

MINUTES OF

ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE

November 19, 1982

3:00 p.m.

Buckeye 111

Present:

AP: Frank Castronova
Ray Shuster
Bari Lateef
Matthew Siman
Dean McGraw

CC: Lois Hopkins
Terry Deiderick
Duane Rost
Allen Viehmeyer
Winston Eshleman

HP & IC: George Sutton for Thomas Copeland

CON. ED.: Daniel Suchora

Chairperson Rost opened the meeting.

The minutes of the last meeting were approved.

Committee members agreed to contact Charter and Bylaws Committee to clarify what is the written charter to the Academic Program and Curriculum Committee so they can operate under that charter. F. Castronova moved and L. Hopkins seconded---all passed.

Reports on joint committees were as following:

Academic Program reports were included in the discussion above. Lois Hopkins presented the report from Curriculum Committee: Proposals for procedures are going to the Senate this week. George Sutton presented the report from Honors Program and Individualized Curriculum: Committee is working on a proposal for an Honors Degree Program for Youngstown State University. Dan Suchora presented the report from Continuing Education: Committee is facing two problems.

1. Committee is being urged to break even on their cost of expenses, and whether the Continuing Education should be judged that way, raises a question.
2. The Administration has limited the offerings the CON. ED. can make. Presently, a survey is being circulated among other universities to find out what is appropriate there, and then our committee can act as an advisory body. This will enable our committee to get a correction to what kinds of course offerings that are appropriate for a college setting.

The meeting was adjourned.

Members will be contacted for next meeting.

MINUTES OF
CURRICULUM COMMITTEE

November 19, 1982

4:00 P.M.

Sunkey 111

Present: Lois Hopkins, Chairperson
Winston Eshleman
Duane Rost
Allen Viehmeyer
Terry Deiderick

The meeting was called to order by Chairperson Hopkins.

The committee made the following proposal decisions:

83-50	Circulate
83-51	Circulate
83-52	Circulate
83-53	Circulate
83-54	Circulate
83-55	Circulate
83-56	Circulate
83-57	Circulate
83-58	Circulate
83-59	Circulate
83-60	Circulate
83-61	Cir culate
83-62	Circulate
83-63	Objection
83-64	Circulate
83-65	Circulate
83-66	Circulate
83-67	Circulate
83-68	Circulate
83-69	Circulate
83-70	Circulate
83-71	Circulate
83-72	Circulate
83-73	Circulate
83-74	Circulate
83-75	Circulate
83-76	Circulate
83-77	Circulate
83-78	Circulate
83-79	Circulate
83-80	Circulate
83-81	Circulate
83-82	Circulate
83-83	Circulate
83-84	Circulate

MINUTES OF

Curriculum Committee

83-85	Circulate
83-86	Circulate
83-87	Circulate
83-88	Circulate
83-89	Circulate
83-90	Circulate
83-91	Circulate
83-92	Circulate
83-93	Circulate
83-94	Circulate
83-95	Circulate

Committee members will be contacted for next meeting.

bs

Please attach to all committee minutes submitted to (1) Chairman of the Senate (2) Secretary of the Senate (3) Library

Name of Committee VCC
Chairman Law Hopkins

Date of meeting 11-19

Formal motions passed:

1. Proposals 83-50 through 83-95 were approved and are being distributed.

2. Academic Programs & Curriculum Comm passed motion to contact Charter & Bylaws Committee

3. _____

4. _____

5. _____

6. _____

7. _____

The Academic Programs and Curriculum Committee

Curriculum Division

The responsibility of the Curriculum division shall include the examination and processing of proposals for new courses, change, or deletion of existing courses, as such proposals are forwarded by the undergraduate colleges/schools of the University.

Upon approval by the UCC the course proposals are distributed to the Deans, Department Chairman, Academic Vice-President and Dean of Graduate Studies. After a 10-day examination period with no objection filed, the proposals are sent to the President of the Senate for inclusion in the Senate agenda. Approval of the minutes will effect the addition of the proposals to the University inventory of courses.

In the event of an objection, the Chairman of the UCC will notify the department issuing the proposal of the objection. If those involved are able to reach a solution, the objection will be removed, and the proposal will be sent on through proper channels.

If a resolution cannot be obtained, the UCC will bring the proposal to a vote and send it to the Senate.

Any proposal effecting a change in two or more programs must be considered by the Academic Programs and Curriculum Committee as a whole.

The Curriculum Division shall be composed from the Academic Program 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 the Registrar, shall be excluded from division membership, nor shall any other member serve on both divisions of the committee.)

YOUNGSTOWN STATE UNIVERSITY CURRICULUM PROPOSAL for
CURRICULUM DIVISION of ACADEMIC PROGRAMS & CURRICULUM COMMITTEE

CDC # 85-3 Date Rec'd. 10-17-84 IP Code

Academic Program Nursing - BSN Department Nursing - CAST

Deletion of _____ (Complete A and C)

Addition of N 807 (Complete B and C)

Change of _____ (Complete A, B and C)

Chairperson's Signature Magdalen Stafford Date 11-8-83

A To delete or change an existing course, attach a clear photocopy or the course description in the current catalog, and list the page number.

B To add or change a course, provide the course description precisely as it is to appear in the catalog.

N807 Power, Politics and Nursing

The meaning of nursing power, politics, and networking will be explored. Through simulation, gaming, and presentations, students will learn about nursing power, issues, strategies, networking and politicking. Prerequisite: ADN or BSN students or R.N. (Sp) 4 qh.

C Justify the curriculum proposal, using additional sheets if necessary. Qualified faculty must be listed for a new course. Assurances must be provided that library resources and/or physical plant facilities are or will be available.

Addition of N807 reflects compliance with recommendations of the NLN accrediting body. N807 expands options for students in areas of special interests. Library and physical plant resources are available and adequate. Faculty: Owens, and other qualified faculty.

-- Check if course proposal adoption will affect another academic program in the University.
Cross-list with _____ (department and course number)

Signatures	Approval	Disapproval	Date
School/College Curr. Comm. <u>Barbara Engelhardt</u>	✓		<u>11/18/83</u>
Dean <u>V. A. Buckley</u>	✓		<u>NOV 22 1983</u>
University Curr. Div. Comm. _____			
Academic Senate _____			

**YOUNGSTOWN STATE UNIVERSITY CURRICULUM PROPOSAL for
CURRICULUM DIVISION of ACADEMIC PROGRAMS & CURRICULUM DIVISION**

UCD # <u>85-9</u>	Date Rec'd <u>10-17-84</u>	IR Code
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School ARTS & SCIENCES Department ENGLISH

Course Title English 743 Technical Communication Change (Complete A, B, C, D, E)
 Add (Complete B, C, D, E)
 Delete (Complete A, C, E)

Chairperson's Signature *Barbara Brookes* Date (1/27/84) Telephone 3415
(4/13/84)

A To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.

B To add or change a course, provide its description precisely as it is to appear in the Bulletin. Be succinct.

English 743. Technical Communication. An intermediate composition course to introduce students to the essential elements in the technical writing process: the technology (e.g., word processing and graphics), formats, style, and techniques of gathering, interpreting, and presenting information.
 Prereq.: English 551 or its equivalent. 4 q.h.

C Yes or No , this course is (to be) cross-listed with _____
 (Department & Course Number)

All cross-listed courses must be identified as such in the description of all courses involved — Check B above.

D Justify the course proposal, using additional sheets if necessary. Qualified faculty must be listed for a new course. Assurances must be provided that library resources and/or physical plant facilities are or will be available.

Please see attached sheet.

E Yes or No , this proposal will affect another Department in the University. If yes, explain _____

Signatures	Approval	Disapproval	Date
School/College Curr. Comm. <u><i>Loretta Leptak</i></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>May 2, 1984</u>
Dean <u><i>B. J. Wojciak</i></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>5/11/84</u>
University Curr. Div.	<input type="checkbox"/>	<input type="checkbox"/>	
Academic Senate	<input type="checkbox"/>	<input type="checkbox"/>	

C. Students in technical fields, such as engineering, computer science, and the natural sciences, need an upper level writing course tailored to their professional needs. Students interested in technical writing as a career need an introduction to the qualifications, skills and knowledge such a position requires. The freshman sequence does not, and should not, emphasize those situations and formats unique to technical communications. Technical Communications, with its stress on clear, logical, functional prose and content selected from relevant subject areas, will prepare students for the specific kinds of work-related writing they will encounter in an organized communication system. It will also familiarize students with the technology, e.g., word processing and graphic plotters, used to prepare professional documents.

In Engineering Education Dean Nicholas Sylver, University of Tulsa, explains that "75% of engineering graduates take jobs in industry, where at least 25% of an engineer's time is spent in the reporting process. As an engineer moves up the engineering ladder, this time can increase to as much as 80%." Those who hope to assume policy and management responsibilities in technical areas must be both experts in their fields and proficient in communication. This proficiency must extend beyond in-house communications. Given a public often suspect of technical innovations, there is a need for dialogue between engineers, project managers and scientists, and non- or anti-technical audiences. The ability to explain complex matters to non-specialists through community meetings, letters to the newspaper, television interviews, and impact statements is a valuable professional asset. A course in Technical Communication will teach the skillful and confident expression of ideas in writing, speech and visual imagery: a combination of clear and tactful prose with effective speech and skillful use of graphs and other visual aids.

Richard Burden, chairman of the Mathematical and Computer Science Department, and Douglas Faires of the same department have expressed the need for such a course and have actively promoted it. George Sutton, Dean of the School of Engineering, also spoke of its appropriateness. Instructor: Charles Nelson. Current library and physical facilities are adequate.