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Faculty Senate Chronicle March 3, 2022

Heather M. Loughney
hl@uakron.edu

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March 3, 2022

45 pages

SENATE ACTIONS

1. Approved a resolution from the Academic Policies Committee that modifies University Rule 3359-60-02 to include a test optional policy for admission the university. (Appendix A)
2. Approved a resolution from the Academic Policies Committee that modifies University Rule 3350-20-05.3 to include a textbook auto-adoption policy. (Appendix A)
3. Approved the 244304BS: Cyber Forensics program proposal brought by the Curriculum Review Committee. (Appendix C)
4. Approved a motion brought by Senator Saliga that all programs with specialized, external accreditation be removed from the program review cycle. (Appendix E)

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MINUTES OF THE FACULTY SENATE MEETING OF

March 3, 2022

The meeting of the Faculty Senate took place Thursday, March 3, 2022 in Teams. Senate Chair Kathryn Budd called the meeting to order at 3:03 pm.

Of the current roster of 43 senators, 31 attended the meeting. Senators Bisconti, Evans and Nicholas were absent with notice. Senators Buldum, Elbuluk, Levin, Mudrey-Camino, Palmer, Sahl, Stoynoff, Tsige and Yi were absent without notice.

I. Adoption of Agenda

Chair Budd announced one change to the agenda. In the absence of Senator Bisconti, Senator Hartsock will read the AAUP report. Hearing no other changes, the agenda was adopted as amended.

II. Adoption of minutes of February 10, 2022 meeting

Chair Budd called for corrections to the minutes; none were offered. The minutes were adopted.

III. Remarks of the Chair

Welcome to the March meeting of faculty senate. I'd like to remind everyone that this is the legislative body of the faculty at the University level. Our meetings are formal and are conducted according to Robert's Rules of Order. Senators who wish to be recognized should type "request" into the chat window and wait for me to recognize you. If I mispronounce your name, let me know the correct

pronunciation so I can do better next time. To preserve bandwidth for all, turn off your mics and cameras until you are called on to speak.

As mentioned previously, please be aware that both senate meetings and minutes are part of the public record, and members of the media are in attendance. Thank you to those who attended the informal meeting with the President and Provost in February. You should have received the invitation for our March meeting, which is on Tuesday, March 15 at 4pm via Teams. The meeting is optional, but I urge you to attend if you can.

I would like to welcome Trina M. Carter of the University of Akron Board of Trustees.

Today you will vote on two proposals from the Academic Policy Committee. The first is a proposal for a textbook auto-adopt policy. By state law, each state institution of higher education must consider an auto-adopt policy for textbooks and communicate with their respective Boards of Trustees about their decision. The impetus for adopting such a policy is to enable students to see all of the costs associated with their classes at the time they register, giving them time to research the most cost-effective options for textbooks. It also makes it easier for the Bookstore to maintain inventories. The proposal brought forward by the APC allows faculty the flexibility to opt in to the policy if their textbooks are likely to remain the same, or to opt out, if their textbooks are updated frequently. According to our colleagues at Wright State University, a similar program has led to students saving an estimated \$100 each per semester and so I hope you will consider the proposal carefully.

The second proposal is to take away the requirement for ACT & SAT scores for admission to the University. This may seem like a lowering of standards. However, there are a number of reasons for going test optional. The most significant is that making these test scores a major criteria for entrance can disadvantage those students who may not have access to preparatory courses, or be able to afford the cost of retesting to raise their scores. Additionally, the pandemic and remote schooling have negatively affected many students' ability to perform as well as they otherwise would, if they're able to access a test at all. We are not an outlier in this move, several states now require that their institutes of higher education make testing optional. Adopting a more holistic review of the student's performance across all areas of their secondary level coursework has been found to be a good predictor of their success in higher education. It is hoped that students who wouldn't have even applied to UA because of low SAT or ACT scores will now apply and be evaluated more fairly. I look forward to a good discussion about this.

This week, the University relaxed its mandate for masks to be worn indoors in many campus buildings. This is a significant change, and it brings mixed emotions. I've enjoyed being able to see my students' faces - some for the first time - but I'm also aware that for many, masks are still a necessity. We are transitioning to the new normal but let's not assume our students and colleagues are now completely fine - the pandemic's effects will linger for a while. I had an excellent conversation with Senator Kasunic, President of the Undergraduate Student Government, a few weeks back who reminded me that students are still dealing with the effects of the pandemic. Faculty, please continue to be patient with your students. If you can, structure your syllabi so that there is some time between deadlines and exams, and make sure your students know that taking care of mental health can be considered an extenuating circumstance in cases of

absences. Your compassion makes the difference for those who are over-stressed and struggling. Faculty are often the ones to notice the first signs of a student in difficulty and UA has excellent resources to help. If a student begins to miss classes and deadlines and doesn't respond to your emails, early intervention in the form of a Help-a-Zip referral can get them professional counseling and the support they need to get them back on track. There is a handy link to the referral form at the end of every Digest. Thank you for everything you are doing to support our students.

One of the ongoing goals for the FSEC is to find ways to make senate processes as efficient as possible. So when Senator Saliga suggested that programs with specialized external accreditation may not require internal program review, we investigated. Our internal program review process under Marnie Saunders' leadership is a vital resource for programs without accreditation but going through an internal program review and the specialized accreditation process seems unnecessary. With that in mind, the FSEC consulted with OAA, and has received confirmation that external accreditation can serve in place of a program review. Therefore, we will ask you to consider this question during the new business portion of our meeting. Please remember that many departments have both accredited and unaccredited programs; unaccredited programs will still be required to go through our internal program review.

Finally, the FSEC has discussed the question of when to return to face-to-face senate meetings. We've decided to continue to meet via Teams for the remainder of this semester but hope to be back in person in the fall. We will monitor the situation over the summer and will keep you posted.

This concludes the remarks of the chair.

IV. Special Announcements

None.

V. Report of the Executive Committee

Since our last meeting in February, the Executive Committee has met three times.

The provost and senior vice provost joined us for one of those meetings.

We discussed changes to the program review process for new programs that will allow feedback from deans and the provost's office earlier in the process. The issue is being taken up by CRC. We also discussed exemption of externally accredited programs from the review process.

We discussed NTT faculty serving as department chairs.

We discussed a textbook auto adoption policy that has been taken up by APC.

We discussed faculty notification of late enrollment in classes. Senator Srinivasan is pursuing this.

We discussed OARS reports and the possibility of electronic submission and incorporation into the new student software system.

For more information on these discussions, please contact Angela Hartsock.

VII. Remarks of the President

The President was not in attendance.

VIII. Remarks of the Provost

Provost Wiencek welcomed Trustee Trina Carter. He expressed his appreciation to the faculty for mutual listening and for being willing to challenge each other.

The provost recognized the situation in Ukraine and the professionals available to those in the UA community who might be impacted by the events. He stressed that UA is here to help, and the leadership wants to be visible and available.

Student Software: Stellic has been selected as the student software platform; purchasing and implementation are being fast-tracked. The registrar's office is overseeing implementation; training sessions will be held.

Leadership Positions: The search for the Vice Provost for Student Pathways and Dean of the Honors College is nearing completion with campus visits occurring. There has been a candidate identified for the Dean of the College of Engineering and Polymer Science; a normal interview and review process will take place. In other leadership searches, preliminary interviews are taking place, and all are on track for completion this spring. Provost Wiencek extended thanks to all search committees.

Enrollment: Enrollment is progressing well with solid confirmations. The administration is identifying areas in need of attention and meeting targets; they are also tracking what our competitors are doing in the marketplace and making appropriate adjustments. The goal is to have a nimble response to changing conditions in the enrollment landscape.

COVID: Things are changing, and mask mandates are being lightened. It is important for faculty and staff to have some control over their own spaces (offices and classrooms).

Provost Wiencek extended thanks to Pam and Gary Williams and the biology department for hosting Ed Yong for an interesting discussion on the intersection of politics and society.

Provost Wiencek invited questions.

Senator Rochester requested the target date for implementation of Stellic.

Provost Wiencek said the question is best answered by the registrar and IT but pointed out that APIs must be implemented first that will coordinate between Stellic and Peoplesoft. This will take until the beginning of summer, but the goal is to have it in place for incoming students, although that target might not be met. The provost encouraged the faculty to invite Ron Bowman or John Corby to discuss implementation.

Senator Klein posed a question about The Digest being routed to spam/clutter in the university email system. She expressed concerns about missing important messages and about broken links in The Digest emails.

Senator Franks concurred.

Provost Wiencek indicated he was unaware of the issue but would follow up and suggested Tammy Ewin may be able to assist.

Tammy Ewin was present and will investigate the concerns.

XI. Committee Reports

Academic Policies Committee – Chair Klein

Textbook Auto-Adoption Policy

Senator Klein presented the textbook auto-adoption policy. She reported that APC reviewed the state law and felt that a 100% auto-adoption policy would be

chaotic to implement and that a flexible policy would be more appropriate. She summarized the flexible auto-adoption policy outlined in the motion.

Chair Budd clarified that the bookstore will still contact faculty via email to confirm auto-adoption even if faculty opt in.

Senator Klein suggested that the bookstore will likely move toward an electronic form that will allow ease of option.

Chair Budd opened the floor to debate on the motion.

Senator Luettmmer-Strathmann asked how the policy and options would impact multi-section classes where departments are ordering books for multiple faculty across sections. She pointed out that right now emails are coming to faculty, and the schedule isn't even live yet; timing is an issue.

Senator Klein suggested working with the bookstore to achieve that.

Senator Luettmmer-Strathmann followed up by asking how department assistants or secretaries would get that email.

Senator Klein is conveying this question to the bookstore.

Senator Randby expressed confusion about the policy and how it changes current practices. In February, summer book adoption emails were sent, the site had the incorrect text assigned and it had to be corrected. He requested clarification on how this policy changes the current situation.

Senator Klein pointed to the state law requiring that we discuss an auto-adoption policy and clarified that opting in requires no further action on the part of the faculty.

Senator Randby voiced concern that with different people teaching a course, opting in might result in a faculty member forgetting to check and confirm the text.

Chair Budd clarified that faculty will still get the emails on adoption.

Senator Adam Smith felt there was some confusion in the discussion around the point at which faculty are being assigned to courses. He was under the impression that we were discussing a process where departments could have a default text assigned. After faculty are assigned and develop a syllabus, the text could change.

Senator Klein made the distinction between departments that do centralized ordering and those that do not. One problem with simply going auto-adopt, is that an adoption might be ordered, and students think it's the book and then it changes. It is important to have the ability to opt in or out.

Senator Smith felt that the opt-out would be a one-time event, for any section that wasn't part of the opt-out, it would default to previous semester in which the course was taught.

Senator Makki suggested that faculty with concerns should opt-out. She expressed concern around faculty selecting and then subsequently changing texts. She stressed the importance of students having the information at the time of registration to allow informed decision making.

Senator Kasunic felt the policy would be beneficial for students for planning and the cost of textbooks can be a barrier to enrollment.

With no further debate on the motion, a vote was taken with 28 senators voting, 23 in favor, two against, and three abstaining. The motion passes.

Test Optional Policy

Senator Klein brought forward the test optional motion. She noted that this doesn't eliminate all tests but is specific to the ACT and SAT; placement tests may still be required.

Chair Budd called for debate on the motion. Hearing no debate and no apparent opposition, Chair Budd declared the motion passed by unanimous consent.

USG Proposal to APC on Study/Reading Days

Senator Klein reported that Senator Kasunic, on behalf of USG, shared student concerns related to excessive deadlines and examinations that converge at the semester end. The APC was asked to consider a proposal to change the academic calendar to accommodate a reading week. This requires input from different parties and could not be implemented this semester; in lieu of that change, APC is asking faculty to consider students and plan a final instructional week that is less intensive.

Curriculum Review Committee – Chair Saliga

Senator Saliga reminded the senate that the curriculum system has been closed and proposals will be inaccessible during the transition from the numeric to alphabetic course designations. If faculty wish to have a copy of the information stored in the system they should download it by March 31, 2022.

Senator Saliga reminded senate that the Cyber-Forensics program proposal was returned to CRC after last month's meeting. She summarized the agreed upon changes and stated that CRC approved the proposal as amended.

Chair Budd opened the floor to debate.

Senator Randby pointed out that the proposal sent to senators was not updated; Applied Data Mining is still listed in the core and the removal will result in the program falling below 120 credit hours. He also stated his position that these were major program changes, not minor.

Senator Saliga offered to doublecheck during the senate session; she clarified that the intent was to swap out the data mining course and add two others.

Dr. Stacy Willett offered a revised copy of the program proposal and concurred that Applied Data Mining was removed, and Networking Basics CIS 2440 201 and Networking Monitoring and Management CIS 2440 430 were added.

Senator Saliga shared her screen and verified the course numbers.

Senator Randby put forward a motion to approve the proposal with the changes that were presented.

Chair Budd called for debate on the new motion.

Dr. Willett attempted to state the motion up for debate but deferred to Stanley Smith.

Smith commended his colleagues for their efforts and stated the two changes. Applied Data Mining (2440:450) and Digital Forensics Imaging (2235:282) were removed from the program and replaced with Networking Basics (2440:201) and Network Monitoring and Management (2440:430).

Chair Budd opened the floor to debate on the motion. With no debate and no apparent dissent, the motion was approved by unanimous consent.

Chair Budd returned to the amended motion and called for debate. With no debate and no apparent dissent, the amended motion was approved by unanimous consent.

Computing and Communications Technology Committee – Chair Randby

Senator Randby referred to the submitted written report.

XII. AAUP report— Toni Bisconti

The Akron-AAUP has been working with the administration through LMPC on a template for departments to report their already existing workload policies (or new ones if they don't have them in place yet) for tenure-track and tenured faculty. We are currently beta testing this with a subset of Chairs and Associate Deans in order to work out some of the kinks before sending it out broadly. We will then be collecting those policies using a uniform template so that Chairs can work with individual faculty to determine each of our workloads. We hope to be able to have this work completed before fall semester in order to be able to more accurately calculate overload. Please feel free to contact Toni Bisconti or Ed Evans if you have any specific questions.

Submitted by Toni Bisconti (read by Angela Hartsock)

XIII. Graduate Council report—Senator Graor

No report.

IXV. GSG report—Senator Frey

Senator Frey invited senators to participate in showing appreciation for graduate students using a survey. With graduate student morale being low, she looks forward to sharing supportive messages.

XV. USG report—Senator Kasunic

Senator Kasunic reported that USG is wrapping up some projects before spring break. Elections are coming up and she asked senators to encourage students to vote. USG is planning events for Women's History Month. Trustee applications are open.

Chair Budd asked Senator Kasunic if she planned to run for USG President.

Senator Kasunic shared that she is graduating and will not be running.

Chair Budd thanked her for her service.

XVI. Report of University Council Representatives—Senator Evans

The UC provided a written report (see appendix D).

XVII. *New Business*

Senator Saliga motioned:

As the program review process has been formally institutionalized within faculty senate, and after consultation with OAA, I move that all programs (not departments) with specialized, external accreditation be removed from the program review cycle.

Senator Srinivasan seconded the motion.

Chair Budd opened the floor to debate on the motion.

Senator Randby asked for clarification on the procedure for a program that loses accreditation.

Senator Saliga stated it will return to the typical program review cycle.

With no further debate and no apparent opposition, Chair Budd declared the motion adopted by unanimous consent.

XVIII. Good of the Order

Senator Klein shared that the 2022 Knepper-Miller Lecture, given by Dr. Gregg Mitman, will be held on March 31 at 5:30 p.m. in Simmons Hall Auditorium. The event is free and open to the public; she encouraged senators to share the invite with students.

XIX. Adjournment

Chair Budd adjourned the meeting at 4:21 pm.

—Angela Hartsock, Secretary.

Questions and comments about the minutes can be emailed to ahartsock1@uakron.edu.

APPENDIX A

Report of the Academic Policies Committee to Faculty Senate March 3, 2022

1. Textbook Auto-Adopt Policy (modification of University Rule 3359-20-05.3 Textbooks, teaching aids, supplies, offices, and classrooms)

Rationale: As a result of enactment of Section 733.20 in HB110, each state institution of higher education is now required to convene the institution's faculty senate, or equivalent body, to consider adoption of a formally recognized textbook auto-adoption policy. So as to comply with federal law, facilitate the timely adoption of textbooks, and thereby provide students an opportunity to obtain those materials at a reasonable cost, faculty should identify the textbooks and other teaching materials they intend to use for a course prior to the federally-mandated adoption deadline to the extent practicable, so that students may be able to register for the course with as much information as possible about the required material. The university rule on textbooks (attached) has been modified to allow faculty to opt into the auto-adoption policy for individual courses whose textbook assignments are likely to remain the same, or to opt out of the policy for those courses whose materials are updated more frequently. Please refer to the attached rule to view the proposed changes.

2. Test-optional Policy (modification of University Rule 3359-60-02 Undergraduate admissions)

Rationale: The trend at many universities across the United States and among our peer institutions Ohio is to stop requiring ACT or SAT scores for admission to university. APC approves the University's policy to offer test-optional holistic reviews of applications for admission. Deleted from the rule are the student pathways, as they were based on the predicted GPA formula, which included test scores; however, placement testing may still be required of students who do not include their ACT or SAT test scores in their applications for admission. Please refer to the attached rule to view the proposed changes.

3359-20-05.3 Textbooks, teaching aids, supplies, offices, and classrooms.**(A) Textbook selection.**

- (1) Although selection of textbooks is the prerogative of the instructor(s) and subject to departmental policies, faculty members must keep in mind their responsibilities to students in choosing textbooks. Textbooks should be selected carefully, and cost should be kept as low as possible while maintaining quality education. No textbook should be required by an instructor for any class if it is to be used only for occasional consultation. Faculty should remember that requiring the purchase of a textbook places an obligation upon them to ensure that that text is an integral and extensively used part of the course.
- (2) Changes of textbooks should be made only for sound pedagogical reasons. Normally textbooks should be retained by an instructor for at least one year. Last minute changes in book orders should be avoided , since such alterations are inconsiderate of both students and those responsible for the ordering and stocking of course materials.
- (3) Faculty members may opt into or opt out of the following textbook auto-adoption policy, with allowance to include only specified courses while excluding others. In the event that a faculty member has opted into the textbook auto-adoption policy and has not identified a textbook and other teaching materials prior to the first day of class registration, the University bookstore may assume that the faculty member will use the same textbook (including edition and format) and other materials they had used the last time they taught the course if the following three conditions are met:
 - (a) The individual faculty member (or, for team taught courses, a specific team of faculty) who has been identified to teach a course in an upcoming semester has taught the course within the past two academic years,
 - (b) The University bookstore references this policy and makes at least one attempt to notify the faculty member (by both email and campus mail at least two weeks prior to the first day of class registration) of its intent to assume they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course,
 - (c) The University bookstore references this policy and makes at least one attempt to notify the faculty member (by both email

and campus mail within one week of making that assumption) that it has assumed that they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course.

In the event that a faculty member has not been identified when students are first able to register for a course, the University bookstore may also assume that a subsequently identified faculty member will use the same textbook (including edition and format) and other materials they had used the last time they taught the course after the adoption deadline if the first and third conditions are met and it has made at least one attempt to notify the faculty member of its intent to do so at least two weeks prior to making the assumption.

(B) Teaching aids.

- (1) The university operates fm station WZIP and faculty members may present programs over this medium.
- (2) Computer services are available for faculty use, particularly in research activities, according to computer center policy and resource limitations.
- (3) The learning technologies and scholar/learner services under the vice president for information technologies assists in the development of computer-based education software and the preparation of non-broadcast educational videotapes, original artwork, and photographic materials for faculty in support of classroom instruction along with films, slide/sound sequences, and multi-image presentations.
- (4) Teaching aids such as slides, graphs, film strips, and videotapes and audio/visual equipment are distributed by audio visual services.

(C) Supplies and requisitions.

- (1) The director of purchasing is authorized to commit the university for all purchases of goods and services. Commitments by any other member of the faculty or staff are in direct violation of the guidelines established by the board. Commitments made outside of these guidelines are not binding on the university and invoices covering these commitments may not be honored.
- (2) University requisition forms are provided by the purchasing department and must be used for all purchases of goods or services. Completed

requisitions are to be forwarded to the purchasing department for processing and should include an accurate description of the material or service desired, suggested vendors, approximate cost, required delivery date and location, account code to be charged, and authorized signatures.

- (3) The purchasing department follows bidding procedures as required by the state of Ohio and the university board of trustees. Any specifications, quotations, or correspondence pertaining to the desired purchase should be forwarded to the purchasing department with the requisition. The final selection of sources and vendors is the responsibility of the director of Purchasing. Sources suggested by the departments will be used whenever economically feasible.
- (4) If a department wishes a rush order, they should deliver the completed requisition to the purchasing department. Departments should realize that rush should be used only when absolutely necessary.
- (5) After the order has been placed, the vendor receives an official university of Akron purchase order and the requisitioning department is sent a weekly computer printout which shows by account number all purchases made during the previous week.
- (6) All deliveries to central stores will be received, checked, logged, and forwarded to the proper department. Central stores should be notified immediately of any shortage, damage, or incorrect material received. Vendors should send all invoices to the purchasing department. If a department receives an invoice by mistake, it should be returned to the purchasing department for payment.
- (7) Some miscellaneous office supplies and furniture can be purchased directly from central stores. A supplies catalog listing all items carried and their approximate costs is issued periodically to each department. A department wishing to buy such items from central stores should send a requisition describing the materials requested. All orders will be delivered by special services.
- (8) The sale or disposal of any item is the responsibility of the director of purchasing. If a department has items they wish to dispose of, they should send a requisition to the purchasing department explaining exactly what action is needed.

(D) University offices and classrooms.

- (1) Requests for permission to change classrooms must be directed to the registrar. No change in classroom from that assigned on the regular schedule may be made without the permission of the registrar. Permission to use any classrooms for any purpose must be obtained from the registrar.
- (2) Offices are provided by the university for all full-time faculty members and are assigned as needed. Each faculty member is expected to establish regular office hours and post classroom and office schedules on standard university forms.
- (3) Office and classroom furniture and equipment should not be removed from the assigned room without notifying property accounting. Whenever a faculty member wishes to transfer equipment, service from the department of physical facilities should be requested. Custodians are authorized to make temporary shifts in the location of classroom chairs. Any damaged, malfunctioning, or lost equipment should be reported to the department of physical facilities.
- (4) All requests for use of university facilities, other than for regularly scheduled classes, must be directed to the office of the vice president for finance and administration. As the conference and meeting rooms are used frequently, faculty members are advised to schedule rooms well ahead of the times when they are needed. The serving of beverages and/or food should be arranged beforehand through the appropriate office.

Replaces: 3359-20-05.3

Effective: 01/31/2015

Certification: _____
Ted A. Mallo
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates:

11/27/89, 07/20/90, 05/22/91,
07/31/92, 09/16/96, 06/25/07

3359-60-02 Undergraduate admissions.

(A) Admissions process.

The university of Akron operates under a policy of "rolling admissions" which means that successful applicants for admission receive a letter of admission as soon as all credentials are processed and have until May 1 to accept the offer of admission. The application/admission process may be through online or other mechanisms appropriate at the time. The university reserves the right to enforce a deadline for applications and admission, and to not consider applications received after such deadline. The university reserves the right to require official high school and prior college transcripts, and/or G.E.D./home-school documentation, before enrolling any applicant. The university reserves the right to require placement testing and/or advising of admitted and/or enrolled students. Admission procedures will vary for: recent high school graduates, home-schooled students, adult students, transfer students, postbaccalaureate students, special students, guest students and international students. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board from time to time, and through online or other billing mechanisms appropriate at the time.

- (1) Prospective in-state and out-of-state students who have graduated from a regionally accredited secondary school, or have earned a G.E.D., or have obtained an equivalent home-schooled education are eligible to apply. Applicants are encouraged to submit scores from either the "American College Testing Program" ("ACT") or from the "Scholastic Aptitude Test" ("SAT") of the "College Entrance Examination Board" for the purpose of course placement, though such scores are not required for admission. Applicants admitted without standardized test scores may be required to complete examinations to determine initial course placement. Applicants are reviewed holistically for admission to the university on the basis of the quality of the secondary schoolwork.
- (2) Admission is necessarily limited by the university's capacity to provide for student's educational objectives. The university reserves the right to approve admission only to those individuals whose ability, attitude

and character promise satisfactory achievement of university objectives.

(B) Admission requirements.

(1) Recent high school graduates.

Students who have not attended other regionally accredited higher education institutions, and who, within two years of date of application to the university of Akron, have either graduated from high school, or obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Applicants are reviewed holistically for admission to the university on the basis of the quality of the secondary schoolwork. Departments and schools may, for the purpose of conferring direct entry to specific degree programs, impose admission requirements that supersede those required for university admission.

(2) Adult students.

Students who have never attended other regionally accredited higher education institutions and who, more than two years prior to the date of application to the university of Akron, either graduated from high school, or obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Admission and enrollment status decisions will be based on placement exams and individual advising.

(3) Transfer students.

A student applying for admission who has attended other regionally accredited higher education institutions following high school graduation is considered a transfer student. Such students are ordinarily eligible to transfer to the university if the student is eligible to re-enter the last institution from which transfer is desired or is a graduate of such institution. Transfer students with fewer than twelve earned credit hours (excluding developmental credits) will be evaluated for admission based on high school academic credentials. Transfer students with twelve or more earned credit hours (excluding developmental credits) will be evaluated for admission based on post-secondary academic credentials. A transfer student on probation, regardless of earned credit hours, or dismissed from another institution will not be considered for admission until the combined post-secondary grade point average reaches 2.0 or higher, or until a two-year waiting period (without post-secondary enrollment) has been satisfied. A transfer student that has satisfied the two-year waiting period must submit a written statement outlining the causes of poor

academic performance and steps taken toward improvement. A student dismissed from another institution for disciplinary reasons will not be admitted unless changes in the student's circumstances indicate a strong likelihood that the student will abide by the university's code of student conduct.

The student must present scholastic records judged to be satisfactory by university of Akron officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value and other such factors which the university or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the university or to specific programs. Admission and enrollment status decisions will be based on these scholastic records, placement exams and individual advising.

(4) Postbaccalaureate students.

A student who holds a baccalaureate degree from a regionally accredited college or university and desires to obtain further education but has not been admitted to the graduate school should apply as a postbaccalaureate student.

(5) Special students.

A special student is enrolled as a non-degree seeking student to participate in a special short-term program. A special student may not take more than fifteen credits unless official status as a regular student is gained.

(C) Transfer admission into degree-granting colleges, certain departments/schools and certified programs.

(1) Admission procedures and requirements vary for each of the university degree-granting colleges, some departments within the degree-granting colleges and certain certificated programs. Information about these admission procedures and requirements is available in the dean's office of the various degree-granting colleges.

(2) Except as otherwise stated herein, admission to the university of Akron does not, per se, entitle a student to admission into a degree-granting college, any department which has admission procedures and requirements, or certain certificated programs. Students seeking admission into these colleges, departments or programs must meet the requirements of the respective college, department or program as the situation may warrant.

- (3) Admission procedures and requirements of the degree-granting colleges, any departments which have admission procedures and requirements, or certain certificated programs are subject to change from time to time when recommended by faculty senate and approved by the board of trustees. Students are advised to consult advisers within these colleges, departments or programs, the general bulletin, and other university documents that may apply to the discipline or program in which they seek admission to ascertain the current admission procedure and requirements for the college, department or program in which they seek admission.
- (4) Unless explicitly stated otherwise in college - or program-specific criteria for inter-college transfer, only the university of Akron grade point average after successful completion of fifteen or more credits will be used to determine eligibility for students to inter-college transfer into their desired degree-granting college and major.

(D) International student program.

- (1) The university of Akron welcomes qualified students from other lands and seeks to make their educational experiences pleasant and meaningful. These students represent numerous countries, and they pursue studies in a number of major fields.

(2) Admission procedures for international undergraduates.

- (a) Applicants may be accepted for any academic term. All admission requirements should therefore be completed at least forty-five days prior to start of the term for which the student wishes to enroll.

(b) The following application procedures should be followed:

- (i) Apply through online or other mechanisms appropriate at the time.
- (ii) Submit official transcripts from all secondary or middle schools and all universities/colleges previously attended. Original academic records in languages other than English must be accompanied by exact English translations and certified by the school, an official translator or by a U.S. consular officer, and accompanied by appropriate verifications.

(iii) Degree conferral.

Applicants must submit supporting documentation for all earned degrees indicated on the application. Provisional

certificates may be accepted pending the award of a degree. High school/secondary school students must show proof of graduation before they will be permitted to register for their first semester.

(iv) Proof of English language proficiency.

The university of Akron requires all students for whom English is not the native language to take the "Test of English as a Foreign Language" ("TOEFL") the "International English Language Testing System" ("IELTS"), or the "Michigan English Laboratory Assessment Battery" ("MELAB"). "TOEFL" applications may be obtained from bi-national agencies, "United States Information Service" ("USIS") offices, or from the "Educational Testing Service" ("ETS"). The "IELTS" is jointly administered by Cambridge ("ESOL"), British Council and IDP Education Australia. The "MELAB" is a secure test battery, and is administered only by the ELI-UM and ELI-UM authorized official examiners in the United States and Canada. Undergraduate students must achieve a minimum "TOEFL" score of seventy-one (internet-based test) or a corresponding minimum "IELTS" or "MELAB" score. "TOEFL", "IELTS", and "MELAB" scores older than two years are invalid and unacceptable.

(v) Proof of adequate financial support.

An international student is required to submit a "Declaration and Certification of Finances" and official documents showing that the student has sufficient funds to cover the cost of the student's education, living expenses, and health insurance while attending the university of Akron and that these funds will be available to them in this country. Immigration regulations prevent the student from earning any substantial portion of these funds while studying in the United States. Each international student will be held responsible for obtaining and maintaining appropriate health and accident insurance coverage while enrolled at this institution. This insurance coverage is mandatory as described below.

(vi) Student health insurance.

All international students will automatically be enrolled in the student major medical health insurance available through the university, the cost of which will be assessed as a fee and applied to the student's account unless prior to enrollment the

student provides proof, as proscribed by the university, and maintains in full force and effect during enrollment, major medical insurance that meets or exceeds requirements established by the university.

(3) Orientation.

The international student is required to attend a special orientation program which is held prior to the beginning of fall/spring semester classes. A student admitted for summer semester must attend the fall semester orientation. The schedule for orientation will be mailed with the "Certificate of Eligibility" from the office of international programs' immigration specialists. During orientation, the international student is given an English language placement examination. This is in addition to the international proficiency examination. The student may be required to participate in noncredit English classes if it is felt the results of this placement examination warrant such action.

(4) English language institute.

The university of Akron offers an intensive English language institute program for the international student whose command of the English language has not reached the level of proficiency to enable the student to begin full-time coursework. The English language institute operates on a schedule of two fifteen-week semesters and a summer session. An applicant is required to pass a language proficiency test before being fully admitted for academic study. An international student enrolled in the English language institute may not enroll for undergraduate coursework at the same time.

Effective: 6/20/2020

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates:

Prior to 11/04/1977, 08/30/1979,
01/30/1981, 05/15/1982, 01/30/1987,
05/22/1991, 08/31/1992, 09/11/2000,
10/30/2005, 06/25/2007, 06/30/2011,
05/23/2013, 06/27/2014, 02/01/2015,
12/22/2019, 02/24/2020

APPENDIX B

Computing & Communications Technologies Committee Report

The CCTC met on Thursday, February 10, 2022.

The committee continued its review of a draft of an information security awareness training policy that was submitted to the Faculty Senate by Information Technology Services. The review will continue during the next meeting of the committee.

The next meeting of the CCTC will be on Thursday, March 10.

Scott Randby
CCTC Chair

CRC Report to Faculty Senate March 3, 2022

At the February 10th Faculty Senate meeting, proposal 244304BS : Cyber Forensics, was returned to the Curriculum review Committee for further discussion based on a motion from Dr. Scott Randby.

CRC met with Dr. Stacy Willet, Mr. Stan Smith, and Mr. Ben Rochester regarding the motion. Upon consultation with this proposer's group, it was compromised that the following courses will be added as electives in this program: 2440:134 Cybersecurity Fundamentals, 2030:361 Applied Cryptography, 2440:450 Applied Data Mining. The bulletin description was updated to better reflect and describe the program.

CRC also met with Dr. Scott Randby and Dr. John Nicholas. It was noted that both agreed with the changes made. It is also noted that Dr. Randby still has concerns regarding the name of the program but stated that he is asking CRC to make a recommendation. Dr. Randby also noted that his first and foremost concern is the student.

CRC voted on the proposal, and the proposal has been approved with the amendments.

244304BS: CYBER FORENSICS**In Workflow**

1. PUBSVCTECH Chair (kfshaff@uakron.edu)
2. CHP Curriculum Committee Chair (hkatafiasz@uakron.edu)
3. Curriculum Review Committee chair (knk@uakron.edu)
4. Institutional Research (mgullatta@uakron.edu)
5. Faculty Senate Chair (saliga@uakron.edu; kbudd@uakron.edu)
6. Provost's Office (awiebe@uakron.edu; llooks@uakron.edu; chendricks@uakron.edu)
7. Registrar (ajb40@uakron.edu; sjj@uakron.edu; wwelday@uakron.edu; dab34@uakron.edu)
8. PeopleSoft (PeopleSoft@uakron.edu)

Approval Path

1. Fri, 03 Dec 2021 19:22:45 GMT

Katherine Shaffer (kfshaff): Approved for PUBSVCTECH Chair

2. Fri, 10 Dec 2021 15:36:36 GMT

Heather Katafiasz (hkatafiasz): Approved for CHP Curriculum Committee Chair

3. Wed, 12 Jan 2022 16:13:23 GMT

Kristine Kraft (knk): Approved for Curriculum Review Committee chair

4. Wed, 12 Jan 2022 16:22:59 GMT

Kristine Kraft (knk): Approved for Institutional Research

5. Wed, 12 Jan 2022 16:27:02 GMT

Kristine Kraft (knk): Rollback to Initiator

6. Thu, 27 Jan 2022 17:05:13 GMT

Katherine Shaffer (kfshaff): Approved for PUBSVCTECH Chair

7. Thu, 27 Jan 2022 22:34:05 GMT

Heather Katafiasz (hkatafiasz): Approved for CHP Curriculum Committee Chair

8. Fri, 28 Jan 2022 14:15:56 GMT

Kristine Kraft (knk): Approved for Curriculum Review Committee chair

9. Fri, 28 Jan 2022 14:16:08 GMT

Kristine Kraft (knk): Approved for Institutional Research

10. Sun, 13 Feb 2022 17:50:57 GMT

Kathryn Budd (kbudd): Rollback to Curriculum Review Committee chair for Faculty Senate Chair

11. Sat, 26 Feb 2022 13:23:25 GMT

Kristine Kraft (knk): Approved for Curriculum Review Committee chair

12. Mon, 28 Feb 2022 15:15:53 GMT

Kristine Kraft (knk): Approved for Institutional Research

13. Fri, 04 Mar 2022 00:54:36 GMT

Kathryn Budd (kbudd): Approved for Faculty Senate Chair

History

1. Apr 29, 2021 by Steven Jacobson (sjj)

2. May 18, 2021 by Steven Jacobson (sjj)

3. Jul 12, 2021 by Steven Jacobson (sjj)

Date Submitted: Thu, 27 Jan 2022 17:04:09 GMT

Viewing: 244304BS : Cyber Forensics

Last approved: Mon, 12 Jul 2021 11:58:14 GMT

Last edit: Thu, 03 Mar 2022 21:28:28 GMT

Changes proposed by: Stacy Willett (smuffet)

Type of Change

Minor

Program Title

Cyber Forensics

Academic Plan

244304BS

2 244304BS: Cyber Forensics

Author - Proposed Creators

Author Name Author's Email

Stacy Willett smuffet@uakron.edu

Stan Smith shsmith@uakron.edu

Effective Catalog Year

2022-2023

Primary College

College of Health and Human Sciences

Primary Department

Disaster Science and Emergency Services

Is this program Interdisciplinary?

No

Is Proposal related to another program proposal?

No

Is the current proposal dependent on a related course proposal?

No

Rationale: Why is this change or addition to the University curriculum being proposed? Provide a concise description:

Due to the university reorganization, the Digital Forensics degree previously housed in CIS was moved to DSES. This curriculum is to

align the program to its new department more closely and clearly as directed by the administration.

What are the benefits to the student:

The students need a clear academic program pathway from this reorganization and a clear understanding of where the program

resides.

Delivery Sites

Uakron (Main Campus)

Online**Bulletin Description**

The Cyber Forensics Bachelor's Degree housed in the School of Disaster Science and Emergency Services allows students to

attain knowledge of digital forensics, computer network forensics, and develop applied skills to qualify for such positions as law

enforcement professionals, digital forensics analyst, and cyber forensics analyst. Students will combine classroom experiences with

virtual resources from the Musson ICS Testbed and The University of Akron Regional Programming Center Cyber Range.

What are the program-specific admissions requirements:

To be admitted into the College of Health and Human Sciences, a student must have a GPA of 2.0. A student can complete the

transfer process through an appointment with an Academic Advisor in the college of which they reside.

Program Type

Bachelor's

Show the course listing, by groups, as it will appear in the bulletin:

Cyber Forensics Major Core**Code Title Hours**

2235:100 Introduction to Digital Forensics 3

2235:280 Cybercrime 3

2235:281 Computer Forensic Methods 3

2235:382 File System Analysis 3

2235:441 Network Forensics I 3

2235:381 Computer Forensic Methods II 3

2235:283 Cyber Warfare 3

2235:443 Network Forensics II 3

2235:383 Ethical Hacking 3

2235:493 Course 2235:493 Not Found 3

244304BS: Cyber Forensics 3

2235:284 Windows Forensics 3

2235:442 Wireless Forensics 3

2235:440 Intrusion Detection 3

2235:485 Course 2235:485 Not Found 4

2220:480 Digital and Scientific Evidence 3

3800:100 Introduction to Criminal Justice 3

3800:104 Evidence & Criminal Legal Process 3

3600:120 Introduction to Ethics 3

3470:250 Statistics for Everyday Life 4

3800:102 Principles of Criminal Law 3

2440:145 Introduction to Unix/Linux 3

3800:251 Criminal Investigation 3

3800:298 Applied Ethics in Criminal Justice 3

or 3600:363 Ethics of Policing

or 3600:364 Digital Ethics

3800:307 Foundations of Crime Analysis 3

2440:201 Networking Basics 3

2440:430 Network Monitoring and Management 3

Total Hours 80

Electives: Please choose 9 credits from the list below.

Code Title Hours

2235:xxx or

3800 xxx 9

2440:134 Cybersecurity Fundamentals 3

2030:361 Applied Cryptography 3

2440:450 Applied Data Mining 3

Please provide a sample plan of study (Required for Bachelor and Associate degrees)

1st Year

Fall Semester Hours

2020:121 English 3

3470:250 Statistics for Everyday Life 4

2235:100 Introduction to Digital Forensics 3

3800:100 Introduction to Criminal Justice 3

2420:263 Professional Communications and Presentations 3

Hours 16

Spring Semester

3300:222 Technical Report Writing 3

3800:104 Evidence & Criminal Legal Process 3

3600:120 Introduction to Ethics 3

3800:102 Principles of Criminal Law 3

2440:145 Introduction to Unix/Linux 3

Hours 15

2nd Year

Fall Semester

3850:100 Introduction to Sociology 3

3700:100 Government & Politics in the United States 3

3800:251 Criminal Investigation 3

2235:280 Cybercrime 3

Natural Science with Lab Requirement 4

Hours 16

Spring Semester

3850:243 Contemporary Global Issues 3

2235:281 Computer Forensic Methods 3

4 244304BS: Cyber Forensics

3800:298

or 3600:363

or 3600:364

Applied Ethics in Criminal Justice

or Ethics of Policing

or Digital Ethics

3

Elective 2235:xxx or 3800:xxx 3

2440:201 Networking Basics 3

Hours 15

3rd Year

Fall Semester**2235:382 File System Analysis 3****2235:441 Network Forensics I 3****2235:381 Computer Forensic Methods II 3****2235:283 Cyber Warfare 3****Natural Science Requirement 3****Hours 15****Spring Semester****3800:307 Foundations of Crime Analysis 3****2235:443 Network Forensics II 3****2235:383 Ethical Hacking 3****2235:493 Course 2235:493 Not Found 3****Elective 2235:xxx or 3800:xxx 3****Hours 15****4th Year****Fall Semester****7100:210****or 7500:201****or 7900:200****Visual Arts Awareness****or Exploring Music: Bach to Rock****or Viewing Dance****3**

2220:480 Digital and Scientific Evidence 3

2235:284 Windows Forensics 3

2235:442 Wireless Forensics 3

Arts and Humanities Requirement 3

Hours 15

Spring Semester

2235:440 Intrusion Detection 3

2235:485 Course 2235:485 Not Found 4

Elective 2235:xxx or 3800:xxx 3

2440:430 Network Monitoring and Management 3

Hours 13

Total Hours 120

Minimum Required Credits

120

Please justify the number of credit hours (or the change in credit hours):

This is a drop in credit hours to 120. This better aligns the new program plan with student graduation timelines.

Specify any articulation agreements (direct transfer opportunities) with other institutions that will be in effect for this program:

None

Mode of Delivery

Check all that apply

Hybrid

Online

Traditional**Reviewer Comments**

Kristine Kraft (knk) (Wed, 12 Jan 2022 16:27:02 GMT): Rollback: CRC notes that the course listing appears to be the plan of study and

the course listing appears in the plan of study. This needs to be corrected. In your course listing - there needs to be groupings such as

electives, required courses, electives etc. If you have questions please feel free to reach out.

244304BS: Cyber Forensics 5

Kristine Kraft (knk) (Fri, 28 Jan 2022 14:15:52 GMT): The formatting was changed per the request of CRC.

Kathryn Budd (kbudd) (Sun, 13 Feb 2022 17:50:57 GMT): Rollback: Senate is returning this to CRC to address concerns brought up on

the Senate floor.

Kristine Kraft (knk) (Thu, 24 Feb 2022 14:18:43 GMT): Changes made with the permission of SW. knk

Key: 368

APPENDIX D

UC meeting 2-8-22

The executive committee met with Chair Joe Gingo on 1/25. In the meeting, we discussed the structure and roles of the members of UC.

During the monthly UC meeting on 2.28.22 both the President and Provost spoke to the committee.

President Miller spoke to the recent closure of the University due to weather and how efficiently we did that as a campus community. He expressed his gratefulness of this. He also spoke to an exercise on “UA crisis attack on servers ransomware.” He and Georgia have been meeting with alumni and they are seeing positive interest in UA with our alumni. He feel that we are making great progress on 100Mil campaign. He mentioned that he will be giving the State of the University address at the Akron RoundTable. He will be talking about what we are doing to ensure student success, strategic planning and opportunities that have come up in recent months. The university is good shape and well positioned for the future.

Provost Wiencek spoke to the efforts on enrollment and strategic planning. He stated that we made our goal and overall we are looking good on applications. The University is now are pivoting now to confirmations. Students may be admitted at multiple universities and we want to convince them to join UA. We are working to get students to make deposits . He expressed the need for everyone’s continued energy and enthusiasm. Please do your best to present a positive image of our university and where we are heading.

The University continues to define strategic efforts that move us forward in our enrollment goals such as adult learners, and how we package and optimize our scholarships. Zips Affordability Scholarships were a success this year but need additional expertise in the financial aid packaging efforts. Kennedy and Co. has been an consulting firm that the University has used with good success already and they will come onboard to help with looking at our scholarship packaging processes. The University is moving to implement a student success software, which has received overwhelming support from all constituent groups on campus. He updated us on the two new deans in CBA and Law, they will be introduced at next BOT meeting. The other searches going along well, two academic dean positions in College of Engineering & Polymer Science as well as the College of Health and Human Sciences.

UC had a Kerry Jackson as a guest speaker. He updated us on the progress that has been made since his hire. UA has faculty and students involved as well as safety forces. This is all coordinated with the city efforts. Last Christmas was first time a long while without property break ins.

UA has brought back the block-by-block escort service. We will walk with students from one location to another and are equipped with a police radio to contact Dispatch if needed. Parents noticed when it went away and expressed concern and it was one of the first things we brought back.

We are involved in two separate camera projects – on campus and off campus, on campus will start around April 1 and running by fall and to be used to add to security. UAPD has assigned three officers working full time south of Exchange, patrol and keep area safe. They are there to help out the city and respond when necessary, when students need them. One of the first things that occurred after the unfortunate incident in the fall, the landlords met with the university, and UA has been meeting with them regularly to have open forum on what they think we can do to help them and likewise.

Professor Stephanie Uhas has put together a class that will tabulate the nuisance complaints south of campus and once a property receives a certain number of complaints, UA will turn those over to the city for action. He is also working with USG to start safety walks.

UAPD is hiring new officers, it's been tough with lack of a labor force. We are doing their due diligence to make sure those we hire are trustworthy. One starting 2/21 and two more testing. New officers will backfill and allow for more time off for officers. The officers wanted to be over there, and they conducted interviews to choose the ones to work south of campus.

There are cameras south of Exchange. When finalized, there will be 50 cameras in 30 locations. Adding more cameras to decks and outside buildings on campus, will have a total of 1400 cameras on campus.

In the future, the system that we acquired for the cameras south of exchange will tie Ring doorbells into the system. It will help with burglaries. Won't happen right away but a good option.

The next UC meeting is 3/8/2022

APPENDIX E

Program Review Committee revision:

Senator Saliga motioned:

As the program review process has been formally institutionalized within faculty senate, and after consultation with OAA, I move that all programs (not departments) with specialized, external accreditation be removed from the program review cycle.