

ACADEMIC PROGRAMS DIVISION

Minutes of March 14, 1990

2 p.m., Room 215, Engineering Science Building

Members Present: L. Harris, L. Hopkins, G. Sutton (chair), R. Tabak.

Old Business:

A. Minutes of 11/16/89 and 2/28/90 approved as submitted.

B. Objections to the courses listed as items B, C, and D under "New Business" in the 2/28/90 minutes were reviewed and not found to be sufficiently compelling to induce us to withdraw our approval. These program changes will be forwarded to the Senate.

New Business:


A. BA in psychology (change) - approved as submitted

B. The apparent abuse of ICPs by certain deans was discussed. A motion was passed that at the first spring meeting of the Programs Division, the chair of the Honors and ICP Subcommittee, plus Deans Mapley and Cicarelli, would be invited to explain the action of the ICP program with respect to "Student X" that has been brought to the attention of our committee.

C. "Questionable courses" offered by Continuing Education were discussed. A motion was passed that at our second spring meeting the chair of the Continuing Education Subcommittee (M. Horvath) would be invited to hear our concerns that a screening policy be developed to prevent courses from being offered by Continuing Education that are harmful to the image of the University, etc.

Meeting Adjourned: 2:55 p.m.

Next Meeting: Thursday, April 5 at 2:15 p.m. in Room 215 of the Engineering Science Building. Because of the important nature of the agenda, please make every effort to attend.

Submitted by: Ron Tabak 

cc: D. Borgia (Accounting & Finance), J. Gill-Wigal (Counseling), L. Harris (Allied Health), L. Hopkins (Music), H. Mehri (IE), N. Stanko (student), G. Sutton (Dean of Engineering), R. Tabak (Physics), M. Beaubien (Chair of Senate)

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MAR 19 1990

HOME ECONOMICS



Youngstown State University / Youngstown, Ohio 44555-3409

Office of the Dean

College of Arts and Sciences

(216) 742-3409

TO: Jim Cicarelli
FROM: Gordon Mapley *Gordon*
DATE: May 2, 1989
SUBJECT: ICP for _____

I request your assistance in determining what options are available for Mr. _____ in terms of obtaining a baccalaureate degree from YSU. Mr. _____ has earned a total of 220.5 quarter hours of college credit. Unfortunately, it appears that he may have to complete a considerable amount of additional coursework to qualify for a degree. With good, poor or no advice, Mr. _____ has been pursuing a Marketing Management major at YSU since transferring here in 1982 (as an A & S undetermined major). Prior to entering YSU, he earned 40 1/2 hours at Northern Michigan University.

Mr. _____ was a varsity basketball player at YSU and has played with the Pride. Recognizing that his professional playing days are over, he hopes to continue to work in personnel and/or marketing within Mr. Monus' corporate empire. For the past two years, he has worked in player recruitment for the Pride, and in various other "administrative" positions for Mr. Monus. To continue his business career, Mr. _____ realizes that he needs to complete a baccalaureate degree. (a)

I'm unsure what level of academic skills Mr. _____ possesses. He has been able to pass 113 hours of business courses and 107 hours of general requirement courses. However, his high school record was dismal and his math skills appear to be nearly non-existent. He has taken (and passed) Math 500 twice and Math 502 once. He has failed or withdrawn from the following: Math 502 (twice), Math 509 (twice), Math 510, Math 550 (3 times), Math 542 (5 times), and Econ 705 (3 times).

Obviously, Mr. _____ should have never pursued a business major. However, at this point, I'm trying to help him salvage as much of his investment as possible. In discussing potential ICPs, I asked Mr. _____ to indicate from among the courses being offered this summer and fall those he thought would be most beneficial to him. His list included Econ 831, Public Relations 710, and Mgt 719, 725, 804 and 870 (see attached senior sheet). (b)

805-870
Date 7/25/89
T. [unclear]

Jim Cicarelli
May 2, 1989
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Mr. _____ has neither the GPA nor the quantitative skills for a BS in BA. He does not have the language background (20 hours minimum) nor the A & S courses necessary for an A.B. He has taken no CAST coursework, and therefore, does not qualify for a BS in AS. Would you be willing to award him a BS in BA degree with a non-standard major, without the completion of all of his remaining quantitative courses? Can you think of an option for Mr. _____ ?

(C)

GEM:mm

Attachment

Comp	Engl. 550 K
	551 B
Humanities	Phil 815 A
	808 C
	Bk. St. 700 F/C
	Phil. 710 A
Science	Biol. 505 D
	Geog. 503 D
	Ast 504 D
Social Studies	Geog 626 B
	Soc. Sc. 502 C
	Psych 560 B
	Hist. 605 D
	Soc. 500 K
	601 K
Activities	HPE 549 A
	549 A
Year	HPE 590 C

<u>Major</u>	
Econ	520 C
	621 C
	622 D/F/C
	624 W/C
	831 B
Mktg	625 B
	703 C
	726 B
	713 C
	733 C
	820 C
	825R A
	720 C
	715 C
	815 C
	709 B
Adm.	711 C
	725 C
	704 F/C
	705 W/B
Acct.	605 W/C
	606 D/F/F/F/C
	610 D/W/C

Mgt	750 C
	604 F/C
	789 C
	855 B
	725 D
Mktg	845 F/C
Mgt	511 K
<u>Minor</u>	
Speech	652 C
Pub. Rel.	710 C
Mgt	870 C
	871 C
<u>Major</u>	
Econ	705 W/W/W

Electives

Math 500 K

899 K

502 I/F/D

509 NC/W

510 NC

Engl. 616 C

Speech 550 K

Art 603 K

PE Theory K

Geog. 630 F

Math 642

550

F/W/F/W/W/W

W/W/F

BS in BA: 12/16/89

Major: ICP

2.04 / [2.25 is needed for graduation]

W/BS in BA

HC = 200.0

HA = 204.0

To bring average up to a 2.25, Student X needs 56 hrs. of B or 24 hrs. of A

A 242

Departmental Honors, leading to graduation "with distinction" in the student's area of concentration.

- d. The program must contain at least four University Honors Seminars, two of which must be in upper division.

2. Associate degree

- a. A student must complete a minimum of 20 quarter hours of Honors credit.
- b. Not more than 12 quarter hours of Honors credit may be completed in any academic year.
- c. At least 8 quarter hours of Honors credit must be completed in the student's major. The major department may specify the Honors credit required within the major, subject to the approval of the Honors and ICP Subcommittee.
- d. The program must contain at least two University Honors Seminars.

B. Documentary recognition of success in the Honors Degree Program:

- 1. Grade records. A student's permanent record will be the sole official record of his or her Honors courses and seminars, each of which will be designated with an 'H' after the catalog number.
- 2. Completion of the Honors Degree Program. When a student's record satisfies the Director of the Honors Program that the student has successfully completed the requirements of the Honors Degree Program, the following notation will be entered on the student's permanent record: "Has successfully completed the Honors Degree Program," and upon graduation the student will be awarded a special diploma bearing the word "Honors" before the name of the degree.

* **INDIVIDUALIZED CURRICULUM PROGRAM**

The student whose needs are not completely met by existing conventional programs may wish to investigate and apply for the individualized curriculum program. This requires a student to design the curriculum suited to his or her particular background and needs, allowing alternative paths for reaching the currently offered undergraduate degrees.

A student admitted to the program will have the help of a Committee of Faculty Advisors selected by the student. This committee will help to develop a program that will serve a valid educational goal not attainable within the regular curricular structure of the University. To receive approval, the over-all program needs to

be of a scope and intensity comparable to conventional programs leading to the degree being sought.

Waiver of any existing curricular requirement may be sought, subject to approval by the student's committee and the appropriate Academic Dean. However, the student must present valid specific reasons for each variation from these normal requirements. Only curricular adjustments may be made within this program; it does not provide for new or modified courses or degrees, or for changes in course prerequisites. Credit by examination may be sought, subject to approval through normal channels.

Detailed information is available from the director of the program, Room 104, College of Arts and Sciences Office Building.

STUDENT RECORDS POLICY

The Student Records Policy is published in *THE CODE* which is available at the Kilcawley Information Center or the Office of the Vice President, Student Services, Room 203 Tod Hall.

ADVISEMENT

The Registrar's Office provides instructions for advisement and registration prior to registration. The policy regarding advisement and the advisor's signature is:

All students are urged to consult with advisors in their major area. Each department or school has a procedure for either assigning an advisor to a student or for the student to select an advisor. Signatures on advisement sheets are required for:

- 1. Freshmen (with less than 48 hours of credit).
- 2. Students on warning or probation.
- 3. Students with high school deficiencies.
- 4. First quarter transfer students.
- 5. All former students returning to the University.

The responsibility for fulfilling all requirements rests ultimately upon the student; the advisors provide assistance in that process.

A student planning the program should use the *Schedule of Classes* in order to determine the specific classes offered in a particular quarter. The *Schedule of Classes* is published for each quarter by the Registrar's Office as an issue of the Youngstown State University Bulletin. For information about future offerings or when a particular course will be offered again, the student should consult the appropriate department chairperson.

REGISTRATION

Every student registers in person, for each quarter, in the following manner:

ICP POLICIES AND PROCEDURES

Introduction

The Individualized Curriculum Program (ICP) is designed for the serious student whose ~~well-defined educational goals~~ are not served by existing degree programs. Typically, with careful advising, the combination of a traditional major, a traditional minor and electives can fulfill a student's educational objectives. Occasionally, however, a student's interests are broad enough to require a significant number of courses from several departments and integrated enough to form a coherent program of study. It is for students such as this that the ICP was designed. ←

The sample ICP provided with this handout is entitled "Journalism". Joe Student developed an interest in journalism, but found that YSU only offered a minor in this area. He believed that combining this minor with a traditional major such as English or Advertising Art would not adequately prepare him for the career he envisioned. Therefore, he proposed a concentration (ICP major) combining several courses from each of the following areas: Journalism, English Literature, Photography, Advertising and Public Relations. In addition to his concentration courses, his program included all of the courses necessary to fulfill general requirements for graduation with an A.B. degree.

Other examples of ICPs follow:

Environmental Planning - combining Geology, Civil Engineering Technology, Geography, Political Science and Management

Urban Studies - combining Economics, Geography, Political Science and Sociology

Latin American Business Management - combining Spanish, Latin American History, Political Science, Management and Psychology

Geriatric Social Work - combining Psychology, Sociology, Social Work, Health, Home Economics and Public Administration

Bio-science Illustration - combining Biology, Studio Art and Advertising

To insure that the Individualized Curriculum Programs are of an academic scope and intensity comparable to conventional baccalaureate programs offered by the University, the following policies have been established.

Policies

1. In consultation with at least three full-service faculty members, students applying for an ICP degree shall submit a formal proposal justifying their proposed program of study. The advisory committee should be representative of the departments included in the proposed concentration. The proposal should include the following:

- a. A statement indicating the reasons for the particular program and how it relates to the student's educational and career goals.
 - b. A statement explaining why the student's goals cannot be met within existing university programs.
 - c. A description of the program that includes:
 1. An appropriate title.
 2. A list of appropriate courses.
 3. A justification of the appropriateness of the courses to the program.
 4. A statement of the program as a coherent field of study.
2. Each program will include a concentration consisting of at least 70 credit hours. Courses with a grade of 'D' and courses taken on a CR/NC basis may not be applied toward the concentration.
 3. Concentrations may not include more than eight hours of individualized study.
 4. Programs shall meet all university requirements and requirements of the college in which the degree is given.] *
 5. Approval of an ICP does not free a student from prerequisites associated with courses in the program. Departmental and college/school prerequisites are listed in the YSU catalog.
 6. Application procedures shall include a meeting among the applicant, the three faculty advisors, and the ICP Director. When all the parties approve the program, they shall sign the proposal. The ICP Director shall forward the proposal to the appropriate dean. Faculty members' signatures indicate their approval of the proposed program and their willingness to serve as advisors for the student as long as the student pursues the program. }
 7. Occasionally, changes in a program may be advisable (e.g., course conflict during the last quarter, proposed class dropped from catalog, more appropriate course added to catalog, modification in career goal). Changes require the same approval as the initial program. ICP Program Change forms can be obtained from the Director. Changes are not approved after the fact.
 8. As ICP's involve careful planning, proposals should be submitted during the junior year. A proposal submitted within 30 credit hours of graduation will require special justification.
 9. With guidance from the Honors/ICP Subcommittee, ICP's leading to an associate degree may be approved.
 10. Exceptions to these policies are made only by approval of the ICP Committee and appropriate dean.

Senate Bylaws

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- (3) The Academic Programs and Curriculum Committee shall consist of two divisions:

The responsibility of the Academic Programs Division shall include the examination and processing of proposals for new programs, change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges/schools of the University. The Academic Programs and Curriculum Committee shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the University; one undergraduate student; one representative from administration.

The responsibility of the Curriculum Division shall include the examination and processing of proposals for new courses, change in existing courses, or deletion of existing courses, as such proposals are forwarded by the undergraduate colleges/schools of the University. The Curriculum Division shall be composed from the Academic Programs and Curriculum Committee as follows: one representative from each undergraduate college/school of the University; the Registrar as a non-voting ex officio member; and one undergraduate student. (Ex officio members, other than for the Registrar, shall be excluded from division membership, nor shall any other member serve on both divisions of the committee.)

- (b-i) Honors Program and Individualized Curriculum Program Subcommittee.

- (1) The subcommittee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students who are, or have been, enrolled in Honors courses; two undergraduates who are enrolled in the individualized curriculum program; three representatives from administration, one of whom shall be the director of the Individualized Curriculum Program as a non-voting ex officio member. The chair of the Honors Program and Individualized Curriculum Program Subcommittee shall be designated as a liaison member to the parent Academic Programs and Curriculum Committee.

- (2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of Honors courses and programs, and as related to the development of the individualized curriculum program.

(b-ii) Continuing Education Subcommittee

- (1) The subcommittee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, one of whom shall be the Director of Continuing Education as a non-voting ex officio member. The chair of the Continuing Education Subcommittee shall be designated as liaison member to the parent Academic Programs and Curriculum Committee.
- (2) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to the development of continuing education courses and programs.

(c) Computer Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, two of whom shall be an undergraduate college/school Dean, and the Director of the Computer Center as a non-voting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of the facilities of the Computer Center.

(d) Library and Media Center Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; four representatives from administration, two of whom shall be the University Librarian and the Director of the Media Center as non-voting ex officio members.