

YOUNGSTOWN STATE UNIVERSITY

MINUTES

Academic Standards and Events Committee
Thursday, February 1, 1990 - 4:00 P.M.

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FEB 20 1990

HOME ECONOMICS

Members Present: Aboul-Ela, Burden, Driscoll, Owens,
Pusch, Reid, Richley, Stephens

Members Absent: Byo, Conroy, Edwards, Welsh

1. Meeting was called to order at 4:05 PM by the chairperson.
2. Mr. William Countryman, Associate Registrar, was a guest at the meeting. Mr. Countryman distributed examples of student schedules showing the CR/NC election and also showing schedules of students not eligible for CR/NC election because of freshman status or g.p.a. less than 2.0. Mr. Countryman asked that the committee construct a sentence to include with the student schedule warning the student that the CR/NC option had been selected.
3. A subcommittee of Richley and Stephens volunteered to construct the sentence described in (2).
4. A letter from Dr. Joan Philipp, Acting Chair, HPE to Provost Gillis protesting an extension of the exemption from HPE requirements was discussed. This concerns granting exemption from HPE to students who have served in the National Guard and the Reserves. It is a current practice to grant exemption to veterans. Because there seems to be questions about whether this is a new policy or an interpretation of an existing policy, the Chair volunteered to obtain more background information.
5. The next meeting was scheduled for Thursday, February 15, 1990, at 4 PM in Dean Richley's conference room.
6. The meeting adjourned at 4:37 PM.



INTEROFFICE CORRESPONDENCE

RECEIVED

JAN 19 1990

To: Dr. Bernard Gillis, Provost

HOME ECONOMICS

From: Dr. Joan Philipp, ^{A.P.} Acting Chair, Health & Physical Education Department

Date: January, 19, 1990

Subject: Expansion of number of students allowed exemption from General Requirements.

A recent article in the Jambor announced the extension of the veterans' exemption from the Health and Physical Education General Requirements to include those who have served in the National Guard and the Reserves. We wish to protest this decision and request that it be reconsidered and reversed for the following reasons:

1. The health education provided to National Guards personnel and Reservists is very limited and selectively related to communicable diseases and sanitation. It does not have the scope nor cover the relevant current material included in Health 590 classes.
2. Health knowledge changes constantly and individuals need reinforcement at various levels of learning to develop a healthy lifestyle.
3. Health education and physical education are not synonymous with physical training. Physical training may equate with part of a physical conditioning class, but it does not guarantee any knowledge or learning about the procedures or values of personal fitness.
4. Physical training does not meet the objective of the General Requirement in Health or Physical Education which is to provide the student with the skills and knowledges to live a healthier lifestyle. This is achieved by:
 - a. Providing students with an opportunity to learn life-time sport skills.
 - b. Providing students knowledge about and an opportunity to practice continuing fitness activities.
 - c. Providing students an opportunity for stress release while in college.
 - d. Contributing to the breadth of educational background of all students.

- e. Providing students with the data and awareness to enable them to develop positive attitudes and values related to health.

After World War I, veterans were granted credit in many colleges for physical education and health courses. This pattern was reinforced after World War II by colleges seeking to attract veterans and to reward them for their service and experience. This pattern was especially useful at Youngstown College where the facilities on campus for physical education were non-existent. All classes were held at area Y's and the programs consisted primarily of mass conditioning activities comparable to physical training.

That situation has changed. We have fine facilities and excellent programs in health and physical education. All students should be encouraged to take advantage of them.

One last point is to consider the manner in which this action was implemented. This certainly is an academic matter and we believe it should have been directed to the Academic Standards and Events Committee for action by the Academic Senate.

Unless courses and General Requirements in other disciplines are waived for veterans, Reservists, and National Guards, they should not be exempt from health and physical education classes. Do veterans receive credit for physics courses if they have completed electronics programs? or marketing if they have been recruiters?

Considering all the points presented, we request that the recent waiver of the General Requirement in health and physical education granted to Reservists and National Guards be rescinded.

jes/JP

pc: Dr. Neil Humphrey, President
Dr. Mary Beaubien, President of Academic Senate
Dr. Bernard Yozwiak, Dean: College of Arts and Sciences
Dr. Harold Yiannaki, Registrar
Dr. Jean Aboul-Ela, Chair: Senate Academic Standards and
Events Committee

BACKGROUND ON POLICY DISCUSSION
Noncredit Programs

The Academic Affairs Manual in Chapter 7 sets forth among ten objectives for the Office of Continuing Education,

- "to serve as the official University department for delivering the University's noncredit educational activities to the community and to be the official partner in all continuing education programs presented by the University" (7.2.d.) and
- "to coordinate the arrangements for space and other university services including registration for all noncredit activities of the University" (7.2.i.)

These objectives had been in place through previous Academic Senate policy adopted since 1969-1970 when the Office of Continuing Education was established. In 1984 the policies were reviewed by the Senate Subcommittee on Continuing Education. They were subsequently incorporated into the Academic Affairs Manual. The Academic Senate Subcommittee on Continuing Education is charged in the Bylaws, "shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of continuing courses and programs".

Prior to 1986, when President Humphrey decided that Chapter 7 guided only the Academic Affairs area -- schools/colleges and departments--the Office functioned university-wide in the development, management, marketing and evaluation of noncredit activities. The impact of the 1986 decision was to **decentralize** continuing education in all units outside the Academic Affairs area, sending a mixed message internally and outside the University. Since that decision was implemented, an increasing number of departments in the Academic Affairs area have also developed and offered noncredit conferences, as well as courses and seminars apart from the Office of Continuing Education.

In 1987-1988, at meetings of the Academic Department Chairpersons and the Deans' Council, the topic of academic department/school and college sponsorship of noncredit programs was discussed. In the June 1988 meeting of the Deans' Council, a discussion, culminating several months of study, took place. The Deans' Council minutes reflect,

"Continuing Education was the focus of extensive discussion. Departments perceive Continuing Education's need to recover costs as making it too expensive, so many have been scheduling facilities and arranging their own conferences despite the policies mandating coordination of such activities by Continuing Education. Dr. Loch was asked to prepare a fee schedule listing services his office can provide. Provost Gillis will explore ways in which the schedule of facilities might be monitored and the possibility of putting funds for conferences into each college's budget."

Early in the Deans' Council discussions in 1987-1988 and Senate Subcommittee on Continuing Education discussions, a definition of **noncredit educational activity** was developed to assist in the policy discussions:

"Noncredit educational activities provide organized instruction that does not offer any formal academic credit but follow administrative and program criteria (needs identification; learning outcomes; qualified instructional personnel; content and instructional methodologies consistent with the learning outcomes; requirements for satisfactory programs completion and program evaluation). These educational activities provide evidence of a registration process and retention of records and may issue a certificate of participation or completion or CEU's as a recognition of attendance. Instructional formats may include courses, conferences, institutes, workshops or seminars, telecourses, teleconferences and educational travel."

At the September 1988 Deans' Council meeting, the same question resurfaced with two additional activities. The fee schedule for services had been reviewed by Associate Provost Hotchkiss who determined that the adoption of a fee-for-service base would inflate the charge-back (recovery) costs beyond the current level. This increase in the recovery, beyond the flat fee of \$600, would double or triple the recovery cost for a majority of the noncredit programs presently offered.

Over the Fall 1988 and Winter 1989, details were worked out on a compromise which would take into account:

- **Customer service and information needs of the public** by providing for a centralized information base in the Office of Continuing Education for all noncredit activities in the Academic Affairs area through a pre-registration of interest to sponsor a noncredit activity conducted apart from the Office of Continuing Education, and
- **A records retention base for noncredit activities** carried out apart from the Office of Continuing Education through the establishment of a procedure assuring that a complete attendance list, financial report and evaluation summary report are filed with the Office of Continuing Education within 90 days of the conclusion of the activity,

This compromise also set in place for noncredit activities in the Academic Affairs area, conducted with and apart from the Office of Continuing Education, the understanding that University Fund One budgets will not be expended for the noncredit activity, thereby placing all noncredit activities on the self-sustaining operations base.

The procedures proposed for the Academic Affairs area have the potential for application to units outside the Academic Affairs area, thereby providing a comprehensive information-base (list of participants, dates, cost, etc.) on the University's continuing education offerings. It would also provide the opportunity to reflect the total number of events and registration of the University's noncredit

programs to the Ohio Board of Regents and other external agencies requiring this information.

This option, providing for academic departments to undertake the sponsorship of continuing education programs independent of the Office, is proposed based on the perception in academic departments that the cost of services from Continuing Education is "too high". The process involved in establishing this new information-base will be time consuming but will not require the allocation of resources (dollars) to extend service to the academic departments.

In a sense the compromise resolves one set of questions. However, it may not serve the public or the University as effectively as the conclusion reached by a majority of academic deans in the 1987-1988 discussions: (1) include continuing education staff salaries and fringe benefits in the Fund One budget and (2) operate the noncredit programs on the direct program costs associated with the instructor salary and fringe benefits, marketing, course materials and meals/breaks.

To implement the change in policy (Academic Affairs Manual 7.2.d and 7.2.i.) and set in place the form to ensure that the public information and records retention needs are met, the following steps need to be undertaken:

1. Senate Subcommittee on Continuing Education act to change the wording in 7.2.d and 7.2.i to read
 - 7.2.d. "to serve the Academic Affairs area as the office for delivery of noncredit educational activities to the community and to be the official partner in all continuing education programs presented by the schools and colleges and academic departments, whether by co-sponsorship or filing of the Noncredit Activity Registry form which permits academic departments to undertake noncredit programming independent of the Office of Continuing Education.
 - 7.2.i. to coordinate arrangements for space and other University services for all noncredit activities sponsored by the Office or as contracted by academic departments for continuing education activities sponsored independent of the Office of Continuing Education and Education Outreach.
2. Senate Subcommittee on Continuing Education act to adopt the **Non Credit Activity Registry** form as the method of meeting the information and records retention needs.
3. The Senate Committee on Academic Programs and Curriculum receives the recommendation from the Senate Subcommittee on Continuing Education for action.

4. If the Senate Committee on Academic Programs and Curriculum approves of the recommendation the policy change and form should be referred to the Senate for action.

These steps will align practice and policy while ensuring that the public information and records retention needs are met as well as ensure that the conduct of continuing education (noncredit) programs operate under the same fiscal practices regardless of the source of sponsorship.

JRL: 4/28/89