



*Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.*

## **ACADEMIC SENATE AGENDA**

Wednesday, November 6, 2019 at 4:00 P.M.  
Room 132 ·DeBartolo Hall

1. **[4:00 PM] Call to Order/Certification of Quorum**
2. **[4:01 PM] Approval of Agenda**
3. **[4:02 PM] Approval of Minutes from October 9, 2019 meeting** ([Meeting Minutes](#))
4. **[4:03 PM] Senate Executive Committee Report** – Chet Cooper, Senate Chair
5. **Ohio Faculty Council Report** – No report
6. **[4:10] Charter and Bylaws Committee** – Chet Cooper
7. **[4:20 PM] Report of the Elections/Balloting Committee** – No Report
8. **[4:25 PM] Reports from Other Senate Committees**
  - a. Academic Events Committee – No Report
  - b. Academic Programs Committee – No Report
  - c. Academic Research Committee – No Report
  - d. Academic Standards Committee – Gary Walker (Attachments 1 & 2)
  - e. General Education Committee – No Report
  - f. Honors Committee – No Report
  - g. Library Committee – Jacob Labendz (Attachment 3, 3 pages)
  - h. Professional Conduct Committee – No Report
  - i. Academic Grievance Committee – No Report
  - j. Undergraduate Curriculum Committee – Tom Wakefield (Attachment 4)
  - k. Program Review – No Report
  - l. Technologies Committee – No Report
9. **Unfinished Business** – No Reports
10. **[4:35 PM] New Business** –
  - Strategic Plan Updates (5-10 minutes, Provost Smith presenting)**
  - Textbook Policy Proposal (10 minutes)** Attachment 5, 2 pages
  - “The 48 Hour Rule” Gary Walker (10 minutes)** Attachment 6
11. **[5:00 PM] Adjournment**

### **NEXT SENATE MEETING:**

**Wednesday, December 4, 2019 at 4:00 P.M., Room 132, DeBartolo Hall**

**Policy Name:**

Proprietary/Non-Regionally Accredited Transfer Credit Policy

**Division/Office/Committee/Board responsible for policy:**

Academic Standards Committee

**Policy Number (to be assigned by the administrative office):**

**Date Entered into Policy and Procedure Manual:**

**Policy review cycle:** Reviewed during faculty negotiations

**Additional policies affiliated with this one:**

**Enforcement Body:**

Provosts office

**Other publications in which policy appears or should appear:**

**Date policy passed/revised:**

10/23/2019

**Effective Date:**

August 2020

**Statement of Policy:**

A course must meet three standards:

1. Cannot be remedial or developmental
2. Carry one or more credit hours
3. Eligible to count toward graduation

The faculty in the respective discipline must evaluate all courses. Students will be required to provide course descriptions and/or syllabi for courses upon request for proper evaluation. Transcripts will be reviewed on a case-by-case basis at the request of the student and/or academic advisor. Transcripts from proprietary institutions will not automatically be posted to the student's academic record upon receipt in the Office of Admissions, unless previously evaluated within the last five years. A special request to the Office of Admissions will need to be made if the student desires to have courses evaluated. The evaluation process for courses from proprietary schools will follow the same policy as courses from regionally accredited institutions. All evaluated credits will be posted to the student's academic record once course equivalencies are received from the departments.

**Has the Policy Been Indexed?**

**Policy Name:**

Academic Forgiveness (Statue of Limitations)

**Division/Office/Committee/Board responsible for policy:**

Academic Standards Committee

**Policy Number (to be assigned by the administrative office):**

**Date Entered into Policy and Procedure Manual:**

Policy review cycle: Reviewed during faculty negotiations

**Additional policies affiliated with this one:**

**Enforcement Body:**

Provost's Office

**Other publications in which policy appears or should appear:**

**Date policy passed/revised:**

10/23/2019

**Effective Date:**

August 2020

**Statement of Policy:**

A degree or certificate-seeking undergraduate student who reenrolls at Youngstown State University after an absence of five or more calendar years may be eligible for academic forgiveness. At the time of the petition the student must be currently enrolled and have successfully completed at least 15sh with a grade-point average of no less than 2.00 following his or her return. An absence is defined as a period of time in which no enrollment activity (i.e. attempted or earned academic credit) is posted to a student's record.

To request academic forgiveness an eligible student may petition the dean, or the Dean's designee, of his or her college to exclude from the calculation of the grade-point average grades earned five or more calendar years before. If the petition is approved, all grades (not merely grades of D and F) earned during the specified quarter or semester and all previous grades (not merely grades of D and F) will then be removed from the calculation. However, all grades remain on the permanent record.

Excluded course credit will not count toward the total hours required for graduation. However, courses passed may fulfill general education requirements and may satisfy prerequisites for higher courses where applicable. Courses excluded may be taken again and repeated once without infringing upon repeat privileges specified in catalog course descriptions. Courses excluded are not subject to credit by examination. *A student whose petition has been approved is ineligible for graduation honors.* Only one petition from each student may be approved and is irreversible once it is applied. A student who has earned a degree or certificate from YSU may not petition for academic forgiveness.

**Has the Policy Been Indexed?**

**COVER SHEET TO BE ATTACHED TO ALL REPORTS SUBMITTED TO THE ACADEMIC SENATE****Date:** 10/18/2019    **Senate Meeting Date:** 11/6/2019    **Report #** (Senate Use Only) \_\_\_\_\_**Intended Action:**    **Informational**     **Senate Vote** \_\_\_\_    **Consultative/Advisory** \_\_\_\_**Name of Committee Submitting Report:**

Senate Library Committee

**Committee Status:** (elected chartered, appointed chartered, ad hoc, etc.) Appointed**Names of Committee Members**

Kristine Bruns, BCOE  
 Laura Calcagni, BCHHS  
 Eleanor Congdon, CLASS  
 Richard Deschenes, CSTEM  
 Johnathan Farris, CCCAC  
 Madison Johns, STUDENT  
 Jacob Labendz, CLASS  
 Dennis Petrushka, CLASS  
 Kimberly Pleva, WCBA  
 Michael Sacco, STUDENT  
 Jeremy Schwartz, WCBA  
 Alice Wang, CCCAC  
 Christine Adams, Co-Director of Maag (ex officio)  
 Martha Pallante, Admin. (ex officio)  
 Phyllis Paul, Admin. (ex officio)  
 John Popadak II, Maag (ex officio)  
 Ana Torres, Co-Director of MAAG (ex officio)  
 Gary Walker, CSTEM (ex officio)

**Elected Members n/a Appointed Members n/a****Please write a brief summary of the report the Committee is submitting to the Senate:**

After we reviewed our activities and allocations from 2018-2019, we came up with a tentative plan for moving forward, which could not be confirmed due to a lack of a quorum.

Allocations for 2020-2021

We will maintain the allocation structure from 2019-2021, inasmuch as we elected to purchase two-year subscriptions to digital resources. Not only does this save money, but it will enable us to give departments time to integrate those resources before we collect usage data.

Allocations Policy Moving Forward

Costs are rising and budgets have remained stable. Departments and programs whose expenses exceed their budgets may be asked to assume financial responsibility for the overage.

To avoid unnecessary expenditures, we are going to ask each department and program's library liaison to work with their colleagues to review their present allocations. In some cases, room may be found by eliminating legacy expenditures that are no longer necessary.

Temporary Allocations Policy to Mitigate Department/Program Expenses

We have \$18,994.60 to allocate this semester because we saved money by purchasing two-year subscriptions to our streaming platforms.

As per above, some departments have allocations in excess of their budgets. This is often due to rising subscription costs. The total overages for FY19 were \$25,678.33. We expect them to go up in FY20 due to increasing prices.

FY19 Overages:	\$25,678.33
<u>FY20 Available:</u>	<u>\$18,994.60</u>
Min. expected shortfall:	\$6,683.73

The Senate Library Committee suggested that we allocate our surplus to cover as much of these shortfalls as necessarily, but only on a temporary basis and on a condition:

If departments or programs would like to receive these funds, in excess of their budget, they must agree to submit a report justifying their library expenses.

These funds may not be available in future semesters and will require justification if they are.

Film Streaming: Kanopy

Some departments and programs expressed disappointment that we elected to purchase a subscription to Films on Demand, rather than Kanopy. The latter provides access to specific sets of popular films which are necessary for distance courses in English and Art.

Kanopy's cost structure is simply beyond our means. Universities across the country, including some well-funded private schools, have terminated their subscriptions.

There may be an option for us to purchase films ala cart for film courses with high enrollment, provided we can create semi-stable and limited lists of films that will be used. The library is looking into this option. The affected departments may have to contribute funds from their own budgets to facilitate this option.

New Policy

The system for allocating library funds to colleges, departments, and programs has not been update in many years. In order to resolve permanently the issues discussed above, the Senate Library Committee will work with Maag Library, the Bylaws Committee, and the university administration to craft new budgetary/allocations policies.

Electing a New Chair

Jacob Ari Labendz (History) was nominated to chair the Senate Library Committee for 2019-2020. He has accepted. As a quorum was not present, an electronic ballot will be sent shortly.

An online ballot was held and concluded on Tuesday, October 29. It confirmed Jacob as chair.

**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?**

**Introduction and Rationale**

Type introduction and rationale here.

**Revised Policy/Policies (when applicable)**

Type revised policy here

**Recommendation**

Type recommendation here.

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

Date: 9/20/2019 Senate Meeting Date: 11/6/2019

Report # (Senate Use Only) \_\_\_\_\_

Intended Action: Informational X Senate Vote \_\_\_ Consultative/Advisory \_\_\_

Name of Committee Submitting Report: University Curriculum Committee

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

Names of Committee Members

Elected Members

Appointed Members UNIVERSITY CURRICULUM

Tom Wakefield, CSTEM (Chair)

Karen Larwin, BCOE

Susan Clutter, BCHHS

Julia Gergits, CLASS

Christine McCullough, CCAC

Dana Davis, BCHHS

Nicolette Powe, BCHHS

Birsen Karpak, WCBA

Jozsi Jalics, CSTEM

Sepideh Khavari, CSTEM (non-voting)

Jay Lilley, Student

Mary Beth Earnhardt, Programs Chair (ex officio)

Sue Miller, Admin. (ex officio)

Jenn Pintar, Admin. (ex officio)

Michele Schaper, Admin. (ex officio)

Jayne Caputo, Admin. (ex officio; courtesy appt.)

**Please write a brief summary of the report the Committee is submitting to the Senate:**

The list of courses approved at the 10/11/2019 meeting of the UCC is attached.

**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?****Introduction and Rationale****Revised Policy/Policies (when applicable)****Recommendation**

Undergrad Curr Committee Chair (2)				
Code	Title	Status	Initiator	Received
<a href="#">ACCT 2603L</a>	<a href="#">ACCT 2603L: Managerial Accounting Spreadsheet Lab</a>	Deleted	mtcoller	10/3/2019
<a href="#">BUS 4841</a>	<a href="#">BUS 4841: Nonprofit Leadership Seminar</a>	Edited	bdkeillor	10/3/2019

**3356-10-22 Textbook selection policy**

Responsible Division/Office: Office of Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: December 2019

Board Committee: Academic and Student Affairs

Effective Date: December 5, 2019

Next Review: 2024

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- (A) Policy statement. Youngstown state university (university) is committed to providing affordable high quality educational access for students. Affordable high quality educational access includes minimizing the cost of textbooks and instructional materials while correspondingly ensuring instructional quality and the academic freedom of faculty to select textbooks and instructional materials.
- (B) Purpose. To comply with Revised Code section 3345.025 and the Higher Education Opportunity Act of 1965, as amended, assist students in the timely procurement of materials, and to ensure instructional quality.
- (C) Parameters.
- (1) Textbook and course materials selection
    - (a) A faculty member may select the textbook(s) and instructional materials to be used in his/her courses unless the faculty member teaches a multi-section or sequential course, in which case the department faculty who are involved in teaching the course(s) shall provide for textbook selection. In multiple sections of sequential courses that are also prerequisites to advanced courses in the sequence, uniform texts will be selected.
    - (b) Faculty members shall provide written notification regarding textbook and course material selection to the department chair no later than seven (7) calendar days prior to the date established on the university calendar of operations as the textbook order due date.
    - (c) A faculty member's failure to provide textbook information pursuant to this policy shall result in a default to the textbook and course materials previously utilized by the faculty member in that course, if available, or if not available, equivalent textbook and/or course material to be used for the upcoming academic term shall be selected in consultation with the faculty member.



(2) Cost

(a) Cost should be an important consideration when selecting textbooks and other course materials that students are required to purchase. Faculty should consider whether the cost of their adopted textbooks and other materials is suitable for their discipline and the course subject. When textbooks and other materials are markedly different in cost but are comparable in content and quality, the university recommends that faculty select the less-costly option.

(b) The university recommends that faculty select open-access textbooks and materials when they are appropriate for the faculty members discipline and course content.

(3) Faculty recognize that self-authored materials shall be used pursuant to university policy 3356-7-01.

10/29/19

**Reduction in the *minimum* Upper Division Semester Hour Requirement**

**COURSE LEVELS (CURRENT)**

**At least 60 semester hours must be completed in courses numbered 2600 or higher; at least 48 of these 60 hours must be in courses numbered 3700 or higher.**

- **Bring YSU more in alignment with our sister institutions.** Ranging from 39-48 (YSU) university wide requirement. Some institutions leave this requirement up to the discretion of each College.
- **Insure a minimal standard for upper division hours, while minimizing any barrier to graduation.** Most students will surpass this as part of there major and its out of major requirements.
- **Potential problems when accessing transfer credits** and the remaining courses work students may have.

It must be emphasized that this is a **minimum**, not a maximum!