

MINUTES FROM

ACADEMIC AFFAIRS COMMITTEE MEETING

May 12, 1981

Present: Dr. Baldino Dr. Lateef
Dr. Dunsing Dr. Munro
Dr. Gillis Dr. Scriven
Dr. Hahn Prof. Simmons
Dr. Khawaja

Previous
Minutes:

On page 2, under Majors & Minors, the second sentence of #8 was modified and now reads: "The memo suggests that the catalog should be interpreted that..." Also under Majors & Minors #9 was changed and now reads: "There was general agreement among the members that there should be a 'C' requirement on each required major course in the home department." Dr. Baldino moved and Dr. Munro seconded to approve the amended minutes of May 5, 1981. The vote for approval was unanimous.

General
Education
Committee:

It was pointed out that the General Education Committee, that was originally scheduled to meet with this committee at this meeting, would now like to meet on May 26. The committee requested a postponement because it is still working on the final draft of its proposal.

Audit
Policy:

In regard to the proposed Audit Policy presented by Dr. Baldino the following discussion took place:

- 1) It was pointed out that a student can not change from a credit to audit status during the days to add and drop a class. It was then pointed out that this new policy will not hurt the genuine auditor who originally registers for an audit grade.
- 2) Only a small percentage of students, who audit a class after the add-drop date, remain in the class. The new policy will prohibit this type of abuse by late auditors.
- 3) It was emphasized that, when the new policy is in effect, the student who would have originally audited would now have to drop the class. At that time the student can not come to class because he is not registered for that class.
- 4) It was suggested that the second to the last sentence in the proposed audit policy should be placed after the second sentence since it is related to that sentence.
- 5) It was stressed that the new audit policy limits those students who would want to play games with the audit grade. The student who originally registers for an audit grade is truly interested in the audit grade and would not be effected.
- 6) Certain minimum standards may be set by the instructor for the audit grade.

A motion was made by Dr. Munro to approve this proposed Audit Policy and send it to the Senate. This motion was seconded by Dr. Lateef. The vote for approval was unanimous.

It was pointed out that this proposal will go to the Senate and be discussed at their June meeting. The earliest that this new policy can be effective is in the Winter of 1982. This policy will not appear in the new catalog, but rather in the Winter Schedule of Classes.

Majors &
Minors:

In regard to the memo dated 4/2/81 concerning Majors and Minors, the following discussion took place:

- 1) It was pointed out that there were four additional responses to this memo on majors and minors; two from Engineering, one from Arts & Science, and one from CAST.
- 2) It was briefly stated that at the last meeting two points were agreed upon:
 - a) Maximum number of hours for a major should be established in the home department.
 - b) The minor should be designated by the department of expertise from which home departments or disciplines would choose courses.
- 3) In an effort to clarify what is meant by 'C' requirement in each major course, it was emphasized that all hours that constitute the minimum required hours in the major in the home department should be passed with a 'C' or better. Any extra hours taken in the home department (eg. electives) do not have to be passed with a 'C' grade or better.
- 4) There was a general agreement among the members to approve the above principle.
- 5) In regard to the principle of distributing courses to constitute a minor it was pointed out that not many people were against this in principle, however, the 700 level required created problems in several cases.
- 6) It was agreed that the hours that constitute a minor should be from 21-24. Out of a minimum of 21 hours 6 courses should be taken and, no more than 3 of these 6 courses should be of 500 level. There was unanimous agreement by the members of this committee on this concept.
- 7) The concept of putting a maximum number of hours on a major was briefly discussed and agreed upon. There was also a discussion about putting a maximum on the total degree of hours. In order to understand and research this concept more thoroughly it was decided that this committee should contact a few of the deans and invite them to the next meeting. During the next meeting this subject will be discussed in more detail with the deans.

Adjournment:

The meeting adjourned at 5:00.

TO: FULL-SERVICE FACULTY, ADMINISTRATORS, AND STUDENT GOVERNMENT
FROM: Susan Mason, Secretary of the Senate
RE: SENATE MEETING
May 20, 1981, Schwebel Auditorium
4:00 p.m.

ORGANIZATIONAL MEETING--NEWLY ELECTED SENATORS
SHOULD ATTEND

May 11, 1981

AGENDA

1. Call to Order
2. Nominations for Chairman of the Senate
3. Nominations for Members of the Charter and ByLaws Committee
4. Approval of Minutes of April 1, 1981
5. Report of Charter and ByLaws
6. Report of Executive Committee
7. Report of Elections and Balloting Committee
8. Reports of Other Senate Committees*
 - Academic Affairs
 - 801-13 Motion to approve proposed change in "Class Honors"
 - 801-14 Motion to approve the Allied Health proposal
 - 812-1 Motion to approve the Dept. of Home Economics proposal
 - Computer
 - 801-15 Committee report--no motion anticipated
 - Continuing Education
 - 801-16 Committee report--no motion anticipated
 - Curriculum
 - 801-17 Course proposals--no motion anticipated
 - 812-2 Course proposals--no motion anticipated
 - Educational Media
 - 801-18 Committee report--no motion anticipated. See comments under "other relevant data."
 - Library
 - 801-19 Motion to accept proposed library allocations for 1981-82 school year
 - Student Academic Grievance
 - 801-20 Committee report--no motion anticipated
9. Unfinished Business
10. New Business
11. Adjournment

*For reports marked 801, and relevant materials, see the Agenda for the meeting of May 6, 1981.

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

Date 5/5/81

Report Number (For Senate Use Only) 812-1

Name of Committee Submitting Report Academic Affairs Committee.

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

Appointed Chartered

Names of Committee members: Baldino, Dunsing, Gallagher, Gillis, Hahn, Khawaja, Lateef, Munro, Scriven, Simmons, Ulrich.

Please write a brief summary of the report which the Committee is submitting to the Senate: (attach complete report) See attached proposal

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

If so, state the motion: _____

To approve the proposal from the Department of Home Economics.

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

Other relevant data: _____

JK

Chairman (please initial)

YOUNGSTOWN STATE UNIVERSITY
HOME ECONOMICS DEPARTMENT

HOME ECONOMICS SERVICES

BS in AS
1981--1982

GENERAL DEGREE REQUIREMENTS

DEPARTMENT REQUIREMENTS

English 550, Basic Composition I 4 _____
English 551, Basic Composition II 4 _____

504 Textile Fundamentals 3 _____
550 Orientation to Home Economics 1 _____
551 Normal Nutrition I or 4 _____
Nutrition Fundamentals HE 502
(CHEM 501)

Health/Physical Education 590 3 _____
Health/Physical Education 3 _____
(3 activities)

601 Principles of Food Preparation 4 _____
731 Individual and Family 4 _____
Development (PSYCH 560)

Humanities:

English or Humanities Literature courses (600 or above) _____
Literature in Foreign Language _____
Philosophy or Religious Studies _____
History and/or Appreciation of Art, Speech, and Drama/Music _____
Black Studies II _____
8-18 _____

762 Housing and Furnishings 5 _____
763 Household Equipment 4 _____
835 Field Experience 4-8 _____
850 Seminar in Home Economics 2 _____
852 Home Management (HE 770) 4 _____
35-39 _____

ELECTIVES

Science/Math:

Chemistry 501 (or HS equivalent) (4) _____
Chemistry 502, Survey of 4 _____
Chemistry II
Chemistry 503, Survey of 4 _____
Chemistry III

Home Economics Electives 16-30 _____

OPTIONS

Biology 551, Anatomy & Physiology & 4 _____
Biology 552, Anatomy & Physiology 4 _____

Consumer Services

Electives: Choose from HE 508, 604, 640, 642, 702, 703, 704, 770, 731, 771, 780, 810, 830

or
Biology 504, Human Evolution and Genetics & (4) _____

Minor: 21 hours from a department in the School of Business Administration

Biology 505, Biology & Modern Man (4) _____
Biology 604, Food Microbiology 4 _____

Community Services

Electives: Choose from HE 512, 531, 532, 631, 652, 664, 672, 706, 770, 780, 830, 853, 862, 872, 873

Social Studies:

Psychology 560, Introduction 4 _____
Psychology 755, Developmental-Child Psychology 4 _____
Sociology 500, Fundamentals & Economics 520, Principles I 4 _____
4 _____

Minor: 21 hours in Sociology, anthropology, social work, psychology.

or
Social Sciences 502, Introduction (3) to Economics (3) _____

TOTAL ACADEMIC HOURS 180 _____
TOTAL NON-ACADEMIC HOURS 6 _____

Social Sciences 503, Introduction (3) to Political Science (3) _____

Anthropology 602, Introduction 4 _____
16-22 _____

TOTAL HOURS FOR DEGREE: 186

A minimum of 46 quarter hours must be completed in Humanities, Science/Math, Social Studies. Must have "C" or better in MAJOR and MINOR, and GPA of 2.0 to be eligible for graduation. Must have 60 hours of upper division credit for courses. Some courses offered only once a year. See your advisor for proper prerequisites and sequences of courses. Non-academic credits cannot be counted as electives.

81-192 Allied Health (change)

EMT 502. Emergency Medical Technology Orientation. Introduction to the duties, legal and ethical responsibilities for the Emergency Medical Technician. Emphasis is on the systems approach to Emergency Medical Services in relationship to the patient, community, and co-workers. 4 q.h.

81-288 Allied Health (change)

MA 610. Paramedical Patient Care. Introduction to roles and functions of allied health personnel in physicians' offices and clinics including principles of nursing skills and procedures. Four hours lecture. Prereq: MA 501 and MA 502. 4 q.h.

81-289 Allied Health (change)

MA 612. Role of Medical Assistant. Topics of study include the development within the medical field involving the roles of the medical assistant, and employment opportunities. Prereq: sophomore standing or permission of the instructor. 4 q.h.

81-290 Home Economics (deletion)

504. Textile Fundamentals. Fundamentals of fibers, yarns, fabric construction and finishes as related to consumer selection, servicability, care, and clothing construction. Two one-hour lectures and one two-hour laboratory per week. (W) 3 q.h.

81-291 Home Economics (change)

72. Nutrition and the Pre-School Child. Study of the nutritional needs of the developing child in the home and pre-school setting. Emphasis on nutrition education for development of desirable food habits. Not applicable to Food and Nutrition major. Prereq: Home Economics 502 or 551. (W) 4 q.h.

81-292 Home Economics (change)

762. Housing and Furnishings. Selection and arrangement of home furnishings. Consideration of family needs and resources, aesthetic principles, and the importance of planning and decision-making. Four hours of lecture and two hours of laboratory per week. Prereq: Sophomore standing (F) 5 q.h.

81-293 Home Economics (change)

763. Household Equipment. The selection, care, and use of various items of household equipment with comparison of the merits of, different types in respect to materials, design, cost, and performance. Three lecture hours and a two-hour laboratory per week. Prereq: Sophomore standing. (W) 4 q.h.

81-294 Home Economics (addition)

830. Homemaker Rehabilitation. Analysis of the changes needed for the worker and the work environment of the home. Consideration of the personal and financial costs to the individual and family of homemaker disability. Prereq: Home Economics 731 or equivalent. 4 q.h.

81-295 Home Economics (addition)

835. Field Experience in Home Economics. Experience in a community agency or commercial enterprise related to home economics. Seven hours of experience or two hours of seminar weekly equal one credit hour. May be repeated up to eight (8) hours of credit. Prereq: twelve hours in Home Economics credit.

81-296 English (change)

709. Adolescent Literature. A study of the development of adolescent literature, giving

81-80 Business Tech (addition)
580. Elementary Accounting Tech I. Basic principles, concepts, and terminology of accounting for assests, liabilities, and owner's equity. 4 q.h.

81-81 Business Tech (addition)
581. Elementary Accounting Tech II. Basic principles applied to partnership and corporation. Includes cost relationships, statement analysis, and special reports. Prereq: BT 580. 4 q.h.

81-82 Business Tech (addition)
582. Accounting Applications. Extensive treatment of inventory, depreciation, cash proof journal, payroll; includes an accounting simulation case study. Prereq: BT 581. 4 q.h.

81-83 Business Tech. (addition)
586. Financial Management. Financial planning, problem analysis, capitol budgeting, management of short- and long-term financial assets. Prereq: BT 581. 4 q.h.

81-84 Business Tech (addition)
680. Accounting Analysis I. Asset valuation, income determination, practice and theory in reporting financial position and results of operations. Agency and branch accounting. Prereq: BT 582. 4 q.h.

81-85 Business Tech (addition)
681. Accounting Analysis II. Techniques for reveiw and analysis of financial statements, cash and funds-flow analysis and reporting. Includes long-term liabilities, capitol stock, leases, and retained earnings. Prereq: BT 680. 4 q.h.

81-86 Business Tech (addition)
683. Cost Accounting. Estimating, planning, and controlling cost processes. Includes standards, analysis of variances, cost and profit selection, product pricing, budgets, distribution, and control. Prereq: BT 581. 4 q.h.

81-87 Business Tech (addition)
684. Tax Accounting. Application of current federal tax law. Also includes federal, state, and local tax treatments. Prereq: BT 581. 4 q.h.

81-88 Business Tech (addition)
685. Nonprofit Accounting. Concepts and reporting practices of non-profit organizations. Prereq: BT 581. 4 q.h.

81-89 Business Tech (addition)
530. Introduction to Advertising. Introduction to layouts, copywriting, and production of the advertising message. Includes advertising media, marketing research, ststistics, management functions, and government regulations. 4 q.h.

81-90 Business Tech (addition)
533. Fundamentals of Public Relations. Introduction to public relations--its development, definitions, practice and tools. Prereq: BT 500. 4 q.h.

81-91 Business Tech (addition)
630. Advertising Copywriting. Examination of advertising appeals and application to creative problems in advertising copywriting. Prereq: BT 530. 4 q.h.

81-92 Business Tech (addition)
631. Advertising Layout. Introduction to visualization and layout. Practical experience in preparing layouts for printed media, direct mail, outdoor advertising, and broadcast media. Prerq: BT 630. 4 q.h.

81-93 Business Tech (addition)
632. Media Planning and Buying. Techniques of planning and excuting local, regional, and national advertising campaigns. Topics include syndicated maedia research, rate card structures, and distribution of media. Prereq: BT 631. 4 q.h.

81-106 Business Tech

(addition)

640. Warehousing and Traffic Management. Examination of transportation, warehousing, materials handling, containerization, inventory control, purchasing, and warehouse location. Prereq: BT 560 4 q.h.

81-107 Business Tech

(addition)

641. Retail Merchandising. Marketing functions as they relate to retail businesses. Includes types of retail outlets, organizational charts, systems and controls used, store location and layout. Prereq: BT 540. 4 q.h.

81-108 Business Tech

(addition)

642. Industrial Merchandising. Marketing functions as they relate to industrial organizations. Includes pricing, marketing channels, legal controls, and planning. Prereq: BT 540. 4 q.h.

81-109 Business Tech

(addition)

643. Purchasing. "Marketing in Reverse," including buying quantity, inspection and quality control, and sources and assurance of supply. Prereq: BT 540. 4 q.h.

81-110 Business Tech

(addition)

644. Consumer Behavior. Analysis of buyer behavior from the viewpoint of the seller. Techniques used to influence institutional buyers, industrial buyers, and consumers. Prereq: BT 540 4 q.h.

81-111 Business Tech

(addition)

647. Sales Management. Procedures and techniques necessary to manage the sales force, including recruitment, orientation, compensation, supervision, and organization. Prereq: BT 540, BT 541, and ECON 622. 4 q.h.

81-113 Labor Studies Tech

(addition)

510. Union Leadership Skills. An introduction to basic leadership skills with emphasis on human relations, motivation, communication skills, decision-making, problem solving, parliamentary procedures. 4 q.h.