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Faculty Senate Chronicle March 20, 1987

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the university of akron
Chronicle

a report to the faculty of
the university of akron



1986-87, No. 6

(35 pages)

March 20, 1987

FACULTY TO BE ON PROFESSIONAL LEAVE 1987-88

RECEIVED

For the 1987-88 Academic Year

MAR 18 1987

Dr. Dale S. Borowiak, Associate Professor of Mathematical Sciences
Dr. Paul D. Garn, Professor of Chemistry
Dr. Gasper A. Garofalo, Associate Professor of Economics
Mrs. Doreen D. Iafelice, Assistant Professor of Nursing
Mr. Richard J. Jackoboice, Professor of Music
Mrs. Barbara J. MacGregor, Associate Professor of Music
Dr. John H. Olive, Professor of Biology
Dr. Wolfgang Pelz, Associate Professor of Mathematical Sciences
Mr. Arthur R. Pollock, Jr., Professor in the Community and Technical College
Dr. Margaret M. Poloma, Professor of Sociology
Miss Penny A. Rakoff, Associate Professor of Art
Dr. Daniel B. Sheffer, Associate Professor of Biomedical Engineering

**SENIOR VICE PRESIDENT
& PROVOST**

For the Fall Semester 1987

Dr. Barbara N. Armstrong, Professor of Home Economics
Dr. Ralph O. Blackwood, Professor of Education
Dr. Robert N. Gandee, Professor of Physical Education
Dr. Gary M. Gappert, Professor of Urban Studies
Dr. William S. Hendon, Professor of Urban Studies
Dr. Ruth B. Lewis, Professor of Communication
Dr. Allen G. Noble, Professor of Geography
Mr. Ronald D. Taylor, Professor of Art
Mrs. Karen B. Turner, Associate Professor of Communicative Disorders

For the Spring Semester 1988

Dr. Helen K. Clemenshaw, Associate Professor of Home Economics
Dr. H. Roger Grant, Professor of History
Dr. Robert M. Holland, Jr., Associate Professor of English
Dr. Peter J. Leahy, Associate Professor of Urban Studies
Dr. F. Dennis Lynch, Associate Professor of Communication
Dr. Beverly J. Mugrage, Professor in the Community and Technical College
Dr. Daniel M. Nelson, Professor of History
Dr. William E. Nemec, Professor of Education
Mr. Marc C. Ozanich, Associate Professor of Dance
Dr. Neal C. Raber, Associate Professor of Mathematical Sciences
Dr. Dawn Trouard, Associate Professor of English
Mr. Thomas D. Webb, Associate Professor of Art

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Any comments concerning the contents of The University of Akron Chronicle may be directed to the Office of the Senior Vice President and Provost.

MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

The regular meeting of the University Council was called to order by the Chair, Senior Vice President and Provost Frank Marini, at 3 p.m. on Thursday, March 5, 1987, in Leigh Hall 307.

Fifty-four of the seventy-eight members of Council were present. Those absent with notice were Mrs. Jean Blosser, Dr. Caesar Carrino, Dr. Alice Christie, Dr. Robert Corbett, Ms. Leslie Crislip, Dr. James Dunlap, Mr. Ed Garbash, Dr. Claibourne Griffin, Mr. Donald Harvey, Dr. Louis Hill, Mr. David Jamison, Dr. Laurence Ma, Mr. John Mumper, Dr. Allen Noble, Dr. George Prough, Dr. Malcolm Railey, Mr. Forrest Smith, Dr. Joseph Walton, and Dr. John Works. Absent were Mr. John Ash, Dr. Paul Merrix, Dr. David O'Brien, Mr. Steven Robison, and Mr. Donald Sampsel.

Provost Marini introduced President Muse. The President announced that a document entitled "Choosing the University's Future" had recently been published and was being distributed across campus. He explained that this publication is a summary of the work of the Strategic Planning and Review Committee (SPARC). The document contains a description of the institutional program objectives, the goals and objectives for the University over the next five years, and a summary of the plans for each of the academic and administrative units at the University.

He continued by announcing that he had asked the Office of Student Services and the Office of Legal Affairs to review the matter of the use of the University's name (by registered student groups) in a manner that might imply sponsorship, including instances when student groups publicize events involving off-campus constituencies. Those two offices were to work together to draft procedures to address these concerns. After reviewing proposed procedures, Muse indicated that he asked Associate Provost Dubick to implement the procedures immediately so that University groups would not be inconvenienced by unclear guidelines. He explained that the procedures would be implemented on a temporary basis, pending approval by University Council and the Board of Trustees. It is proposed that the regulations be added to the Statement on Rights and Responsibilities, as adopted by the Board of Trustees on November 28, 1973.

Lastly, the President announced that he will be meeting with the college faculties over the next several weeks in order to address the issue of faculty morale as well as other issues of concern.

Following Muse's remarks, Dr. William McGucken acknowledged that Council should review proposed guidelines with respect to using the University's name in publicizing events. He expressed concern over the fact that these guidelines would be brought to Council for review after they were already implemented. Secondly, referring to the committee formed to study recent events in the Athletic Department and to review recommendations proposed by an off-campus consultant, McGucken suggested that the Athletics Committee might function as a review committee rather than forming a new committee. In conclusion, McGucken asked the President if he would consider establishing closer working relationships with Council in these two particular cases as well as in the future.

Addressing McGucken's concerns, Muse explained that the purpose of implementing the guidelines regarding publicizing events off campus was that there was a need for quick response. Rather than delaying the process by bringing the recommendations to Council for deliberation, it was decided that--and agreed to by the Associate Provost and Dean of Student Services and the Director of Legal Affairs--the procedures should be implemented immediately, and on a temporary basis until the procedures were formally considered by University Council, at which time modifications may be made and implemented.

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Regarding allowing the Athletics Committee to serve in a review capacity with respect to recent events in the Athletics Department, President Muse said that he intends to have the off-campus consultant meet with the Athletics Committee. He explained that he also feels it is important for the consultant to meet with a broader group of individuals--from the alumni, students and faculty. The chair of the Athletics Committee and the President Pro Tempore of Council will be included on the ad hoc committee.

Referring to the process of determining salary increases, Professor Elton Glaser asked the President to explain the purpose in delaying announcing salary increases to the faculty until summer. Muse explained that contracts will be issued in April at the current salary. Salary increases will be determined when the legislature has acted on the appropriations bill. It is because of uncertainties surrounding the funding process from Columbus that announcing salary increases must be delayed.

Provost Marini then called for consideration of the minutes of the March 5 meeting. Professor Art Pollock announced that no corrections had been brought to his attention, and it was moved, seconded, and carried that the minutes be approved as circulated.

Proceeding with remarks of the presiding officer, Marini announced that the proposed amendments to the Bylaws of University Council adopted at the February 5 meeting were approved by the Board of Trustees at their February 25 meeting. These amendments, he added, will be reflected in the next printing of the University Council Bylaws, which will be included when the Faculty Handbook is reprinted this summer.

Turning to reports of the standing committees, Professor Art Pollock reported that the Procedural Committee met on February 18 and set the agenda for Council. In addition, the committee drafted language for two amendments to the Bylaws of University Council. Pollock concluded by announcing that the proposed amendments would be taken up later in the meeting under New Business.

Speaking for the Academic Policies, Curriculum and Calendar Committee, Mr. Robert Weyrick reported that the committee recommended approval by Council of 13 curricular changes. APCC approved eight other curricular changes which also require consideration by the Graduate Council and will be recommended at Council at a later date. The curricular changes recommended for approval are AS-87-17 (Department of Mathematical Sciences); BA-87-02 (Department of Management); CT-87-13 (Division of Allied Health Technology); ED-87-05 (Department of Counseling and Special Education); FA-87-01 and FA-87-14 (Department of Communicative Disorders); FA-87-03 and FA-87-05 (Department of Art); NU-87-02 and NU-87-03 (College of Nursing); WC-87-03, WC-87-04, and WC-87-05 (Wayne General and Technical College). Weyrick moved approval of these 13 curricular changes. The motion was seconded and carried. A complete description of these changes appears in the Appendix to this Chronicle.

Weyrick then reported that, after studying statistics on participation at the 1985-86 and 1986-87 mid-year commencements, APCC recommended that mid-year commencement for 1987-88 be held on January 10, 1988. Weyrick moved approval of this date. The motion was seconded by Professor Charles Dye, and carried.

Professor Walter Arms reported for the Athletics Committee. His report concentrated on the current status of the Athletics Department. Due to the length of his report, and by special request, the report of the Athletics Committee and a hand-out distributed to Council members appear in the Appendix to this Chronicle.

Reporting for the Campus Facilities Planning Committee, Professor David Timmerman announced that the committee met on March 4, at which time they continued discussion of

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minimum classroom standards, with emphasis on environmental and space considerations. Time was also spent comparing design capacities of classrooms, lecture halls and seminar rooms with actual capacities currently being used. The committee expressed concern over the overcrowding conditions in certain buildings, coupled with known heating/air conditioning problems. Timmerman concluded by announcing that consideration will continue at the next meeting.

Following Professor Timmerman's report, Professor Charles Dye asked if the committee was aware of whether or not plans for the renovation of Memorial Hall include wiring for computers. Timmerman reported that he was not familiar with the plans. Mr. Don Bowles, Vice President for Administrative Services, announced that the renovation plans include renewing the heating/ventilation/air conditioning system and removal of asbestos. Money used for the renovation was not an appropriated amount--the money used is a residual amount from the Rhodes Hall project. Bowles pointed out that the University has asked for additional funds from the state to complete the project. He explained that computer wiring would be an easy task, although it is not part of the plan at this point.

Referring to the new natatorium, Dye asked if plans included installing computer wiring. Bowles explained that there were no classrooms in the natatorium. Other than athletic facilities, the building will contain only one office.

Professor Dale Jackson reported that the Faculty Rights and Responsibilities Committee continues to meet to address grievance cases and the revision of guidelines for tenure, promotion and reappointment in the Faculty Manual. On behalf of the Faculty Rights and Responsibilities Committee, Jackson requested that the Provost's Office collect the documents which describe the ways in which colleges, departments, and divisions allocate salary adjustments and that these reports be made available for review. Jackson then moved approval of his committee report, including the committee's request of the Provost's Office. The motion was seconded and carried.

Speaking for the Faculty Well-Being Committee, Professor June Burton announced that the Smoking Subcommittee, chaired by Carolyn Roberts, continues to work on developing a campus smoking policy. That subcommittee has decided not to conduct a survey of problems at the present time since other universities, cities and the state of Ohio have policies. The Buy-Out Subcommittee held open hearings for prospective retirees on February 12 and 13. A summary of questions and answers is available for those interested.

Continuing, Burton reported that the Faculty Well-Being Committee met with an Aetna representative to address current problems concerning use of the six (6) forms. Burton also shared information on the cost of the Mystery Caller Program, which was applied to administrative and academic offices in the College of Education, the College of Engineering, Bierce Library, and Continuing Education, as well as other administrative units.

Lastly, Burton made a motion to adopt the Sexual Harassment Procedures proposed by the Faculty Well-Being Committee. Her motion also stipulated that these procedures, if approved by the Board of Trustees, would be included in the handbooks for faculty, staff and students. Professor Jackson seconded Burton's motion. After congratulating the committee on their work, Jackson, speaking on behalf of the Faculty Rights and Responsibilities Committee, expressed concern over the question of confidentiality in sexual harassment claims. He moved that the sentence, "The initial discussion between the complainant and the grievance officer should be kept confidential, with no written record," taken from the AAUP Redbook replace the sentence "No official written record may be kept at this stage," which appears in the proposed language on page 3, the last sentence of item 2. His motion was seconded and carried.

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In addition, Jackson moved that an item 8 be added to that same section, which continues on page 4. The new language would also be taken from the AAUP Redbook, as follows: "Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible." The motion was seconded and carried.

Turning to the original motion to adopt the proposed procedures as amended, Provost Marini called for a vote. The motion carried. A copy of the document as amended appears in the Appendix to this Chronicle.

Reporting for the University Library and Learning Resources Committee, Professor Elton Glaser announced that the committee met on February 24, at which time they discussed a document prepared by the Subcommittee on Library Funding. The document, a kind of amicus curiae brief, will be sent to the University Budget Committee to support the Director of ULLR's request for funding. One important point documented in the report is the fact that the Library budget has not been rising fast enough to keep pace with the increased costs of books and periodicals. In addition, the Library has not maintained the same percentage share of the University's budget. In 1977-78, the Library's share was over 4 percent. In 1986-87, it had slipped to less than 3 percent. Another point established in the report is that The University of Akron has been losing ground over the last decade when compared with other Ohio universities surveyed. The University ranked last in two categories--Library Share of University Budget, and Library Expenditure per Student.

Glaser continued by reporting that the University Library and Learning Resources Committee agreed that the Subcommittee on Library Standards should send to the University Budget Committee a document summarizing the response from the Federal Department of Education when Bierce Library applied for funds under Title IIC of the Higher Education Act--Strengthening Research Library Resources. Out of a possible 100 points, Bierce Library only received 45 following its evaluation. A minimum of 65 points was required to be considered for funding. The consensus of the review board was that " . . . no evidence established the Library as a part of the world of advanced research and scholarship." The reviewers summed up Bierce Library by stating " . . . that the collection overall was undistinguished and only average, with little evidence of uncommon library resources."

Mr. Tim Elsass announced that Associated Student Government, on behalf of the Library, is considering passing an amendment to have the students tax themselves in order to upgrade the Library. This proposal should be ready for presentation in May.

Professor Judy Fitzgerald reported that the Reference Committee met on March 2 to discuss corrections and changes resulting from a review by University Council members. Fitzgerald explained that these additional proposed changes would be addressed under New Business later in the meeting.

Dr. Robert Dubick reported for the Student Affairs Committee. He announced that Governor and Mrs. Celeste will be visiting campus on March 18 and 19, and he shared with Council the tentative agenda for their visit. In closing, Dubick explained that the agenda is focused around student activities, at Governor Celeste's request.

There were no committee reports from the Academic Planning and Priorities or the Research (Faculty Projects) committees.

Professor Dennis Kleidon presented the report of the Akron Representative to the Faculty Advisory Committee to the Chancellor of the Ohio Board of Regents. A copy of this report appears in the Appendix to this Chronicle. In addition, Kleidon announced that copies of three documents are available for anyone who is interested. These documents

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are, "Higher Education Operating Appropriations," "Key Issues" from the higher education budget, and a news release announcing Ohio as the winner of the "Keeping America Working award.

At this point in the meeting, Tim Elsass addressed Council, explaining that he had to leave the meeting before the appropriate time came to present his comments. Referring to the present situation of the Department of Athletics, Elsass acknowledged the fact that the University gained wide publicity through hiring Coach Foust. He pointed out, though, that an Athletics Committee made up of faculty, staff, and student leaders, was formed two years ago, but was no longer in existence because of the lack of attention by the Department of Athletics. The charge of the committee was to draw up a promotional plan for athletics, along with budget requirements for a two-year period. Elsass also questioned whether having the highest paying attendance in the school's history is such a great success when it doesn't necessarily mean the greatest number of bodies in attendance. Elsass also spoke of the lack of support in terms of funding to send representatives from the Buchtelite and the Tel Buch to the soccer national championship games. In conclusion, Elsass stated that it takes more than a pep talk to win back support for the athletic program--he emphasized that accurate information needs to be communicated.

Following Elsass' comments, Provost Marini called for any old business to be addressed. Professor Linda Weiner explained that she has received several questions from part-time faculty regarding health insurance benefits and asked when an agreement will be reached. Marini referred the question to Assistant Provost Faith Helmick. She explained that the Provost's staff was considering problems which surfaced in administering the plans. This has delayed work on preparing a package for part-time faculty. Provost Marini indicated that he would address the question and have a response at the next meeting of University Council.

Continuing with new business, Marini reminded Council that the Reference Committee had circulated to Council members for review proposed revisions to the Faculty Manual. In light of that review, the Reference Committee had additional changes to present at this meeting of Council, none of which is substantive. Marini announced that, unless he heard otherwise, it was his understanding that Council could act on the proposed changes without tabling the document. If any changes were perceived as being substantive, Marini explained that those particular amendments could be tabled until the April Council meeting, and the remainder of the document could be considered.

Professor Fitzgerald, chair of the Reference Committee, emphasized the fact that, to the best of the committee's knowledge, none of the changes was substantive. Changes centered around grammar, punctuation, style consistency, reorganization of materials, and updating practices to reflect current processes.

Professor William McGucken pointed out two instances where he felt the changes were substantive. The first one appeared on page 36 of the document presented to Council today. McGucken pointed out that, when creating a new section on evaluation from the paragraph on promotions, an entire sentence was dropped from the language. If it is the intent to delete the sentence, the result would be a substantive change. Fitzgerald replied that it was an oversight. She accepted the friendly amendment to reinsert the sentence in the language.

Continuing, McGucken pointed out that another substantive change appeared on page 40 of the document originally circulated. Regarding the procedures to follow in terminating employment, the proposed language indicates that a faculty member may appeal to the Senior

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Vice President and Provost, rather than the President. Fitzgerald acknowledged that that was an error and accepted the friendly amendment to change the wording back to "President" rather than "Senior Vice President and Provost."

McGucken asked for assurance from Assistant Provost Helmick, who worked with the Reference Committee, that there were no additional substantive changes. Helmick confirmed Fitzgerald's statement that no changes were substantive.

Hearing no additional discussion, Marini called for a vote on adopting the proposed changes to the Faculty Manual. The motion carried.

Continuing with the second item of new business, proposed amendments to the University Council Bylaws, Marini recognized Professor Pollock to offer explanation. Pollock explained that it came to the attention of the Procedural Committee that a problem exists when a Council member goes on leave, thereby leaving the seat vacant. Current bylaws provide for replacing the seat when it is vacated permanently, but not when it is vacant for a temporary but long period of time. Therefore, the Procedural Committee drafted language to address this situation. Stemming from discussion on the first situation, it was determined that, although the recently amended bylaws provide for the replacement of elected officers or Procedural Committee members who receive an administrative appointment, there is no provision for filling a position vacated when such individual is unable to discharge the duties. Therefore, the following language was drafted by the Procedural Committee:

Add to Article IV, section F, end of item 4

SHOULD A MEMBER OF COUNCIL BE UNABLE TO DISCHARGE THE DUTIES OF THE OFFICE FOR ONE OR MORE SEMESTERS, THE COLLEGE CONCERNED MAY ELECT A REPLACEMENT FOR THE DURATION OF THE ABSENCE. SUCH REPLACEMENT COUNCIL MEMBER SHALL SIT ON THE SAME COMMITTEES AS THE PERSON BEING REPLACED.

Add to Article VI, end of section D

SHOULD AN ELECTED OFFICER OR MEMBER OF THE EXECUTIVE COMMITTEE BE UNABLE TO DISCHARGE THE DUTIES OF THE OFFICE, UNIVERSITY COUNCIL MAY DECLARE THAT OFFICE VACANT AND ELECT A REPLACEMENT.

Following explanation, Pollock moved that the rules be suspended in order that action may be taken on the proposed amendments. The motion was seconded and carried.

Pollock made a motion for adoption of the first bylaw change. The motion was seconded. Through discussion Pollock pointed out that an alternate part-time faculty representative is provided for. This alternate would fill such a vacancy. In addition, since the retired faculty representative is appointed by the President rather than elected, the President would appoint a new representative if the seat is vacated. Therefore, the part-time and retired representatives would not be affected by this proposed bylaw amendment.

Hearing no additional discussion, Marini called for a vote and the motion to adopt the language carried. Then Professor Pollock made a motion to adopt the second proposed amendment. The motion was seconded and carried. Marini announced that these changes would be reflected in the next printing of the Bylaws of University Council.

Presenting additional new business, Professor Linda Weiner presented a recent memo directed to "All University Faculty." The memo addressed learning opportunities for

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faculty personnel and the inadequacies of communicating such opportunities over the years. She reported that no part-time faculty received the memo. She expressed concern over excluding the part-time faculty from such mailings directed to "all personnel," thereby further restricting communication. Weiner concluded by quoting from the Faculty Manual the definition of University faculty--" . . . all persons giving instruction for college credit at the University. . ."

Provost Marini explained that there is a procedure to follow when sending correspondence campus-wide. The procedure requires that the proposed correspondence pass through the Office of the Senior Vice President and Provost for review. In the specific instance to which Professor Weiner referred, the procedures were not followed.

On motion, Council adjourned at 4:25.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

BUCHTEL COLLEGE OF ARTS AND SCIENCES

AS-87-17

Mathematical Sciences

- Change Requirements in Computer Science Certificate
- Drop: 3460:420 Structured Programming, 3 credits, Approved 300/400-level
 Computer Science Elective, 3 credits
- Add: Approved 300/400 level Computer Science electives, 6 credits
- Change Bypassed credit:
- 3460:210, Prerequisite: 3460:209; Course 3460:201 or 209 Approved for
 Bypassed Credit TO 3460:210, Prerequisite: 3460:209; Course 3460:205 or
 209 Approved for Bypassed Credit.

COLLEGE OF BUSINESS ADMINISTRATION

BA-87-02

Management

- Change Options for Bachelor of Science in Industrial Management as follows:
- Change Under the core listing for 6500 - Industrial Management, ADD the following
 option to 6500:471: 6500:497 Honors Project.
- Change Under Personnel Management option, ADD: 6500-442 Compensation Management
- Change Under Production Management option, ADD: 6500:435 Quality Control
- Change Under Industrial Accounting major, ADD the following requirement: 6500-435
 Quality Control
- Add The following concentrations:
- Quality Management:
- 6500:435 Quality Control
 6500:436 Advanced Quality Control Applications
 6500:438 Product Quality Design Techniques
- Information Systems Management:
- 6500:324 Data Management for Information Systems
 6500:325 Analysis and Design of Information Systems
 6500:425 Decision Support Systems
- Materials Management: (Joint Program with the Marketing Department)*
- 6600:320 Physical Distribution
 6600:370 Purchasing
 6500:434 Production Planning and Control
 6500:435 Quality Control

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CURRICULUM CHANGES

COLLEGE OF BUSINESS (Continued)

BA-87-02
Management

*6600:420 Logistics Systems Analysis and
6500:324 Data Management for Information Systems are
recommended courses.

Add 6500:325 Analysis and Design of Information Systems, 3 credits.
Prerequisite: 6500:323. An introduction to computer
based information systems with special emphasis on
analysis design, implementation and maintenance.
(Cannot be taken in lieu of 6200:454.)

6500:438 Product Quality Design Techniques, 3 credits.
Prerequisites: 6500:322 and 435. This course
describes the techniques of designing quality into a
product. It includes determining customer needs,
Taguchi methods of quality loss functions and
experimental design, reliability and service.

6500:442 Compensation Management, 3 credits. Prerequisite:
6500:341. Focus on the design, implementation, and
evaluation of employee compensation and benefits
programs.

Title 6500:342 Personnel Relations TO Labor Relations

CT-87-13
Allied Health Technology

Medical Assisting Technology

Add 3100:207 Anatomy and Physiology, 4 credits

Add 2740:260 Externship in Medical Assisting, 3 credits

Drop 2540:286 Keyboarding on Word Processing Equipment, 3 credits

Add 2540:130 Introduction to Information Management, 3 credits

Drop 2740:130 Medical Assisting Techniques I, 3 credits

Drop 2740:231 Medical Assisting Techniques II, 2 credits

Drop 2740:232 Medical Assisting Techniques III, 2 credits

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULAR CHANGES

COMMUNITY AND TECHNICAL COLLEGE

CT-87-13

Add	2740:135	Medical Assisting Techniques I, 4 credits. Prerequisites: 3100:207, 3840:100. Co-requisite: 2740:120. Theory and practice in medical assisting duties in the physician's office. Includes administrative procedures, ethics and law; microorganisms and pathogenesis; surgical asepsis and minor office surgery; orientation to x-rays; dentology; vital signs.
Add	2740:235	Medical Assisting Techniques II, 4 credits. Prerequisite: 2740:135. Theory and practice in EKG, laboratory technique, physical and specialty examinations, administration of medication; orientation to the usual laboratory testing, pharmacology, the metric system, and diet therapy.
Credits	2740:240	Medical Machine Transcription, 2 credits <u>TO</u> 3 credits
Title Description	2740:230	Pharmacology in Medical Assisting <u>TO</u> Basic Pharmacology. An introduction to the history of drugs, standardization, legislation, action and classification with emphasis on responsibilities of administration, dosage, drug action, adverse effects and the metric system.

ED-87-5

Special Education

Change Certification Requirements for Department of Communicative Disorder's Education Core

Certification Requirements:

		<u>Credits</u>
3750:100	Introduction to Psychology	3
3750:110	Quantitative Methods in Psychology	3
5100:150	Introduction to Professional Education	3
5100:250	Human Development and Learning	3
5100:450	Problems in Education	2
5610:440/540	Develop. Characteristics of Excep. Children	3
	or	
5610:443/543	Develop. Characteristics of L.D. Individuals	3
7700:461	Organization and Administration of Public School Speech and hearing Programs	2
+	Student Teaching: Speech	8
+	Student Teaching Seminar: Special Education	1
		<u>28</u>

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

COLLEGE OF EDUCATION (Continued)

ED-87-5 (Continued)

Drop	3750:130	Developmental Psychology	4
	5100:350	Educational Measurement and Evaluation	2
	3750:410	Psychological Tests and Measurements	<u>4</u>
		Total Credits Dropped	*6 or 8

+In process of being assigned graduate level course number, as these courses are taken near the completion of the graduate program.

*The reduced credit hours are contingent on the test and measurement option selected by the student. For example, option one is to take 5100:350 Educational Measurement and Evaluation. If this alternative is selected, the reduction in course work would involve only 6 hours of credit. Option two is to take 3750:410 Psychological Tests and Measurements. The proposed core would reduce this option by eight hours. Note: Quantitative Methods will be required in the core.

COLLEGE OF FINE AND APPLIED ARTS

FA-87-1

Communicative Disorders

Change Degree Requirements to M.A. Programs by Adding:

Degree Requirements: Successfully complete a course of study with a minimum of 34 credits, including thesis - or with a minimum of 38 credits and comprehensive examinations for the non-thesis option.

FA-87-3

Department of Art

Change Degree Requirements for the Bachelor of Fine Arts

Studio Art Courses statement TO

Studio art courses must include one area of major emphasis as described below, plus studio electives to equal no less than 68 credits.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

COLLEGE OF FINE AND APPLIED ARTS (Continued)

FA-87-5

Department of Art

Change	Degree Requirements for B.F.A. in Photography	
	From:	7100:376 Photographics, 3 credits <u>TO</u>
	2240:222	Advertising Photography 3 credits. Prerequisite: 7100:275. Creative commercial use of photographic materials and equipment. Photography studied for its use in advertising and creative photo-illustration. Student must own or have use of a camera with controllable shutter, lens, diaphragm and focus.
Titles	7600:603	Empirical Research in Mass Media-Communication <u>TO</u> Empirical Research in Communication
	7600:604	Introduction to Quantitative Research in Mass Media-Communication <u>TO</u> Introduction to Quantitative Research in Communication
	7600:697	Graduate Research in Mass Media-Communication <u>TO</u> Graduate Research in Communication

FA-87-14

Communicative Disorders

Change	Change Bachelor of Arts in Communicative Disorders <u>TO</u>
	7700: COMMUNICATIVE DISORDERS
	Bachelor of Arts (Clinical or Non-Clinical option)
	Bachelor of Arts in Communicative Disorders (Clinical or Non-Clinical option)

Program Description

The Department of Communicative Disorders offers an undergraduate (pre-professional) and graduate program of academic and clinical training in Speech-Language Pathology and Audiology. Audiologists are individuals who are responsible for the non-medical management of hearing loss including testing hearing, selecting and working with hearing aids, counselling individuals concerning hearing loss, providing auditory rehabilitation, and making noise measurements. A Speech-Language Pathologist works with children and adults who have problems with communication. A clinician first determines the presence of a problem, then designs a plan for treatment. The Speech-Language Pathologist's therapeutic goal is to help individuals communicate more effectively.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

COLLEGE OF FINE AND APPLIED ARTS (Continued)

FA-87-14

Program Description (Continued)

Course work focuses on the evaluation and treatment of the many normal and disordered communication processes. Students are encouraged to gain clinical experience at the undergraduate level which requires a grade point average of at least 2.50 in major field course work plus grades of "C" or better in specific prerequisite classes for each practicum. Students wishing to study this field without clinical experience at the undergraduate level may now pursue a non-clinical curricular option. Decisions regarding degree options and graduate study should be made only after consultation with your departmental adviser. A Master's degree is required for employment as a Speech/Language Pathologist or Audiologist.

Typical work settings for M.A. level Speech-Language Pathologists and Audiologists include: schools, hospitals, clinics, private practice, physicians' offices, hearing aid dealerships, and universities. For employment in school settings, individuals must be certified by the Department of Education of the state in which they will be working. Since more than 65% of practicing speech-language pathologists work in public school settings, it is recommended that undergraduate students who are interested in pursuing a career as a Speech-Language Pathologist complete the requirements for educational certification, except for student teaching which can be taken only at the graduate level. These educational requirements can be taken as electives. Each student should consult with an adviser about this option.

Program Requirements:

*Completion of the General Studies and the second year of a foreign language (B.A. Degree) /or Tag Degree which is the non-foreign language option (B.A. in Communication Disorders) - 54 credits.**)

* Electives - 22 credits

* Core Curriculum in Communicative Disorders:

7700:110	Introduction to Disorders of Communication	3
7700:111	Introduction to Phonology	2
7700:130	Bases and Structure of Languages	3
7700:140	Introduction to Hearing Science	3
7700:210	Applied Phonology	3
7700:211	Introduction to Speech Science	2
7700:230	Speech and Language Development	3
7700:240	Aural Rehabilitation	4
7700:241	Principles of Audiometry	3
7700:250	Observation and Clinical Methods	2
7700:271	Language of Signs I	3
7700:321	Communicative Disorders I	4
7700:322	Communicative Disorders II	4
7700:330	Language Disorders	4
7700:340	Audiologic Evaluation	2
7700:450	Assessment of Communicative Disorders	3

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

COLLEGE OF FINE AND APPLIED ARTS (Continued)

FA-87-14 (Continued)

7700: Communicative Disorders (Continued)

*Clinical Option

Add the following Clinical Practicums to the above requirements:

7700:350 Clinical Practicum: Articulation/Phonology	1
7700:351 Clinical Practicum: Language	1
7700:352 Clinical Practicum: Aural Rehabilitation	1
7700:451 Clinical Practicum: Diagnostic Audiology	1

*Non-Clinical Option

To the University electives and Core Curriculum, add the following for a total of at least 4 credits:

7700:480 Seminar in Communicative Disorders	2
7700:481 Special Projects: Communicative Disorders	2-4

**Courses in the Department of Biology are required to fulfill the natural sciences requirement (3100:264,5). A B.A. in Communicative Disorders substitutes a core of course in psychology and related disciplines for the foreign language (see adviser for specific courses).

COLLEGE OF NURSING

NU-87-2

Add 3600:125 Theory and Evidence (3 credits) as a prerequisite option for students intending to apply for admission to the College of Nursing.

NU-87-3

Drop Option #1 (On page 95 of General Bulletin, 1986-87) permitting registered nurse students in the RN/BSN Sequence to take 8200:405 and 8200:415 concurrently, beginning in Fall 1987.

WAYNE GENERAL AND TECHNICAL COLLEGE

WC-87-3

Change Associate in Applied Business in Marketing and Sales Technology TO
Associate in Applied Business in Business Management
Technology, Sales Option

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CURRICULUM CHANGES

WAYNE GENERAL AND TECHNICAL COLLEGE (Continued)

WC-87-3 (Continued)

	<u>Sales Option</u>	<u>Credits</u>
2520:201 Principles of Wholesaling		2
or		
2520:202 Retailing Fundamentals		4
or		
2520:203 Fundamentals of Industrial Distribution		3
2520:103 Principles of Advertising		3
2520:210 Consumer Service Fundamentals		2
2520:212 Principles of Salesmanship		4
2520:106 Visual Promotion		4

WC-87-4

Change	Social Services Technology 2+2 Option and General Option
Add	2260:250 Introduction to Gerontological Services, 3 credits
Drop	2020:254 The Black American, 2 credits
Title	2260:285 Technical Experience: Community and Social Services <u>TO</u> 2260:285 Social Services Practicum
Title	2260:294 Community Services Technical Experience Evaluation <u>TO</u> 2260:294 Social Services Practicum Seminar

EFFECTIVE SUMMER, 1987:

Change	Social Services Technology, 2+2 Option
Credits	2260:285 Social Services Practicum 2-4 credits <u>TO</u> 1-4 credits
Change	Electives: From Electives, 3 credits <u>TO</u> Social Services or Social Work Electives, 3 credits
Credits	Social Science Requirement From 3 credits <u>TO</u> 4 credits
Change	Social Services Technology, General Option
Add	1100:112 English Composition, 4 credits
Drop	2020:222 Technical Report Writing, 3 credits
Change	Electives: From 4 credits <u>TO</u> 2 credits

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

CURRICULUM CHANGES

WAYNE GENERAL AND TECHNICAL COLLEGE (Continued)

WC-87-5

Add	2540:289	Career Development for Office Personnel, 3 credits. Fundamentals of job search technique, professional image development, and personal and interpersonal dynamics within the business environment.
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Change **Office Administration Options as follows:**

Executive Option:

Drop	2540:274	Advanced Dictation & Transcription	4
	2540:276	Executive Dictation & Transcription	4

Add	2540:289 Career Development for Office Personnel	3
	2540:287 Word Processing Applications	3
	2440:125 Current Topics in Data Management	2

Legal Option:

Drop	2540:274 Advanced Dictation & Transcription	4
	2540:276 Legal Dictation & Transcription	4

Add	2540:289 Career Development for Office Personnel	3
	2540:287 Word Processing Applications	3
	2440:125 Current Topics in Data Management	2

Office Services Option:

Drop	2420:221 Administrative Office Supervision	2
	2020:247 Survey of Basic Economics	3
	Elective	1

Add	2420:103	Role of Supervision in Management	3
	2540:289	Career Development for Office Personnel	3

Word Processing Option:

Drop 2020:247 Survey of Basic Economics 3

Add	2540:289 Career Development for Office Personnel	3
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APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE

ATHLETICS COMMITTEE REVIEW REPORT
March, 1987

PROGRAMS

We're all probably aware of the efforts currently planned by The University of Akron to assess the operations of the Athletic Department. To recap quickly:

1. Fiscal authority for Athletics has been temporarily transferred to Dean Kenneth Barker, Special Assistant to the President.
2. Frank Broyles, Athletic Director at the University of Arkansas, has agreed to serve as a consultant to review the direction, plans, and operations of the Athletic Department. Any fees or expenses paid to Broyles will come from private, not University funds.
3. President Muse will appoint a committee of faculty, students, alumni and community leaders to work with Broyles in the review process.

But in addition to these activities, the following either have been, are, or will be enacted:

1. A strategic planning retreat was held for the executive staff of the Department to evaluate last year's plans, develop future plans, clarify responsibilities and to communicate to all involved the plans and activities for the 1987 football season. This was a first for the University and was highly successful. A similar strategic planning retreat is planned for all the revenue producing sports: basketball, women's softball and soccer.
2. To assist in the planning, several marketing research projects are being conducted this spring by classes in the College of Business Administration under the direction of Dr. George Prough, Associate Professor of Marketing. This research will try to uncover views and behaviors of students, faculty, alumni and selected community groups regarding various sports at the University.
3. The assistance of other professionals is being solicited in planning and developing promotional materials. Carolyn Mehl, Assistant Vice President of University Communications, has offered in-house assistance and there is also the possibility of utilizing the services of an area advertising agency for some aspects of planning and preparation of programs and materials for Athletics.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE (Continued)

4. The SPORTS Committee, a group of student leaders from around campus was formed in 1985. The Committee was established to gain insight into and to utilize student views in helping to promote student attendance at athletic events. Members of the Athletic Department have expressed a desire to increase their utilization of this valuable campus resource for the next year.

ISSUES

The Committee also feels a need to clarify certain issues and/or respond to circumstances either real or perceived regarding the Athletic Department.

1. The hiring of Gerry Faust has resulted in levels of publicity even beyond what had been hoped for. Certainly not all has been positive, but that was expected. The point is that the national and international awareness of The University of Akron is at levels never before achieved and certainly unachievable through academic - instead of athletic - programs. Newspapers across the country and several in Europe (e.g. - international edition of the Herald Tribune) carried stories about the hiring of Faust, spring practice start up in 1986 and certain game results. Ken MacDonald, Director of Sports Information, estimates that the print coverage alone (not including radio and television) of The University of Akron athletics is over twenty times as great as before Coach Faust.

In addition, the ESPN telecast of The University of Akron-Murray State game of October 16, 1986, was clearly the result of Gerry Faust's coming to the University. The game, by the way, was ESPN's second highest rated Thursday night game for the last two years. The national visibility created by this thrilling 24-13 Akron victory is difficult to measure. However, it can be said that ESPN's cost of advertising is \$12,000 per minute. The game with The University of Akron lasted for about three hours. Had these been advertising minutes, the value of that air time would have been about \$2.1 million! And ESPN wants The University of Akron to be a part of their schedule for next year too.

2. The lack of a conference affiliation is unfortunate. Whether or not certain problems could have been foreseen is still not clear. What is clear, however, is that this is not fatal. The 1987 football schedule is nearly filled and includes teams such as Temple, Oregon State and Louisville. The 1987-88 basketball schedule is complete and includes 16 home games (difficult for an independent school), and includes games at the JAR Arena against such opponents as Rice, Ohio U, Middle Tennessee, Florida International and Chicago State. In addition, a game against Pittsburgh is scheduled for the Richfield Coliseum.

Schedules in the other team sports are equally filled and impressive.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE (Continued)

3. There will always be infighting among coaches in any athletic program. There will also be infighting among department heads, deans, etc. The amount of competition for resources among strong-willed individuals is therefore expected and that which exists among coaches at The University of Akron is no more severe than other places, although recent publicity may have intensified this.

Remember too, increases in national visibility of the University caused by whatever sport (and the "State of Zips" report shows almost all have contributed), can help each sport in its own recruiting. All can benefit together.

4. Our own success cost us. Part of the explanation for budget difficulties lies with certain successes achieved. Because The University of Akron hosted the NCAA Division II women's softball national tournament, extra costs were involved as improvements were made to the field as well as the costs of the event itself.

The soccer team's success led to extra expenses involved in sending the team to Fresno, California and Tacoma, Washington for tournament play.

Remember, however, that monies invested in our athletic program and national visibility are just that - investments. Payoff is not always immediate nor tangible. But the results seem to be showing up in terms of media exposure, recruiting successes, national visibility, community pride and sports victories.

Finally, let us be aware that the current and planned steps as outlined above are an opportunity for voices to be heard, issues to be raised and clarified, and answers to be obtained. These are positive. We and the Athletic Department welcome this opportunity and look forward to the resolution of any difficulties and to the development of solid programs for the athletic program at The University of Akron.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE (Continued)

There have been a myriad of difficulties facing the Athletic Department recently. There are, nevertheless, reasons to be proud and enthusiastic regarding achievements which have been attained recently.

Soccer

- Runner-up in NCAA - for first time
- Hosted 2nd round NCAA Playoffs
- Derek Gaffney - 1st team All-American (1986)
- Shaun Pendleton - 1st team All-American (1985)
- Steve Parker - National Coach of the Year (1986)
- Parker has the highest winning percentage of The University of Akron Soccer Coaches
- Participated NCAA Championships 1985 and 1986
- Most wins ever (17) by a team (1986)
- Achieved highest national ranking ever (7th) during the season (1986)

Women's Cross Country

- Dawn Smith and Cheryl Baumgartner selected as All OVC - First time ever (1986)

Football

- NCAA Playoffs (1985)
- Ranked 10th in the Nation (1985)
- Wayne Grant - 1st team All-American (1985)
- Six individuals on First Team OVC (1985)
- Mike Clark - 1st team All-American (1986)
- First three-time All OVC - OVC Player of the Year (1986)
- Four individuals on First Team OVC (1986)
- Leading All-time Rusher - Mike Clark
- Leading All-time Passer - Vern Stewart
- Past two years - highest paid attendance in school's history
- First school in NCAA history to move from Division I-AA to I-A

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE (Continued)

Men's Basketball

- ° Co-Champions during regular season (1986)
- ° Won OVC Tournament (1986)
- ° Participated for first time in NCAA Division I Tournament (1986)
- ° Marcel Boyce - 1986 OVC Player of the Year
- ° Eric McLaughlin - 1986 OVC Tournament MVP
- ° Bob Huggins - 1986 OVC Coach of the Year
- ° 1986 first winning season since 1976-77
- ° Second winning season in a row (20+ wins)

Women's Basketball

- ° John Street - 1986 OVC Coach of the Year
- ° Complete turn around, making Lady Zips competitive in OVC

Riflery

- ° Won LEIRC Championship for non-scholarship teams (1986)

Softball

- ° 2nd in NCAA Division II (1985)
- ° Linda Weber - 1st team Academic All-American (1985)
- ° Tina Mayreis - 1st team All-American (1985)
- ° Hosted NCAA Regional Championships (1985)
- ° Joey Arrietta - 1985 Mid-Atlantic Coach of the Year
- ° Most wins (51) in a season (1985)
- ° Hosted NCAA Division II Championships (1986)
First NCAA Championship hosted on Akron's campus
- ° Traci Alcorn - 1st team All-American (1986)
- ° 5th season of 30 or more wins
- ° Moving to Division I (1987)

Men's Track

- ° Keith Gustely - OVC Javelin Champion (1986)
- ° Todd March - OVC Pole Vault Champion (1986)

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REPORT AND HANDOUT FROM THE ATHLETICS COMMITTEE (Continued)

Men's Tennis

- ° Greg Aten and Austin Miller - OVC #3 Doubles Champions - First time ever (1986)
- ° Second most victories ever (24) for a season (1986)

Golf

- ° Moved to Firestone Country Club for home course (1985)
- ° Gary Robison, Firestone C.C. Pro, named Coach (1985)

Baseball

- ° Nine consecutive 20-plus winning seasons
- ° Mike Birkbeck became first major leaguer from Zip's program (1986)

Women's Track

- ° Dawn Smith - OVC 10,000 Meter Champion (1986)

Cheerleaders and Mascot

- ° Cheerleaders placed 6th in national competition (1985-86)
- ° Cheerleaders placed 10th in national competition (1986-87)
- ° Zippy finished as one of the top four mascots in national competition (1986-87)

Fundraising

- ° Established the Zip Athletic Club as fundraising arm for athletics (1985)
- ° Athletic fundraising has gone from approximately \$40,000 in 1984-85 to \$110,000 in 1985-86. There is a projection of \$350,000 in 1987.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

A. Statement of Policy (Resolution 509-86)

In accord with Section 703 of Title VII of the Civil Rights Act of 1964 as amended, The University of Akron reaffirms its commitment to the maintenance of work and study environments free of inappropriate and disrespectful conduct and communication of a sexual nature and sexual harassment in any form. This statement of policy is adopted in conformance with appropriate EEOC guidelines.

B. Definitions

Sexual harassment is the exercise or attempt to exercise by a person using the authority and power of his or her position to control, influence or affect the employment or academic status of another employee or student or prospective employee or student in exchange for sexual favors. Sexual harassment refers to unwelcome behavior which is personally offensive and which interferes with the work or academic productivity of another person. Unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic fulfillment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

C. Regulations

1. It is a violation of University policy for any member of the University community, regardless of rank or position, to engage in sexual harassment as defined in Section B of this memorandum.
2. It is a violation of University policy if retaliatory action is precipitated against another for exercising his or her right to due process regarding sexual harassment complaints. Retaliation will not be tolerated at The University of Akron.

D. Responsibility

All University administrators, including vice presidents, deans, directors, department heads and other supervisory personnel, have the responsibility actively to implement and oversee the sexual harassment policy. It is the responsibility of the Affirmative Action Officer to facilitate the University's policy consistent with the procedures of The University of Akron's Affirmative Action Commission as may be amended from time to time hereafter.

E. Procedures

The University of Akron Board of Trustees and administration have taken a strong stand against sexual harassment of any form; accordingly, the University policy which is noted as Resolution 509-86 will be strictly enforced at this institution. Therefore, if you encounter what you believe to be sexual harassment, the following procedures should be taken:

Employees and Students

1. DON'T DELAY IN LETTING SOMEONE KNOW. Contact one of the following:
your immediate supervisor, department head, manager, dean, appropriate vice president, union representative, any member of the Affirmative Action Commission, Women's Studies Program, University Counseling and

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

Testing Center, any University Sexual Harassment Victim Assistance Volunteer (current list available in the EEO/AA Office), or someone you trust.

2. When you contact one of the above sources, your complaint initially will be addressed in an informal way and sincere effort will be attempted to have the unwelcome, inappropriate behavior or conduct stopped or the issue resolved at the lowest possible level. At this stage, the interviewer may take notes, ask questions, or provide you with other options/alternatives for resolve. The initial discussion between the complainant and the grievance officer should be kept confidential, with no written record.
3. You have the right to file a formal charge of sexual harassment with the University. The Affirmative Action Officer will assist you in writing and filing your complaint. You may be accompanied by a person of your choice. A formal complaint must be in writing and, depending on the type and severity of the harassment, submitted to one or more of the following:
 - a. the Affirmative Action Commission through the Affirmative Action Office;
 - b. the University police;
 - c. the appropriate union, faculty/administrative grievance committee, or the University Appointing Authority.
4. You have the right to file your complaint with an appropriate external governmental compliance/enforcement agency, such as the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

If you think a criminal offense has been committed, you may also report it to law enforcement authorities.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

5. Violations of the University's sexual harassment policy may lead to a variety of remedies, sanctions or penalties, including referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system. Offending students also may be dismissed from the University.
6. File complaints as soon as possible (filing limitations vary according to agency).
7. All allegations of sexual harassment shall be investigated and acted upon promptly. Every effort will be made to stop the harassment and provide the faculty, staff or student victim with an environment more conducive to productive academic/employment efforts.
8. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.

F. Due Process

Any faculty, staff or student accused of sexual harassment has the right to due process. The Faculty Manual, Staff Handbook, Affirmative Action Program, Student A Book (student handbook), and Collective Bargaining Agreement(s) list some of these procedures.

The Equal Employment Opportunity/Affirmative Action Officer is located in Buchtel Hall, telephone 375-7300.

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SEXUAL HARASSMENT POLICY AND PROCEDURES

THE UNIVERSITY OF AKRON
SEXUAL HARASSMENT VICTIM ASSISTANCE VOLUNTEERS
1987

Jo Arrietta, Athletics
June Burton, History/Faculty Well-Being
Ruth Clinefelter, Bierce Library
Marg Guss, Bierce Library
Carole Garrison, Women's Studies
Laura Johnson, C&T
Walter Sheppe, Biology
Robert Zangrando, History
Dawn Trouard, English
Irv Brandel, Counseling and Testing Center
Sally Brandel, Counseling and Testing Center
Sandy Edwards, Continuing Education
Sebetha Jenkins-Leggette, Minority Affairs
Alona Coleman, Registration
Martha Booth, Admissions
Isiah Daniels, Legal Affairs
Bernard Deitzer, Business Administration
Lathardus Goggins, Geography
Elmore Houston, Evening College
Ruth Lewis, Communication
Martha Lierhaus, Mathematical Sciences
Beth Olmstead, Handicapped Student Services
Joyce Pippert, Office of the VP, Business & Finance
William Rich, Law School
Robert Roberts, Engineering
Norma Spencer, Education
James Taggart, C&T
John Wilson, Black Cultural Center
Dale Jackson, Rights & Responsibilities
Faye Dambrot, Psychology/AAUP

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

THE SEXUAL AND GENDER HARASSMENT OF EMPLOYEES

Sex Discrimination Guidelines

On 10 November 1980 the EEOC issued the following final Guidelines on Discrimination Because of Sex. These guidelines prohibit behavior involving both sexual and gender harassment:

- a. Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b. In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.
- c. Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.

- d. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
- e. An employer may also be responsible for the acts of nonemployees; with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should know of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such nonemployees.
- f. Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

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SEXUAL HARASSMENT POLICY AND PROCEDURES

- g. Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

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SEXUAL HARASSMENT POLICY AND PROCEDURES

Sexual Harassment

Suggested Policy and Procedures for Handling Complaints

The report which follows was approved by Committee W on the Status of Women in the Academic Profession and adopted by the Council in June 1984 as Association policy.

The American Association of University Professors has traditionally opposed every kind of practice that interferes with academic freedom. In recognition of the profession's own responsibility to protect that freedom, moreover, the Association has frequently spoken to the need for colleges and universities to provide appropriate ethical standards and to provide suitable internal procedures to secure their observance.

Recently, national attention has focused on complaints of sexual harassment in higher education. These particular complaints invoke the Association's more general commitment to the maintenance of ethical standards and the academic freedom concerns these standards reflect. In its 1966 *Statement on Professional Ethics*, the Association reiterated the ethical responsibility of faculty members to avoid "any exploitation of students for... private advantage." The applicability of this general norm to a faculty member's use of institutional position to seek unwanted sexual relations with students (or anyone else vulnerable to the faculty member's authority) is clear.

Similarly, the Association's 1970 *Statement on Freedom and Responsibility* restated that "intimidation and harassment" are inconsistent with the maintenance of academic freedom on campus. The *Statement* is no less germane because one is being made unwelcome because of sex, rather than unwelcome because of race, religion, politics, or professional interests. The unprofessional treatment of students and colleagues assuredly extends to sexual discrimination and sexual harassment, as well as to other forms of intimidation.

In our view, it is incumbent upon a university or college to make plain the general policy we have just described, with an established procedure for its implementation. The institution should also make clear that sexual harassment and attempted sexual duress are included under the head of unprofessional conduct threatening to the academic freedom of others.

Federal guidelines have treated sexual harassment as a problem calling for distinct treatment,¹ and not all institutions find it sufficient to treat it under existing policy and procedures. Recently, some have developed definitions of exceptional detail (e.g., the University of Wisconsin). Others have adopted the EEOC definition (e.g., Northeastern University). Still others have adopted some modification of the EEOC version (e.g., Wellesley College). Whatever approach is adopted,

¹In November 1980, the Equal Employment Opportunity Commission (EEOC) issued a set of *Guidelines on Discrimination Because of Sex*, which includes a section that deals with sexual harassment. The EEOC concluded that "harassment [of employees] on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964." The courts have upheld the EEOC position, and have extended the coverage of Title IX of the Education Amendments of 1972 to prohibit employment discrimination in federally assisted programs (*North Haven Board of Education v. Bell*, 102 S. Ct. 1912 [1981]). The EEOC *Guidelines* suggest that employers are obliged to have such policies and to be certain that employees are aware of them. Naturally, any individual involved in a sexual harassment incident reserves the right to pursue the matter in the courts or before governmental agencies. These avenues, which are potentially lengthy and costly, may be avoided through appropriate and effective internal guidelines, procedures, and remedies.

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it should be made clear that the institution does not condone abuses by faculty members of the academic freedom of others, whether in respect to sexual harassment or otherwise, and that genuine internal recourse is available against such misconduct. As advice to colleges and universities desiring a separate statement of policy on sexual harassment, the Association proposes the following:

I. STATEMENT OF POLICY

It is the policy of this institution that no member of the academic community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Any such proposals are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals; or
2. Such conduct is abusive of others and implies, in an abusive manner, a discriminatory hostility toward their personal or professional interests because of their sex.¹

II. APPLICABLE PROCEDURES

Bringing a Complaint:

1. Any member of the college or university community who believes that he or she has been the victim of sexual harassment as defined above (the complainant) may bring the matter to the attention of the individual(s) designated to handle complaints of discrimination (such as the grievance officer or another officer on campus sensitive to the issues involved).²
2. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.
3. The initial discussion between the complainant and the grievance officer should be kept confidential, with no written record.
4. If the complainant, after an initial meeting with the grievance officer, decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
5. The grievance officer should inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

¹The law is unsettled as to the extent of an employer's responsibility for sexual harassment perpetrated by its employees. *Alexander v. Yale University*, 631 F.2d 178 (2nd Cir. 1980); *Barnes v. Costle*, 561 F.2d 993 (D.C. Cir. 1977). As a general principle, the employer should be responsible for all conduct within subparagraph 1 of the above definition. It should be responsible for conduct falling entirely within subparagraph 2 if appropriate officials of the institution are aware, or should reasonably be aware, of the conduct and fail to take remedial action. Appropriate officials would include the grievance officer or any supervisor of the alleged offender.

²The grievance officer at his or her discretion should counsel the complainant about other avenues for pursuing the complaint, such as state or local government human rights agencies and the federal EEOC. Deadlines for filing complaints with these agencies, such as the 180-day requirement for filing employment discrimination claims with the EEOC, should be explained. The grievance officer might also suggest that the complainant seek legal counsel.

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

SEXUAL HARASSMENT POLICY AND PROCEDURES

Resolution of a Complaint

1. Promptly after a complaint is submitted, the grievance officer should initiate whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to both parties.

2. The complainant, if unsatisfied with the resolution proposed by the grievance officer, should have access to the grievance procedures at the institution upon prompt submission of a written request to the grievance officer.

3. *Review by a faculty committee of a complaint against a faculty member.*⁴ Members of the faculty review committee should meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.

4. *Corrective action and/or disciplinary measures.* If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against a faculty offender, the grievance officer should forward the recommendation immediately to the chief administrative officer or his or her designate. The chief administrative officer shall then proceed in the manner set forth in Regulation 7 of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*⁵ except that the need for a preliminary review will be precluded.

Well-publicized procedures such as these will help to create an atmosphere in which individuals who believe that they are the victims of harassment are assured that their complaints will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of sexual harassment are discouraged. Toward this end, all members of the academic community should support the principle that sexual harassment represents a failure in ethical behavior and that sexual exploitation of professional relationships will not be condoned.

⁴The Association seeks through these guidelines to urge the adoption by colleges and universities of adequate due process provisions for all members of the academic community—students, faculty, and staff—where there has been an allegation of sexual harassment. It has developed specific review procedures to handle complaints involving faculty members.

⁵Regulation 7 reads as follows: "Procedures for Imposition of Sanctions Other than Dismissal. (a) If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction; the procedures outlined in Regulation 5 [dismissal procedures] will govern such a proceeding. (b) If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to Regulation 15, petition the faculty grievance committee for such action as may be appropriate."

APPENDIX TO MINUTES OF MEETING OF UNIVERSITY COUNCIL, March 5, 1987

REPORT OF THE UNIVERSITY OF AKRON REPRESENTATIVE TO THE FACULTY ADVISORY COMMITTEE TO THE CHANCELLOR OF THE OHIO BOARD OF REGENTS--Professor Dennis Kleidon, Alternate

Much of the discussion centered around the recommended state budget for the 1988 and 1989 fiscal years. The budget recommendation for next year is considered flat. Higher education operating appropriations for 1988 are currently recommended at the level of \$1,389,100,000. The fiscal year 1987 budget was \$1,383,400,000. This indicates an increase of \$5.7 million. However, after fixed expenditures have been deducted from the total budget, the remaining available funds will be \$6.1 million less than for 1987. Even though the projected budget for fiscal year 1989 is \$1,489,900,000; after fixed expenditures, the available funds will be \$3.8 million less than the current fiscal year. In addition it is quite possible that a 1 percent cut in current budgets may have to be made this spring if revenues fall. This presents a dim picture for appropriations for higher education for the next biennium.

Chancellor Coulter did suggest some signs of hope. First, he suggested that because estimates of revenues could be low, additional revenues might become available, though this will not be known until after April 15. Also, the Chancellor felt that both the governor and the legislature regard education very highly so that if additional funds become available, education would certainly be a likely recipient of these monies.

It was strongly suggested that each of us write our congressman indicating our displeasure with the current budget recommendation by governor. The Chancellor felt this would be a vital addition to efforts being made by his office to lobby for higher education.

Clearly, additional cuts in higher education budget must be resolved by increases in student fees. We must also keep in mind that a flat budget doesn't mean flat across the board. If enrollment at a school goes down, so does its subvention. If enrollment goes up, so does subvention.

The Chancellor reported that Ohio was chosen as the first state to receive the Keep America Working (KAW) State College/Employer/Labor Partnership Award. The award, which honors a single statewide initiative to form cooperative training programs between local employees and community, technical, and junior colleges, is sponsored by the American Association of Community and Junior Colleges/Association of Community College Trustees.

Currently under consideration by the legislature is the Civil Rights Restoration Act. This act is an attempt to restore the Civil Rights Act to a full interpretation of the original act. This means that any civil rights infringement could affect the funding of the entire institution rather than be limited to affecting only the department being charged.

Senate Bill 62 has been introduced. This bill, in part, suggests that a review be made of service organizations within universities that are in competition with private enterprise. If enacted, a private review board may be established to review these activities on campuses. Once again, it was suggested that you write your congressman regarding this issue.

State law requires that a pension cannot be paid concurrently with a salary for work. Many schools have programs, perhaps including our Phase Down program, that may be in conflict with this law. The legislature will be reviewing the law and possible infringements of it soon.

Discussion took place regarding a state-wide consortium for health care. Concerns were voiced regarding the ever-increasing costs of health care and potential reductions in benefits.

FRANK MARINI
SENIOR VICE PRESIDENT
AND PROVOST