal Form. For informational purposes only a copy of the form will be attached to the minutes. A memo with a copy of the Minor Proposal Form will be sent to each department chair. It was determined the Program proposal form used previous to the quarter to semester conversion will continue to be used. A copy will be attached to the minutes. Proposals for new programs, changes in programs or the deletion of programs may be submitted at any time.

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:

**Kathlynn Feld, Dept. of Health Professions
Chair**

Academic Program Division Form (Scanned Image) is in a separate pdf file.

Proposal Form for Academic Minors (Scanned Image) is in a separate pdf file.

Attendance Sheet for October 4, 2000 (Scanned Image) is in a separate pdf file.

Academic Program Division

PD# _____

Date Received _____

_____ Addition of a new program (Complete B, C)

_____ Deletion of an existing program (Complete A, C)

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

Program Title _____ Department _____

Degree awarded _____

- A. Show the committee the program as it currently is constituted. Curriculum sheet may be attached. Using the same format, show the proposed program. All changes should be highlighted on both sheets. Please include required hours.
- B. In the space below or on an additional page, address all changes in the program and the rationale for the changes.
- C. In the space below, discuss how the changes impact other departments/programs in the university. If the proposal affects another department/program, provide a letter/memo preferably signed by all parties involved indicating the proposal has been discussed with the department/program.

Approval Signatures:

Department Chair: _____ Date _____

College Curriculum/Program Committee: _____ Date _____

Dean: _____ Date _____

Academic Program Division: _____ Date _____

Academic Senate Chair: _____ Date _____

Proposal Form for Academic Minors

Program Division No. _____

Submission Date _____

Department / Program Submitting Proposal: _____

Name of Minor: _____

Directions:

1. Specify the courses that make up the minor. A minor has a minimum of 18 hours. At least 1/3 of the total number of minor hours must be upper division.
2. A specific sequence or pattern of courses must be indicated.
3. If prerequisites are required for courses in the minor, they are to be listed as part of the minor. Or an alternative method of satisfying the prerequisites should be given.
4. A minor must demonstrate academic focus; however, flexibility and choices are desirable.
5. If the minor is interdisciplinary, all participating departments and colleges must indicate approval of the proposal.

Course Dept Catalog Number	Course Title	Prerequisite	Number of Semester Hours

Indicate* intensive courses: writing, oral or critical thinking
And/or capstone courses

Total No. of SH _____

List the educational outcomes provided to the student through this minor:

Signature Approval:

Before submitting to APD:

Department Chair/Program Director _____ Date: _____

College Curriculum/Program Committee _____ Date: _____

Dean _____ Date: _____

Before circulation to deans' offices

Academic Program Division Chair _____ Date: _____

After circulation

Academic Senate Chair _____ Date: _____

If a proposal is returned to the department, the revised proposal with a second signature page must be resubmitted with the original proposal.

Arts and Sciences

At Large

___ Martin Berger
BIB Bege K. Bowers
JFB John Buoni
BH Robert Hogue
 ___ Thomas Maraffa
 ___ Daryl Mincey
JCM James C. Morrison
JS Thomas A. Shipka
CS Charles Singler
HT Tess Tessier

Departmental

MW Mark Womble, Biology
DS David Stephens, Geography
QS John Sarkissian, For. Lang.
NW Nancy White, Psychology
DNB Donna DeBlasio, History
 ___ Clyde Morris, Economics
 ___ James Andrews, Physics & Ast.

Departmental (Cont'd)

Exc Robert Kramer, CSIS
JJ John Jackson, Chemistry ✓
MI Megan Isaac, English
JCD Jeffrey Dick, Geology
 ___ Richard Goldtwait, Mathematics
 ___ J-C. Smith, Phil. & Rel.
 ___ David Porter, Pol./Soc. Sci.
 ___ Robert Weaver, Soc./Anthropology

Business Administration

At Large

___ Gregory Claypool
 ___ Anthony Kos
Q David Law

At Large (Cont'd)

JTL James Tackett
 ___ William Vendemia

Departmental

PW Peter Woodlock, Accounting/Finance
 ___ Ram Kasuganti, Management
 ___ Bart Kittle, Marketing

Education

At Large

___ Janet Beary
 ✓ Margaret Briley
STX Mary Lou DiPillo *TKAR*

At Large (Cont'd)

JG Janet Gill-Wigal
RM Richard McEwing

Departmental

LS Len Schaiper, Teacher Ed.
BE Bill Evans, Counseling
 ___ Susan DeBlois, EAR&F

Engineering and Technology

At Large

RAM Robert A. McCoy
 ___ Salvatore R. Pansino
gej James C. Zupanic

Departmental

SCM Scott C. Martin, Civil/Environ.
 and Chemical Engineering
PM Philip C. Munro, Electrical/Computer Engineering
EBS Elvin B. Shields, Mechanical/Industrial & Systems Engineering

Departmental (Cont'd)

DK David G. Kurtanich, Technology

Fine and Performing Arts

At Large

PC Phillip Chan
JH Darla J. Funk
JM John Murphy
 ___ Patricia Sarro

Departmental

AB Andrew Bac, Art
ARM Allan Mosher, Music
FC Frank Castronovo, Comm. & Th.

Health and Human Services

At Large

LA Louise Aurilio
JDG Joan DiGuilio
KF Kathylynn Feld
RF Robert Frampton

Departmental

CKM Carol Mikanowicz, Health Prof.
JN John Neville, HPES
 ___ Hannah Nissen, Human Ecol.

Departmental (Cont'd)

EG Elaine Greaves, Crim. Jus.
 ___ Marsha Kuite, Nursing
SK Shirley Keller, Social Work
CP Cathy Parrott, Physical Therapy

Administration

CEA Cynthia E. Anderson
TCA Thomas C. Atwood
BB Barbara H. Brothers
 ___ Margaret A. Collins

BD Bassam Deeb
JG Joseph Edwards *JG* Betty Jo Licata
 ___ Gordon E. Mapley
 ___ Janice G. Elias
 ___ George E. McCloud
 ___ Peter J. Kasvinsky
 ___ G. L. Mears

VM Virginia L. Mears
 ___ James J. Scanlon
CS Charles A. Stevens
 ___ John J. Yemma

Students

At Large

___ Deena DeVico
JH Tenika Holden
AS Anthony Spano

School/College

___ Rajah James, A&S
PS Patrick Sculli, Ed.
BCH Brynn Hannay, E&T
 ___ Richard Russo, FPA
MA Melissa Amorn, HHS
 ___ Paul Mucci, WCBA

School/College (Cont'd)

___ [Vacant], Grad. School

Other

___ Joseph Gregory, Pres.
KS Kristin Serroka, VP
MP Matthew Pavone, 2nd VP