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The University of Akron Faculty Senate Chronicle

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## Faculty Senate Chronicle February 3, 1994

Heather M. Loughney

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Any comments concerning the contents in The University of Akron  
Chronicle may be directed to the Secretary, Mr. David Brink (+1707).





**THE UNIVERSITY OF AKRON FACULTY SENATE  
MINUTES OF THE MEETING OF FEBRUARY 3, 1994**

The regular meeting of the Faculty Senate was called to order by Chairman Gerlach at 3:00 p.m. on Thursday, February 3, 1994, in the Goodyear Lecture Hall in the College of Business Administration.

Forty-five of the fifty-four members of the Faculty Senate were in attendance. Senators Edwards, Frederick, Griffin, Guegold, Laconi, Liang and Newman were absent with notice. Senators Clay and Spooner were absent without notice.

**SENATE ACTION**

- APPROVED CURRICULUM CHANGES
- APPROVED RESOLUTION ON LIBRARY FUNDING
- APPROVED REVISED SEXUAL HARASSMENT POLICY
- APPROVED PROPOSED SENATE BUDGET FOR 1994-95
- APPROVED BYLAW AMENDMENTS

**ITEM NUMBER 1 - APPROVAL OF THE AGENDA** - Secretary Brink moved on behalf of the Executive Committee the adoption of the agenda. Motion carried.

**ITEM NUMBER 2 - CONSIDERATION OF THE MINUTES OF NOVEMBER 4, 18, AND DECEMBER 2, 1993** - Secretary Brink said he had some corrections for the minutes of November 4. On page 3, under "Remarks of the Provost of the University," the third line should read "Chairman Gerlach," rather than Don Gerlach. On page 4, under Research Faculty Projects Committee, in the middle of the third line it should read, "it was an action committee that read a lot of applications." On that same page, under Long Range Planning Committee, Senator Cheung moved that the nominations be closed, "and a unanimous ballot cast for the nominees," should be added. On page 6, third paragraph, the sentence ended without going anywhere. It should read, "Senator Green replied that as he understood it, actions of the Senate were binding so that particular colleges would be in violation of university policy and that there presumably were ways to deal with people like that." Finally, in the middle of page 8, "Senator Marquette moved that the nominations be closed"; "and a unanimous ballot cast for the nominees." should be added. Finally, in the last paragraph on page 8, again, it should read "Chairman" Gerlach. Secretary Brink moved that the minutes be approved as corrected. Carried.



Secretary Brink had one correction for the minutes of November 18. This was on page 3, fourth paragraph, the second line from the end. It should read, "The chairman of the Geography Department, who was past president pro tem of University Council."

Senator Glaser said that he had a correction. On page 10, third paragraph, end of the fifth line, he did not say from all sides of the University, but rather, "from outside the University."

Chairman Gerlach declared these minutes accepted and approved as corrected.

Secretary Brink said he had no corrections to the minutes of December 2. Chairman Gerlach said that hearing no corrections, the Chair would order them approved as submitted.

**ITEM NUMBER 3 - CHAIRMAN'S REMARKS** - Chairman Gerlach stated that all committees were finally in place; the last round was to make appointments to the liaison committees on the Shared Governance Council. He had conveyed to the President of the University the legislation which Senate had passed, amendments to the Faculty Manual concerning department heads and chairs, the Sexual Harassment Policy, curricular changes, and the calendar. Two of these items had been approved; the others were on today's agenda under old business.

He recalled that the Senate had charged him with the responsibility of contacting the deans of the colleges and the library to inquire about their assessments for the support of the Senate's budget. He said he had learned that Vice President Helmick would collect the assessments from the deans. The monies assigned to the Senate's operating budget had been deposited into its account and she would collect the funds from the deans.

Chairman Gerlach introduced the new secretary for the Senate, Mrs. Marilyn Quillin. The Executive Committee would announce that Mrs. Quillin's time may be enlisted on occasion for committee or subcommittee work. He said Mrs. Quillin could help with secretarial work with one proviso, that during the week after each Senate meeting her time should largely be concentrated on doing a transcription of these proceedings.

In the announcements on the agenda, Senators can note the phone number and the office mail code. Note also that the Executive Committee will be hosting an open house in the office on February 17th. If Senate materials are needed; for instance, a copy of the bylaws, Mrs. Quillin would be able to provide copies.

He said that he had one other item which he wanted to mention here and which might be brought up again under the Good of the Order. He was curious to note the record of attendance by Senators, and he checked the minutes from September through December. He was rather distressed to see that five Senators had been absent without notice twice, and one Senator four times out of five. He wanted to raise the question of whether an amendment to the bylaws for disciplining such absenteeism should be proposed. Senate business was important and the body could not afford excessive absences, especially when they were without notice.

Senator Webb said she was one of the Senators who was listed as absent without notice. She had talked to the secretary and mentioned that she had never seen an attendance sheet and was



listed as absent without notice when she was indeed here. She did not know if that effected anyone else. Chairman Gerlach said that an effort was made to keep track of attendance. When the minutes were published, corrections could be made.

**ITEM NUMBER 4 - SPECIAL ANNOUNCEMENTS** - Chairman Gerlach stated some special announcements had already been covered, the office phones and mail code. He said that the second item was to settle terms for two new Senators from the Buchtel College, McGucken and Erickson. They were elected but not for set terms. He asked the two Senators to draw lots; McGucken selected a 2-year term, Erickson a 3-year term.

He noted that the Chair had received a request concerning plans for celebrating the University's 125th anniversary from Louise Kuhns, Assistant Vice President. He was asked to provide names of individuals to serve on this planning committee. He asked Senators to let him know of their willingness to serve as soon as possible.

Secretary Brink read three resolutions of appreciation for the work of Dana Zaratsian, Faith Helmick, and Linda McPherson. (Appendix A). These were duly approved by the Senate.

#### **ITEM NUMBER 5 - REPORTS**

**A. Remarks of the President of the University** (Appendix B) - President Elliott asked if there were any questions.

Senator Fowler asked when the Budget and Planning Priorities Committee was to meet. President Elliott thought it was Monday, February 7, at 1:30 p.m. in the Board of Trustees Room. Provost Jamison inquired about a meeting time for the Long Range Planning Committee. She said as soon as Mrs. Schmith could get at least three people to agree on a date, they could meet at this time.

Senator Perry asked about across-the-board budget cuts. President Elliott replied there were none; there was a formula. Senator Perry said that as he read it, it looked like a very careful way of maintaining a status quo without taking into account various enrollment declines. It did not seem to him that it took adequate account of the impact of cuts on future enrollment and income generation. He said that some colleges, for instance, Arts & Sciences, generated a disproportionate share of the enrollment; and, therefore, dollars. When cuts were made, enrollment suffered because sections were not available. Enrollment went down further and the college buried itself further in a hole. In addition to maintaining some sort of equitable distribution of cuts, one needed to look at where those cuts were going to have an impact on future revenue. He said he did not believe that was clearly stated by the Council of Deans.

President Elliott stated that the Council of Deans thought the original model would have seriously disadvantaged Arts & Sciences. The original cut would have been 1.2 million. It was agreed this was too much and that General Studies should be removed from the calculations. The Arts & Sciences cut then came to a 6 or 700,000. She thought that a disproportionate share should be taken out of the non-teaching side of the budget, and that has been done. Further, another hundred and some thousand was taken out of the administrative side. There was no escaping the



reality that anything we did was tough. On the other hand, in the short run it might very well be that the University would better be served by doing extraordinary things in the same way that sabbaticals were supplemented. She said that a sabbatical theoretically was a no-cost leave because everyone taught a little extra, so when it was an individual's turn, he or she would have the time to go. Maybe next year an extra class or two per department might work; it would work in some departments, but not in others. Some research departments were teaching eight classes a year and they could not teach more. However, some might be able for a year to teach a little more so it would be less damaging. It was no question, if there was less to do with, less could be done, but then the University would be out of debt and would be able to move on, free of the auditor's caution. Those were the things that were done to try to insulate the unit that would have taken the heaviest hit. The cut was reduced substantially by everyone's being willing to share the burden.

Senator Aupperle inquired about the role the Senate played in the budget reductions. President Elliott said the cuts predated the Senate. When she was given this information a year ago, there was no budget committee. It would have been left to her to decide and she did not think that was appropriate. Therefore, every college elected a representative to an interim budget committee until this body could be formed. They adopted the outline and then it was simply worked through by the Council of Deans. The Council of Deans did not change what the elected budget committee recommended. That was a role the faculty played.

Senator Aupperle thought that was unfortunate. As a Senator, it seemed as if the Senate was having no input on perhaps a most severe point in the school's history. Many Senators might hold the view that different formulas could have been arrived at and perhaps a less severe approach to budget reductions could have been taken. As a body, the Senate might have been able to reach something all could have been able to buy into. As a result, he said that many in this room felt very uncomfortable, like they were Senators without any real governing responsibility. He asked the President's thoughts about the Senate having fiscal responsibility down the road.

President Elliott thought the key point was that in the absence of a Senate the next best thing was done; every college elected a representative. The decision was not arrived at easily and this decision was handed to the University as she arrived. She had been particularly frustrated by this because all this was done before her arrival.

Senator Kimmell asked if she could explain the formula. President Elliott answered that the first thing done was taking off the top the areas that IBAC had agreed needed to be protected: the library, graduate assistants, and admissions. Then the total was determined as to what of that 3 million was left that had to be refused. Then the administrative budget was to take 1-1/2 times what the teaching budget would take.

Provost Jamison added that average enrollment was used to determine contributions on subsidy and credit hours. It was done first without General Studies, but ultimately a cap was placed on Arts & Sciences. In this case, Dr. Helmick could provide the best explanation. Senator Kimmell said this had no meaning until he saw it on paper.

President Elliott said a 3-year running average was used so no school would be disadvantaged by just a 1-year dip in enrollment and credit hours, and since the debt was accumulated in the past, the past three years seemed to be a reasonable average to take into



consideration. Dr. Helmick or any member of that committee would be glad to provide further information.

Senator Aupperle asked what the future fiscal responsibility of the Senate would be. President Elliott said the elected committee which replaced the previous elected committee would begin on the total of the resources that were available. That process would begin on Monday the 7th.

Senator Erickson asked if that would come back to the Faculty Senate for vote. President Elliott stated that this was the process.

**B. Akron Representative to the Faculty Advisory Committee to the Ohio Board of Regents (Appendix I)**

**C. Executive Committee (Appendix C)** - Secretary Brink said there would be a printed report in the minutes. The Executive Committee wanted to report on the budget of the Faculty Senate. This would become clearer and more standardized as the months passed. But as of December 31, 1993, the total amount of money assessed the colleges was \$45,520. This was deposited in the Faculty Senate account by Dr. Helmick, and the colleges would send their assessments directly to Dr. Helmick. Furnishings to the Faculty Senate office were purchased at a 40% reduction; the conference table was purchased used; the initial start-up costs including furnishings, office equipment, materials and supplies, painting and cleaning, totaled \$10,125. The salary for the secretary was in addition to this amount.

**D. Faculty Rights and Responsibilities Committee (No Report)**

**E. University Well-Being Committee (No Report)**

**F. Graduate Council (No Report)**

**G. Academic Policies, Curriculum and Calendar Committee (Appendix D)** - Associate Provost Walton said there were two sets of curriculum changes recommended by APCC. Seconded by Senator Oller. Motion carried.

**H. Athletics Committee (No Report)**

**I. Campus Facilities Planning Committee (No Report)**

**J. University Libraries Committee** - Senator Cheung said the committee was presenting a request that Faculty Senate recommend some increases in the budget of the University Libraries. The reasoning was due to two problems: the inflation rate for periodicals, and the cost of maintaining equipment that provides access to things such as OhioLINK. He directed Senate's attention to the table which showed the inflation rate for periodicals during the last decade being in the neighborhood of 9 percent. What this meant was that with a flat periodicals budget the number of periodicals was reduced. This had gone on for quite some time, and was shown rather graphically on his chart. From 1989 until this date, the University had reduced the number of subscriptions each year for a total of 25% or so. The culprit was buying power. Although the budget had been going up, when inflation was considered, real buying power had declined somewhat precipitously.



He said this body had been able last year to stave off deeper cuts than were represented by this data by encouraging administration to find another \$50,000 to help the library. What the committee requested this body do now was look forward and at least consider before the ax fell what the consequences would be of not coming up with extra money, particularly for periodicals. That was the old foe.

He also stated that a new foe was an unbudgeted but almost a sure obligation to provide repair and replacement money for all the computers that were used to access OhioLINK and other new information sources that the library was evolving towards. Last year's expenditure was in the neighborhood of \$50,000. There was no line item in the University Libraries' budget for that. If it turned into a recurring expense, which it showed every indication of doing, that would be yet another place where there would be problems. The committee felt that a line item should be established for maintaining equipment.

Senator Cheung submitted the following resolution for the Committee: "Recognizing the serious consequences of further cuts in periodicals and of inadequate access to electronic resources such as OhioLINK and recognizing the cost increases in periodicals subscriptions and the cost associated with acquiring and maintaining electronic equipment, the Faculty Senate recommends that an additional \$200,000 be allocated to the University Libraries budget for next year provided that these funds can be drawn from growth in the University's income." He added that of the \$200,000 total, \$150,000 should be allocated for periodicals and \$50,000 for electronic equipment replacement. The committee felt it would be unreasonable for new monies to come from anything but new money. This might be moot if there was no increase in the university's income, but the committee would at least like the matter to be debated in the Senate. He made this resolution as a motion moved and seconded by the committee.

Chairman Gerlach said the question was whether to discuss it further, lay it aside until later in the meeting or until another meeting.

President Elliott asked if the committee could give some direction to those who would be at the committee meeting on Monday. The assumption was that there would be a little money. There was now on the table about \$50,000 requested to run the Senate, \$800,000 requested to support the General Studies program, and the Libraries' needs. That amounted to about 1 percent of salary. Could the Committee give some kind of direction to the BPCC as to what a trigger would be; it would be new money, but at what point did the Committee want to take it out of salary?

Senator Cheung did not think the committee would want to do that, but perhaps this body would wish to do that.

President Elliott said that last year the committee stated there was a desperate need for those few dollars more in libraries. But she thought the committee would have to decide. There would be a modest amount of money that would be a modest raise; everything peeled off of it made it more modest.

Senator Marquette said that he supported the concept of additional money for the libraries. He thought that it would be best if the Senate simply directed this resolution to the Budget & Planning Coordination Committee as a sense of the Senate. The BPCC as designed and the



planning process as designed by the Task Force, allowed the BPCC to make major redistributions in the way in which the University was funded. He saw no particular reason why the \$200,000 would have to come out of new money. If BPCC decided not to cut the grass as often because it wanted more books, that was the purview of BPCC. What was being talked about here was a kind of incremental budgeting and if there was a concern with the academic interests in the institution, the body might need to reexamine exactly what the University was doing. That was the task of the members of this Senate committee on BPCC. So he thought it would behoove the body to direct this resolution to the BPCC as a concern of the Senate and let the members of the Senate who were on BPCC take that under advisement.

Senator Erickson opined that the Libraries Committee of which she was a member would think that sending the resolution to the BPCC would be reasonable. She thought that what the Committee wanted from the Senate was a realization that this was a very serious matter. The committee did not want the library budget to be considered as a leftover. In her department, every single bit of fat had been cut from the serials budget. If there were an additional 10 or 20 percent cut in serials, serials that her students used would be cut. And if there was no money for OhioLINK, they could not get them anywhere else either.

Senator Aupperle stated his concern that if the issue was delayed, would the Senate ever see it again. Chairman Gerlach observed that so long as there were senatorial members on that committee, Senator Aupperle could hold their feet to the fire on action and information. Since the resolution did have the word "recommends," it was obvious that the Senate was recommending to someone and this was most likely to the Budget & Planning Coordination Committee.

Resolution carried without dissent. (Appendix F)

**K. Reference Committee (No Report)**

**L. Research (Faculty Projects) Committee (Appendix G)**

**M. Student Affairs Committee (No Report)**

**N. Computing and Communications Technologies Committee (Appendix H)**

**O. Shared Governance Council and Subcommittees (No Report)**

**P. Long Range Planning Committee (No Report)**

**Q. Budget and Planning Coordination Committee (No Report)**

**R. General Studies Advisory Committee (No Report)**

## **ITEM NUMBER 6 - UNFINISHED BUSINESS**

**A. Bylaw VIII, Section C** - Chairman Gerlach noted that this amendment would make it a bit easier to conduct the amending process, requiring a show of hands rather than a ballot. He called



for discussion, and when there was none, ballots were distributed. The amendment passed unanimously. (Appendix L)

**B. Bylaw VII, Section F, Items 2, 3 and 4** - Chairman Gerlach observed that this item had several parts, but they all hung together and should be voted on together. This amendment arose because of some practical difficulties in Buchtel College where there were repeated rounds of run-off elections because the vote was split three ways. No one would budge an inch until one of the candidates agreed to withdraw so there could be a run-off between two. The amendment passed unanimously. (Appendix L)

**C. Bylaw VII, Section B, Item 3** - Chairman Gerlach said this covered the election of contract professionals. This corrected what was perhaps an oversight. Those with decanal rank or higher were excluded from the regular faculty ranks but they were not excluded from the contract professionals. In the interest of fairness and evenhandedness, this was proposed.

Senator Ranson asked if "dean" was in fact a rank, or was it a position or appointment. Chairman Gerlach said that in common parlance, it was rank.

The amendment passed, 38 yes, 3 no. (Appendix L)

**D. Sexual Harassment Policy** - Chairman Gerlach noted that the Senate had passed a Sexual Harassment Policy. The President had worked on it with various advice and proposed amendments to it. Copies had been distributed.

Senator Green said that on behalf of the Reference Committee he would like to present this document to the Faculty Senate. Because this was the first time the Senate had done this sort of business, he wanted to move the adoption of this, to ask for a second, and then to proceed with discussion. Accordingly, he so moved. Seconded by Senator Clinefelter.

Senator Green said he would yield some of his time to President Elliott to explain the changes that were in the document.

President Elliott thanked the Senate for the work that was put into the document that was adopted in the last meeting. She had taken that document to the Attorney General's office for their approval. She said that when she took a document to the Trustees, she needed to assure them that it met all specifications and that she was asking them to adopt something that was legal and appropriate and which protected the University and all of the members of the University community. As it happened, there was a case that had been settled in the Sixth Circuit that required some changes in the language that had been used. Additionally, the Attorney General's office thought some of the things that were part of what was passed could be improved. The only substantive change resulting from the Sixth Circuit Court decision concerned a complainant who might not wish to take formal action. That was a choice the complainant had in the policy Senate passed. The Circuit Court decision indicated that the University had an affirmative responsibility in these cases. Once the University became aware that a damaging situation existed, the University had an obligation to deal with it. She thought it had not changed the intent in any way of the document, and that it now had language that would be upheld in court, should that ever happen. And she could take this revision to the Board and assure them that the Attorney General found that this covered the University's affirmative obligation to protect and support every member of the University.



Senator Green said he would point out the changes that occurred in the document. First, he said to notice that the definition of sexual harassment that occurred on the first page had been stricken and had been replaced by another definition. The new definition was very similar to the old one, but it reflected the most recent court rulings. Starting on page 4, the language that allowed a complainant not to pursue a complaint had been removed. That was the substance of the rest of the changes, removing that element of the procedure from the document.

Senator Sibberson asked why, on page 3 item 2, the term "unwelcome" was in quotations. President Elliott said that was because it was the most important word, in the court's opinion.

Chairman Gerlach noted that the section on retaliation in the originally passed version by the Senate was substantially longer than the present version. He asked Senator Green if that was worth comment. Senator Green replied that apparently the shorter version now met the standards of the law.

Senator Harris offered the following as minor changes: the unwelcome language should be unwelcomed (C, 1); in the third line where it said education environment, it should read educational environment (C, 2); again, (2, F), unwelcomed in the past tense; in the C) section of retaliation, testified should be testifying, assisting or participating in; in section E, 5, in the next to the last line it said the affirmative action officer shall be appraised and it should be apprised.

Senator Jalbert said he had a question on section E) Reporting and Investigating Procedures. Under Informal, it said that University personnel contacted about an incident or an informal complaint of sexual harassment **must** report the incident. He wondered if there was some sort of an inference or possibility of discipline that might be drawn from that, for a faculty member who failed to report a student's possible offhand complaint about harassment from another student, staff or faculty. President Elliott said it was her understanding that this was part of the last court case settled in the Sixth Circuit; that it was an affirmative responsibility to go forward once one had information and investigate it. There was no punitive language in the document. It was just that University employees had an affirmative obligation to make sure there was no problem.

Senator Green thought the key word was contacted, not overheard or became informed, but contacted. If a complaint or incident was brought to the attention of a member of University personnel, they must further report. Speaking on behalf of the committee he saw no punitive intent. It was simply an instruction of what must be done.

Senator Clements wanted clarification about the appropriate chain of reporting. The document indicated that it was not to the supervisor, her department head. It was to the affirmative action officer first. Was it not appropriate to talk to one's supervisor or department head? It appeared to her that the language was not there, and that one's supervisor would be the first person to address the question. Chairman Gerlach observed that under Informal Procedures, page 3, it did say in item 1, any complainant who was an employee should contact his or her immediate supervisor. If the supervisor was the alleged perpetrator, perhaps that would cover it. But it would seem to the Chair if a faculty member were to carry such a matter to the department head or chairman, that would implicate that person and oblige that person also to carry the ball forward. That would be "contacted," as Senator Green mentioned.



Senator Clements said if one failed to follow the chain of command, as outlined in this document, would that person then be vulnerable to litigation? Senator Harris offered that it was not so much absolutely following a chain of command. It might be very uncomfortable for persons complaining to report to their supervisors but they could report to someone else in some type of authoritative position. The burden rested upon the University having knowledge that a situation existed and then affirmatively trying to deal with that knowledge. Most of the time institutions have been zapped when nothing was done about a situation even though they knew about it.

Senator Green said that all roads lead to the affirmative action officer. In this way there was one person who was charged with knowing about these things. This was important for two reasons; one, to see that these things were dealt with, but also, so that a pattern of behavior could be observed.

Senator Perry wondered since this was somewhat lengthy, if it would be more sensible to vote on it at the next meeting, as he had not had time to study this version. Chairman Gerlach said this depended on the will of the Senate. He knew the President hoped it might be carried yet this month to the Board of Trustees. But he cautioned against moving in too much haste and then repenting at leisure, if there were serious reservations or questions.

Motion carried without dissent. (Appendix J)

**E. Changing Department "Heads" to "Chairs"** - Senator Green moved the adoption of the changes recommended by the President. Seconded by Senator Oller.

Senator Green yielded to President Elliott. She said she had worked with the Education Policy Committee of the Trustees, with the Cabinet, with the Council of Deans and with the Reference Committee trying to mesh together the intent of the Senate and the concerns of those who serve and who might be asked to serve in those positions. The concern of the body, as she understood it, was that there be more accountability on the part of the chairs of departments to the people in the department with whom they work. The concern of the deans and the Cabinet and the Trustees was that the chairs be sufficiently protected by due process so that good people would want to be chairs. She thought the shared concern was that there was relief when the chair and the faculty were not able to work together well and there was some action that could be taken to protect both the faculty and the chair. Finally, there was a concern that people who were being asked to step up to these positions knew what was needed on both sides. The faculty needed to know what the chair expected, the chair needed to know what the faculty expected and that needed to be agreed upon and measured in some systematic way.

She said that the substantive differences were on the second page of the handout. If a faculty committee selected a chair, the chair should then establish goals with the faculty. The dean, the faculty and the chair should agree upon those goals. They should be reviewed, not every three or four years, but every year; that was the responsibility of the dean. However, there was a mandated review of the chair at regular intervals at which time the faculty must come back and agree that the chair should be continued, not continued, or continued with specified concerns or recommendations. What had been achieved through the legislation was joint goal setting on an annual basis, joint accountability on an annual basis, and joint continuation decisions. The part that said immediate votes of "no confidence" could be taken was still there. The majority of the faculty could ask for this review at any time. But the person asked to take this responsibility was afforded



this process that was spelled out. She thought with the help of all the committees that had been engaged, the council, the Provost's office, and the Board, the intent of the legislation had been preserved. It was a little tougher than what the Senate passed. But she believed it moved the University in a positive direction.

Chairman Gerlach observed that instead of a triennial term for these persons, that it be quadrennial. President Elliott responded that there was one college for whom that term was very important. She said she had talked about it with Chairperson Gerlach and he thought that the essence of the proposal had been preserved, that there would now be four reviews instead of just the one that would be every three years.

Senator McGucken said he would prefer not to vote on this proposal today, since it had just been received and he wanted time to study it. He moved to delay consideration of the proposal until the March 3 meeting. Seconded by Senator Green.

President Elliott said she hoped that it would not be delayed, because she wanted all the new chairs to come in under the new arrangement, and hiring will be occurring from now on, as several chairs have resigned over the year. If the Senate passed it in March, it would be April before it would get to the Trustees. She did not think they would have any concerns at this point, but then another year of chairs would be under the existing system. That was her only concern about delay.

Chairman Gerlach noted that new persons hired to these positions could very well be signaled that this was in the works so they might understand it. The President would have to note, too, that if this became procedure, it would effect all existing chairholders.

*postpone*  
Motion to ~~delay~~ consideration passed.

#### **ITEM NUMBER 7 - NEW BUSINESS**

**A. Senate Budget for 1994-95** - On behalf of the Executive Committee, Senator Clinefelter moved the adoption of the proposed budget.

Chairman Gerlach noted that the committee had operated on the advice of Dr. Helmick with the initial basic operating budget. Adjustments were made because the Senate had a secretary for only half the first year, and she would be in place for the full second year. The Chronicle, which was currently being paid for under the Provost's budget, had to be transferred to the Senate's budget. And it was suggested by the faculty representative to the Chancellor's Advisory Committee that an item for travel for that representative should be included since through this year the Provost had also covered that expense. Finally, he said there would be some modest charges for moving the office in the middle of the year when Kolbe Hall was vacated for renovation.

Senator Cheung added that he calculated the figure for the secretary by taking what Mrs. Quillin was presently being paid and multiplying that by the fringe rate. Then he rounded that to the nearest thousand so it was not an odd-looking number.

Senator Perry said a number of things had come before the body that were urgent to the academic mission of the University, including things Dr. Cheung brought from the University



Libraries Committee. The amount of \$50,000 was a number that resonated strongly in a number of those applications. Now there was \$55,000 for the Senate budget which was probably well computed for well deserved expenditures. However, in the climate of the budget restrictions, he wondered if there was any creative way to offset some of those expenses. Were there other contributions for instance to the salary expense of the secretary? Did the Senate need a full-time secretary?

Chairman Gerlach responded that the question could not properly be answered until a full year had been completed to see what the activities were. But it seemed proper at the moment, especially if the office secretary not only served the Senate but also its various committees and subcommittees.

Senator Perry added that if it would be possible to do so, he would like to see any creative means used for minimizing this budget, not so much for the funds themselves, although they were important, but also to set a tone of restraint in a time of very difficult finances.

Chairman Gerlach noted that these were only the broadest and roughest of estimates. There was not any certainty that every item in this budget would be drawn upon. He was not certain for example, whether the item, miscellaneous supplies/services, would reach \$4,000.

Motion to adopt the proposed budget passed. (Appendix K)

#### ITEM NUMBER 8 - GOOD OF THE ORDER

Senator McGucken said that in the past the Research (Faculty Projects) Committee had published the recipients of grants from the committee with the projects and the amounts of the awards in the Chronicle. That committee had met twice this academic year and made awards in October and December. He thought tradition should be followed and that those names and awards should be published in the Chronicle. Chairman Gerlach agreed, and requested Senator McGucken, as a member of that committee, to ask the chairman to submit a list to the Secretary to be included in the Chronicle.

*Because of the difficulty of arranging a joint vote of law & graduate students to elect one Senator,*  
Chairman Gerlach said that an item had been submitted to the Executive Committee by Dean Dye of Graduate Studies. Dean Dye suggested a specific amendment to the bylaws to increase the number of student representatives in this body by one, to include one student from the law school and one from the graduate assistants or graduate students. The Executive Committee did not wish to put this on the agenda as a proposed bylaw unless the Senate expressed some favorable inclination in the first place. He said that he had the idea that the bylaws should be amended to remove the students from the Senate because this was a Faculty Senate and should not have any student members. It appeared to him that the students had expressed a lack of interest in this body and perhaps the body ought to respond by amending the bylaws accordingly.

Senator Marquette said he saw no particular reason why the body should reward people who were incapable of reaching agreement by giving them another seat.

Senator Ranson said that following up the spirit of that last comment he would suggest the body might very well consider having a Faculty Senate representative on the Student Senate.



President Elliott noted she had had the opportunity to work with the student senators and found them to be responsible young people and most diligent in their studies. She could not explain their absences at these meetings, but they had been quite punctual and quite diligent in the dispatch of the duties to which their student friends had elected them. She urged the body not to move in great haste.

Chairman Gerlach said the Chair would register a kind of assumption or presumption that there would be no amendment introduced to the bylaws to increase the number of student senators unless some member of the Senate followed the procedure and submitted it for the agenda.

Senator Aupperle offered that a reasonable compromise might be to state that any student representing students on campus as a Faculty Senate member missing three meetings would automatically be removed as a Senator to this body.

Senator Richards commented that the Shared Governance Committees were all now in place and would begin their meetings, and pointed out that students had representation there. The Senate might observe their operation on that committee, and perhaps Shared Governance would eliminate their need for representation on Faculty Senate.

**ITEM NUMBER 9 - ADJOURNMENT** - Senator Green moved to adjourn. Seconded by Senator Ranson. Motion carried, and the meeting was adjourned at 4:50 p.m.

Respectfully submitted by  
David R. Brink, Secretary

*Transcript prepared by Marilyn Quinn*



**APPENDIX A**

**Resolutions**

WHEREAS, Ms. Dana M. Zaratsian has rendered inestimable assistance in the secretarial work of the University Council and of the Faculty Senate in its initial months of organization and operation, and WHEREAS, she has cheerfully, efficiently and professionally worked with the Senate and its Executive Committee in the discharge of their business, now therefore, BE IT RESOLVED that Ms. Zaratsian be tendered the Senate's hearty thanks and commendation for her good efforts, and that copies of this resolution be submitted to her with the Senate's appreciation for her work well done.

WHEREAS, Dr. Faith I. Helmick, Vice-President for Administrative Support Services, has generously afforded substantial aid in the establishment of the Senate's office, equipment, supplies and furnishings, now therefore, BE IT RESOLVED that Dr. Helmick be tendered the Senate's hearty thanks and commendation for her good efforts, and that copies of this resolution be submitted to her with the Senate's appreciation for her work well done.

WHEREAS, Mrs. Linda McPherson has generously afforded substantial aid in the establishment of the Senate's office, equipment, supplies and furnishings, now therefore, BE IT RESOLVED that Linda McPherson be tendered the Senate's hearty thanks and commendation for her good efforts, and that copies of this resolution be submitted to her with the Senate's appreciation for her work well done.



## **APPENDIX B**

### **Remarks of the President of the University**

Good afternoon. It is hardly news to report that the two months since our last meeting have been eventful and demanding.

On the positive side, we received a major gift to strengthen our University Honors Program, and several colleagues also won grants in support of change; we graduated another class and opened a new semester; we welcomed the new Vice President for Student Support Services and began the search for our Senior Vice President and Provost; we opened the largest academic building in Ohio and began taking nominations for a campus advocate; we finished registration and are ready on Monday in a joint meeting of IBAC and BPPC to use the new Senate structure for planning next year's budget.

Since our last meeting, I have also received the Ohio campus faculty salary comparisons. While we didn't make the progress I would have liked, we did advance a bit. While it is not large comfort, you will see by our faculty numbers, we have not lost the number of positions many of our sized campuses have. I have brought selected pages from the report for your information.

Most importantly, we received board approval of a revised mission statement and six strategic directions for the University, which were proposed by the Twenty-First Task Force. These directions, which you all have received in the campus mail, will serve as our foundation for planning our academic agenda for the 21st Century.

It bodes well for our success in planning this time that there was general agreement - from colleagues to trustees - what our directions should be. Excellence must continue to be our standard as we find new ways to meet new challenges. We need to attract and serve a student body which reflects high academic ability and the rich diversity of northeast Ohio, the nation, and the world. We must offer a quality undergraduate experience without neglecting our commitment to advancing knowledge.

I must share with you the Trustees' excitement that the Task Force Report seems to be a living document instead of just another plan that will be put on the shelf. They really were not certain we would be able to provide such a useable framework for the kinds of bottom-up inclusive planning today's challenges demand. With this foundation for planning in place, we now can ask the colleges and departments to develop the real strategies and actions through true bottom-up planning. It is my goal and that of the Board of Trustees to make the planning process as simple and data based as possible. I am working to have base-line data for each goal ready for our first meeting of the Long-Range Planning Committee.

In addition to the Faculty Senators you have elected, serving on Long-Range Planning will be Dean Randy Moore of Arts and Sciences and Trustee Joe Kanfer. We are scheduling a joint meeting of the LRPC and the Twenty-First Century Task Force to begin their transition.



The Budget and Planning Committee membership also is complete. Deans Frank Kelley and Linda Moore have been elected to represent Council of Deans.

As I mentioned before, a joint meeting of BPCC and IBAC is scheduled for February 7 to begin our budget planning cycle for next year. At this point we know what our income has been and we have several issues to discuss about next year.

As you recall, the IBAC Budget Committee last year addressed our need to reduce our debt if the colleges were not able to produce additional revenue to do that. I am sorry to report that the colleges were not able to raise enough new enrollment to prevent our having to solve the problem by permanent reductions. For your information, I am providing you the plan which IBAC recommended and the Cabinet, Council of Deans, and I supported. (Handout)

I would like to spend the rest of my report responding to the legislation which you have forwarded to me. I have approved and made effective your recommendations for the new academic calendar and curriculum changes. On the issue of calendar, I have also asked the Council of Deans to consider adding a summer degree conferral. This could either be in the form of a formality (a date on the academic record) or a simple graduation ceremony. We learned last fall that some of our students, particularly those in social work and education, may be barred from employment without having their degree officially conferred.

I have met with Dr. Gerlach about your recommendations on department heads and a sexual harassment policy. Later in this meeting, I will ask you to reconsider both so they can be taken to the Board of Trustees with recommendation for their approval and full ratification. I have brought hard copy with me to help you understand the reasons for these clarifications, and I will be happy to explain them to you. I am confident that none of these changes will lose the spirit in which these proposals were drafted.

I have spent a good deal of time working through these important issues with each of the groups involved. I particularly appreciated the willingness of the Reference Committee to continue deliberations with me. They will bring the documents forward for your further discussion.

Thank you.



**APPENDIX C**

**Executive Committee**

The Executive Committee met on January 14, 1994.

The Committee heard reports on budget assessments and legislation; considered budget reporting to the Senate; prepared a budget for 1994-95; made committee appointments; made plans for an open house for the Senate offices; established a time for its next meeting (February 10 at 3:00 p.m.); and set the agenda for today's meeting.

Respectfully submitted by David R. Brink

The total amount of money assessed the Colleges in the amount of \$45,520, was deposited in the Faculty Senate account by Dr. Faith Helmick. The Colleges will send their assessment directly to Dr. Helmick.

Furnishings for the Faculty Senate office were purchased by Dr. Helmick's office (Linda McPherson) at a 40 percent reduction. A conference table was purchased that was used. The initial start-up costs including furnishings, office equipment, materials and supplies, and painting and cleaning totaled \$10,125. Salary for the Faculty Senate Secretary is additional.

Anyone wishing the exact expenditure for any of the above may do so by making an appointment with the Faculty Senate Secretary at 972-7896.

Respectfully submitted by V. Joanne Fleming, Vice Chair, Faculty Senate



**APPENDIX D**

**Academic Policies, Curriculum, and Calendar Committee**

The Academic Policies, Curriculum, and Calendar Committee met on Tuesday, December 7, 1993, at 3:00 p.m. in the Board of Trustees Room of the Gardner Student Center. The following curriculum changes are recommended to the Faculty Senate for approval:

**Curriculum Changes**

AS-94-05	FAA-94-01
AS-94-06	FAA-94-12
AS-94-07	FAA-94-23
AS-94-11	FAA-94-29
AS-94-12	
AS-94-13	NU-94-01
BA-94-05	WC-94-06
BA-94-06	WC-94-07
	WC-94-08
CT-94-05	
CT-94-08	

APCC recommends adoption of these items.



## APPENDIX E

### **Campus Facilities Planning Committee**

The Senate Campus Facilities Planning Committee met on Friday, December 10, 1993, at 10:00 a.m. in GSC, Chestnut B. Present were Trouard, Fowler, Kline, Keller, Drummond, Bartlett, Peeples and Guegold. Guests included Dr. Teeter, Mrs. Albanese and Mr. Hampton.

Dr. Teeter of the Geology Department presented a complete definition of the need for converting space in Crouse Hall for use as a new geology lab that would be used for the new General Studies course. After extensive discussion, the committee voted approval for such conversion of Crouse 214.

Next followed a presentation by Mrs. Albanese from the Home Economics Department detailing their request for space in Schrank Hall South. Again, after much discussion, the committee voted to approve this request for rooms 201, 202, and 213 to be used as additional space assigned to the Home Economics Department.

The campus parking situation was explained by Joel Hampton. He mentioned the new shuttle service and the problems with parking at Polsky's. It is hoped that with the two shuttles running every ten minutes, most of Spring semester's Polsky students will be serviced in a fairly convenient manner.

Ideas were presented as to possible space for the Faculty Senate in 1994-95. More information is needed and will be brought to the next meeting.

A motion was passed to refuse any future requests for additional lab space until the department and campus-wide facilities planning proposals can be examined in some detail. The chair will request all departments and offices to forward to the committee any facilities-related long and short term plans they have so that a unified effort can take place in granting the facilities requests received by the committee. This is being done so that the committee can better address and coordinate the space needs of the campus.

It was decided that Senatorial members of the committee would serve for the one, two, or three year Senate terms to which they were elected. Non-senate members drew lots for terms. This resulted in the following Facilities Planning Committee makeup:

One-year appointments:	Dye*, Fowler*, Buchthal, Clay*, Coons
Two-year appointments:	Guegold*, Sterns, Drummond*, Dunning, Kline
Three-year appointments:	Gunn*, Peeples*, Keller

The meeting was adjourned at 11:10 a.m. The next meeting of the Senate Campus Facilities Committee will be held following the February 3 full Senate meeting and after teaching schedules for Spring Semester have been sent to Dr. Guegold to determine the best possible time for all to attend.

Respectfully submitted by William K. Guegold, Ph.D., Chair



**APPENDIX F****University Libraries Committee**

The University Libraries committee met on 14 & 28 January 1994. Present at the 14 January meeting were: D. Williams, M. Cheung, P. O'Connor, V. Fleming, P. Richert, J. Patton, F. Canda, and E. Erickson. W. Sterling was absent with notice. Present at the 28 January meeting were: W. Sterling, V. Fleming, F. Canda, J. Patton, P. Richert, D. Williams, and E. Erickson. Absent with notice was P. O'Connor.

The principal order of business at both meetings was discussion of the library budget and possible problems due to anticipated cost increases in periodicals and computer equipment repair and replacement. Available data indicates that a 10 to 12% increase in the price of periodical subscriptions can be expected, along with a more modest increase in the price of books. A resolution was drafted for presentation to the Faculty Senate.

**Proposed Faculty Senate Resolution**

Recognizing the serious consequences of further cuts in periodicals and of inadequate access to electronic resources such as OhioLINK,

and

Recognizing the cost increases in periodical subscriptions and the costs associated with acquiring and maintaining electronic equipment,

The Faculty Senate recommends that an additional \$200,000 be allocated to the University Libraries budget for next year, provided that these funds can be drawn from growth in the University's income.

Of the \$200,000 total, \$150,000 should be allocated for periodicals and \$50,000 for electronic equipment replacement.

**Motivation:**

The periodicals collection has been reduced substantially in the past few years due to a combination of a nearly flat budget and large cost increases in subscription prices. In order to avert nearly certain additional cuts, the Libraries committee recommends budgeting for an anticipated 10 to 12% increase in periodicals costs. Also, access to new resources such as OhioLINK depends upon expensive electronic equipment, principally computers. There is at present no line item in the University Libraries budget for replacement or maintenance of the computer equipment. Instead, OBOR equipment funds have been used on an "as available" basis. Last year approximately \$52,000 was needed for computer equipment maintenance and replacement. The committee recommends budgeting for electronic equipment replacement.

AY	Periodicals Cost	Constant Dollars (1983 base)	Number of Periodicals	Periodicals Inflation Rate
92/93	\$1367068	\$591707	4,826	11.2%
91/92	\$1344907	\$647312	5,375	11.7%
90/91	\$1342379	\$721688	6,167	9.5%
89/90	\$1194984	\$703478	6,424	9.5%
88/89	\$1078495	\$695217	6,369	9.1%
87/88	\$981688	\$690400	6,238	9.9%
86/87	\$869518	\$672053	6,394	8.9%
85/86	\$773595	\$651128	6,413	8.6%
84/85	\$648299	\$592595	6,455	9.4%



**APPENDIX G****Research (Faculty Projects) Committee**

The meeting began at 9:00 a.m. in the McCollester Room of Buchtel Hall. Members present were: Miss Virginia Berringer, Dr. Dale Borowiak, Ms. Christina DePaul, Dr. Jeffrey Dilts, Dr. Clayton Fant, Dr. Gary Frank, Dr. Peter Henriksen, Ms. Eleanor Klosterman, Dr. Thein Kyu, Dr. Brian Leonard, Dr. Lazarus Macior, Dr. William McGucken, Dr. Isadore Newman, Dr. Nick Ranson, Dr. Dan Sheffer, Dr. Nancy Somerick, Ms. Charmaine Streharsky, Dr. Claire Tessier, Dr. Gerald Young. Members absent with notice: Dr. Dolores Bower, Dr. Alan Gent, Dr. G. Edwin Wilson. Absent without notice: Dr. Robert Liang.

This meeting was called to evaluate ten proposals submitted for the Summer 1994 Research Faculty Fellowships. All ten proposals were reviewed and ranked.

Dr. Alan Gent was unable to be present for this meeting; however, he sent his "score sheet" for all ten proposals to Dr. Newman. These scores were added in at the appropriate time of voting. Dr. Dolores Bower was a primary reviewer for one of the proposals and was also unable to be present; her review was read to the Committee by Charmaine Streharsky. Per Dr. Nancy Somerick's request, Dr. Dan Sheffer agreed to replace her and be the primary reviewer for an Engineering proposal. There were 5 proposals awarded:

**Summer 1994**

**Effective: December 13, 1993, through January 31, 1995**

1 - History (Stephen Harp)	\$5,000
1 - English (Mary Kirtz)	5,000
1 - Political Science (Daniel Shea)	5,000
1 - Biology (Amy Milsted)	5,000
1 - Electrical Engr. (Glenn Heitman)	5,000

**The total for these five awards is \$25,000.**

**Fall 1993**

**Effective November 15, 1993, through January 31, 1995**

1 - Communication (Gabriel Giralt)	\$4,692
1 - Chemical Engr. (Lu-Kwang Ju)	3,000
1 - Chemistry (Chrys Wesdemiotis)	3,000
1 - History (William McGucken)	1,953
1 - Chemistry (Claire Tessier)	2,950
1 - Polymer Science (Mark D. Foster)	3,000
1 - Biology (Darlene G. Walro)	3,000

**The total for these seven awards is \$21,595.**



February 3, 1994

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There is one more competition, Spring 1994, with a proposal deadline of February 25, 1994, at 5:00 p.m.

The RFP Committee will next meet MONDAY, MARCH 21, 1994, AT 9:00 A.M. MCCOLLESTER ROOM, to discuss the Spring 1994 proposals which has a deadline of February 25, 1994.

Respectfully submitted by Isadore Newman, Chair

## **APPENDIX H**

### **Computing and Communications Technologies Committee (CCTC)**

The CCTC met on December 7, 1993, and on February 1, 1994. Subcommittees have been actively addressing the five-year plan.

At the February meeting, the CCTC passed a proposal from Dr. Frank Thomas, Associate Vice President of Information Services, to upgrade one of the main-frame computers (IBM 4381-R14) with a used IBM 4381-T92E. The current computer essentially became obsolete when IBM dropped support of the operating system. The upgraded computer includes a newer operating system, which should be supported for years to come. There are many advantages to having the newer operating system.

Passing this proposal is seen by the committee as a temporary stop-gap measure, which continues services for at least three years, while the CCTC completes its five-year plan and gets it approved by the Faculty Senate.

Money is being re-directed by the Computer Center's budget to cover the cost of this upgrade and installation. There will be no increase in the Computer Center's budget to finance this machine.

The next meeting of the CCTC will be February 28, 1994, at 2:00 p.m.

Respectfully submitted by Ray Sibberson, Chair



## **APPENDIX I**

### **Akron Representative to the Faculty Advisory Committee to the Chancellor of Ohio Board of Regents**

The FAC Committee meeting for January 19, 1994, was actually held on February 9th. Drs. Howard Gauthier and Randy Smith (OSU) spoke in the morning about workload. After lunch, Chancellor Elaine Hairston appeared.

During lunch I was told that the only news on the workload issue since the December meeting was that the university presidents have worked hard to diffuse the 10% reduction. Gauthier seemed to think that the figure is merely symbolic, however, and after the universities tidy up the self-reporting by faculty to make their teaching efforts seem more significant than previously, the legislature will eventually have to mandate the shift.

Hairston talked about the capital budget, which she is finding easier to develop the second time around. Last time, legislators replaced 10% of the budget with non-academic items like convention centers, stadiums, etc. She thinks the State budget will be done by April. Also, a better budgetary picture exists statewide this year. She mentioned the Governor's "act of good grace" whereby he gave OBR the \$11 million unclaimed due to falling enrollments. Consequently, instead of the 23% drop per student in state aid, it's now only a 18% drop per student (over the last five years). This additional \$11 million added is the same amount of money that would have gone to academic challenge had it been funded.

There are 40,000 prisoners in Ohio - about one prisoner for each college student, she pointed out - to compete for \$\$.

She expects a \$400 million surplus in the State budget. If so, certain things will happen: downward revision of expected revenues of departments plus a corrections bill to revise the budget will add \$\$ to several things, such as the rainy day fund, day care for welfare women, and \$13 million or 1% additional to educational projects. First, the work to school programs would create apprenticeship jobs in companies for students while attending school. Second, incentives would be provided for faculty to improve undergraduate instruction. The money would be given out to institutions without pre-proposals for its use. Instead, OBR would evaluate afterwards how the additional money was used.

According to Hairston, the General Assembly is caught up on the question of technology, so individual faculty need to think about this because the Regents don't know the answers. She cited an example of the University of Michigan's Math Department that was losing upper division students until it developed visually-based materials and the use of graphing calculators to change what they did, resulting in a stronger program that was attractive to students. Sinclair Community College is now engaged in a project to test whether technology could be used to make education cheaper. The Chancellor said pointedly that technology needs to educate better yet be cheaper too. Technology can't be more expensive - it's got to be cost effective - to please the legislature.



Hairston reminded people that the lawsuit in Perry County over equalization of the funding of K-12, if won, will require new \$\$\$. If K-12 gets earmarked, higher education won't get this money. Institutions still need to do everything effectively and as efficiently as possible, plus make strategic long-term decisions. The difference from the past will be that OBR will pay attention to where institutions hit against each other. She specifically picked out Northeast Ohio as a place where three things need to be done:

1. Enhancement of academic strength
2. Change the way programs are arrayed
3. Faculty relationships need changing; more consortium or cluster Ph.D. programs should be created among nearby institutions instead of new doctoral programs.

The Chancellor asked the FAC Committee to help her by supplying advice in the form of ideas for specialized funding as line items in the next budget. These ideas for special projects must be of limited scope. I suggested something like a pool of money for hiring minority faculty so that minorities don't quit or retire faster than we hire new ones during these stringent times. She said that was a good example of something important. She said, ask yourself: If I had the opportunity to get \$\$\$, what ought to be done? She doesn't care about the form or length of the proposal - just the content of the idea.

A second area for faculty to think about for the March 2nd FAC meeting is Stage II of Workload - How do we provide incentives to engage faculty in undergraduate education? She said we should be holding focus groups on campuses to conceive of incentives. Her example of such an incentive is to change the rewards system - "Teach better and it will show up in your pocketbook."

Finally, we discussed the new mission statements about which there seems to be general confusion as to number and length. Ohio State has drafted three new mission statements: a short mission statement, something called "mission vision" and the long Functional Mission Statement. According to Gauthier's white paper, the workload policy must be gauged by what the Functional Mission Statement says. At the Medical College of Ohio, the new Functional Mission Statement, which was submitted to OBR in December, 1993, is twenty pages long. Youngstown State sent only a 6-7 page report to Columbus.

The next FAC meeting is scheduled for March 2.

Respectfully submitted by Dr. June K. Burton



## **SEXUAL HARASSMENT POLICY**

### **A) Statement of Policy**

The University of Akron reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.

A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate University offices, including the office of the Deans of each college, the University Library, Vice President for Student Services, the Affirmative Action Office, the Department of Human Resources, all other administrative offices, and other places specified by the Vice President for Administrative Support Services.

It shall be the policy of The University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the University's commitment to the policy. From time to time, the Affirmative Action Office shall disseminate materials throughout the University concerning the effective prevention of sexual harassment.

By this policy, the University is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the University of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

### **B) Definitions**

Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws.

- 1) It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or
  - b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or



- c) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, educational benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.
- 2) Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:
- a) uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;
  - b) subtle pressure for sexual activity;
  - c) inappropriate patting, pinching, or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;
  - d) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - f) any sexually motivated unwelcome touching, cornering, or blocking an individual's movement;
  - g) conditioning a student's grade or academic progress on submission to sexual activity;
  - h) hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;
  - i) a pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching or hugging; (2) remarks of a sexual nature about a person's clothing or body; or (3) remarks about sexual activity or speculations about previous sexual experience.

The University recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious



detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable University disciplinary procedures.

C) Retaliation

Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under this policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual's status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.

D) Responsibility

- 1) All persons affiliated with the University have a responsibility to actively oversee and implement this policy. The Affirmative Action Officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.
- 2) Any person who believes he or she has been the victim of sexual harassment by an employee, student, or visitor of the University, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a University official listed in Section E) below.
- 3) Employees and student should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

E) Reporting and Investigating Procedures

Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty (120) days after the incident in question, utilizing either the informal or formal procedures outlined below.

However, any sexual conduct defined as criminal conduct in accordance with Title 29 of the Ohio Revised Code shall be handled by the formal procedures outlined herein. The University reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.



### Informal Procedures

Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:

- 1) Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the Vice President or head of the administrative unit.
- 2) Any complainant who is a student should contact immediately the Dean of the student's college or the Assistant Vice President of Student Support Services.
- 3) The complainant may also contact the Affirmative Action Officer directly.
- 4) Third persons referenced in Section D)2) above should contact any of the above-listed officials.
- 5) University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/complaint to the Affirmative Action Officer as soon as possible. The Affirmative Action Officer shall be apprised of patterns of incidents or complaints as they may develop.
- 6) The Affirmative Action Officer and the University official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the University representative originally contacted when appropriate.

### Formal Procedures

- 1) Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the Affirmative Action Officer.
- 2) Upon receiving a formal complaint, the Affirmative Action Officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The Affirmative Action Officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

### F) Resolution of a Complaint

- 1) There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.
- 2) Resolution of an informal complaint by the appropriate administrative person and/or the Affirmative Action Officer shall occur within thirty (30) calendars days of submission



of complaint. For a formal complaint, the Affirmative Action Officer shall report the results of his/her investigation and any recommendation within sixty (60) calendar days.

- 3) Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual or applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established University disciplinary procedures applicable to students.
- 4) If the Affirmative Action Officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused's supervisor along with a recommendation for disciplinary action.
- 5) Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.
- 6) Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.
- 7) In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in making allegations or who has been found to have made them maliciously shall be subject to University disciplinary action.

G) Confidentiality

All complaints of sexual harassment shall be considered confidential and only those persons necessary for the investigation and resolution of the complaints will be given information about them. The University will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible consistent with the University's legal obligations to protect the rights and security of its employees and students.



APPENDIX K**SENATE BUDGET FOR 1994-95**

1. Secretary (Salary, fringe benefits)	\$30,000
2. Supplies & Services	
a) UA Chronicle (8 x \$1000)	8,000
b) Misc. supplies - services	4,000
3. Computer Rent	240
4. Communications - phones	1,248
Local and long distance calls	262
5. Released time for 3 officers	
3 credits x \$640 x 2 semesters	
x 3 officers	11,520
6. Travel - for Faculty Representative to Chancellor's Advisory Committee (Estimate from Dr. Burton - 6 trips)	450
7. Office moving costs	<u>200</u>
<b>TOTAL:</b>	<b>\$55,920</b>



## **APPENDIX L**

### **Amendments to Bylaws**

#### **Amendment to Bylaw VIII, Sec. C**

Amendments require the concurrence of sixty percent of the ballots VOTES cast by members of Faculty Senate.

#### **Amendments to Bylaw VII, Sec. F, Items 2, 3 and 4 re. run-off elections process**

##### **F. Elections**

2. Each winning candidate must secure at least a majority of votes cast. In the event no candidate receives a majority, there will be a run-off election. - **BETWEEN THE TWO HIGHEST VOTE-GETTERS.**
3. In elections with more than one seat at stake, the winning candidates will be decided in order of total votes cast for each candidate until all seats are filled. In the event there are seats unfilled and the remaining candidates did not achieve at least a majority of votes cast, there will be a run-off election among the ~~remaining candidates~~ **HIGHEST VOTE-GETTERS (TWO PER UNFILLED SEAT).**
4. In the event of a tie vote ~~there will be a run-off election among the tied candidates.~~ **THE ELECTION SHALL BE DECIDED BY LOT.**

#### **Amendment to Bylaw VII, Sec. B, Item 3**

Amend by adding to the words, "The Contract Professionals shall elect two representatives from their membership," **NOT TO INCLUDE THOSE WITH DECANAL RANK OR HIGHER.**



## CURRICULUM CHANGES

The following curriculum changes, in accordance with the Curricula process adopted by University Council on December 12, 1974, have had final approval by either the Senior Vice President and Provost or by Faculty Senate. All changes are effective Fall, 1994 (unless otherwise noted).

## COLLEGE OF ARTS AND SCIENCES

AS-94-05

Biology

(Effective Summer I, 1994)

**Program Title Change:** (1) Change in name of one tagged degree for the B.S. in Biology (major code: 40301-0310-05) from: Bachelor of Science - Pre-Professional to: Bachelor of Science - Animal Physiology.

(2) Deletion of one tagged degree for the B.S. in Biology (40301-0310-07 High School Teaching)

(3) Deletion of all tagged degrees for the B.A. in Biology (deletion of major codes: 40300-0310-02)

AS-94-06

Philosophy

**Program Change:** (Revision): Eliminate the Philosophy Department entry in the bypassed Credit section of the General Bulletin. We no longer will allow bypassed credit for 3600:170 (Introduction to Logic) by taking 3600:374 (Symbolic Logic).

AS-94-07

Political Science

**Program Revision:** B.S. in Political Science/Public Policy Management.

**Course Addition Summary:** (Existing Courses): The following courses are now to be listed as "policy related course options" (choosing three of the following five courses rather than "required" as listed in the General Bulletin on pages 78: 3700:301 Advanced Political Research (3), 3700:370 Public Admin:Cncpts & Pract (4), 3700:441 Policy Process (3), 3700:442 Methods of Policy Analysis (3), 3700:480 Policy Problems (3). Two 400 level courses in Political Science will also be added (may include 400-level courses used to meet policy related course option requirement)

The following courses are now to be listed as "Choice Options" (choosing one of the following three courses) rather than "required" Accounting and Economics courses as listed in the General Bulletin on page 78: 6200:470 Governmental & Institutional Accounting (3), 3250:405 Economics of the Public Sector (3)

Add to list of "Choice Options:" 3250:330 Labor Problems (3)

**Course Deletion Summary:** (Delete From Program): 3700:301 Advanced Political Research (3), 3700:370 Public Admin:Cncpts & Pract (4), 3700:441 Policy Process (3), 3700:442 Methods of Policy Analysis (3), 3700:480 Policy Problems (3)

**Delete Computer Course Requirement:** 3460:126 Introduction to Basic Programming (2), 6500:324 Data Management for Information Systems (3), 6200:470 Governmental & Institutional Accounting (3) (as an Accounting requirement), 3250:405 Economics of the Public Sector (3) as an Economics requirement

AS-94-09

Geography &  
Planning

**Program Change:** (Revision): M.S. in Geography Minimum of 39 credit hours, of which a minimum of 12 credit hours must be taken at the 600 level, excluding 3350:698 and 699.

**Core Requirements Change:**

3350:581 Geographic Research Methods

3350:583 Spatial Analysis

3350:596 Field Research Methods

3350:687 History of Geographic Thought

3350:680 Advanced Spatial Analysis

**Methods/Techniques Requirement Change:** At least 4 courses from:

3350:505 Geographic Information Systems

3350:548 Automated Computer Mapping

3350:542 Thematic Cartography

3350:589 ST: Computer Applications

3350:600 SEM: Spatial Analysis

3350:637 Planning Methods, I

**Electives Change:** Any course taken outside the department must be approved in advance by the student's Graduate Advisor or the Department Head.

**Program Credit Hour Change:** Total Program Credit Hours: from: 30 to: 39 Total Required Credit Hours: from: 17 to: 27

Total Elective Credit Hours: from: 13 to: 12

AS-94-10

Public Admin &  
Urban Studies

**Program Change:** (Revision): Department of Public Administration and Urban Studies: Master of Public Administration (M.P.A.)



**M.P.A. Requirements Change: from:**

3980:643 Introduction to Public Policy OR 3350:630 Introduction to Planning Practice and Theory OR

3980:617 Leadership and Decision Making 3700:670 Seminar in the Administrative Process

to:

Select Two Of The Following Four Courses:

3980:643 Introduction to Public Policy

3980:617 Leadership and Decision Making

3700:670 Seminar in the Administrative Process

3350:630 Introduction to Planning Practice and Theory

(No credit changes)

**AS-94-11****Physics****Program Change: (Revision): B.S., Physics (Area of Specialization--Computer Physics)****Course Addition Summary: (Existing Courses):**

Choose Either

3460:206 Introduction to C Programming (3) or

3460:201 Introduction to Fortran Programming (3)

Other suggested courses include:

3460:210 Data Structures and Algorithms (3)

3650:350 Computational Physics (3)

3650:468 Digital Data Acquisition (3)

**Course Deletion Summary: Delete from Program:**

3460:306 Assembly Language Programming (3)

3460:307 Applied Systems Programming

4400:333,4 Circuits III,IV (6)

4450:410 Computer Methods (3)

**Program Credit Hour Change: Total Program Credit Hours Required: from 21 to: 18****Total Required Credit Hours: from: 21 to: 18****AS-94-12****Physics****Program Change: (Revision): Delete the following 3 areas of specialization from the BS program in Physics: Applied Physics/Engineering Physics; Biophysics; Physics/Astrophysics/Astronomy Pre-Graduate School****AS-94-13****Physics****Program Change: (Revision): Minor In Physics****Bulletin Change: Requirements for a minor in physics include: 3650:291,2 Elementary Classical Physics I,II - 8 credits; and physics electives at the 300/400 level - 10 credits. Note: 3650:261,2 Physics for the Life Sciences, may be substituted for 3650:291,2 in whole or in part.****Recommended Physics electives: most students should elect 3650:301. Other highly recommended courses are 3650:320, 322, 323, 340 and 406 (see course descriptions). Finally, 3650:320 provides an important background in optics, useful to engineers, geophysicists and others.****AS-94-14****Geography &  
Planning****Program Revision: M.A. in Geography****Course Changes: 3350:699 Thesis Research from 2 to 3 credits****Program Changes: Non-thesis Option: A minimum of 39 credit hours of graduate credits, of which at least 12 credit hours must be taken at the 600 level, excluding 3350:698 and 699.****Core Requirements: (12 credit hours): 3350:581 Geographic Research Methods; 3350:583 Spatial Analysis; 3350:596 Field Research Methods; 3350:687 History of Geographic Thought****Seminars: Completion of research papers in at least 2 courses from the following: (6 hours)**

3350:600 SEM: (tag); 3350:601 SEM: (tag); 3350:602 SEM: (tag)

**Electives: 21 credit hours: Any course taken outside the department must be approved in advance by the student's Graduate Advisor or the Department Head.****Program Changes: Thesis Option: A minimum of 36 credit hours, of which at least 12 credit hours must be taken at the 600 level, excluding 3350:698 and 699****Core Requirements: (12 credit hours): 3350:581 Geographic Research Methods; 3350:583 Spatial Analysis; 3350:596 Field Research Methods; 3350:687 History of Geographic Research****Thesis: (9 credit hours)****Electives: 15 credit hours, at least 3 credits of which must be from the following: 3350:600 SEM: (tag); 3350:601 SEM: (tag); 3350:602 SEM: (tag)****AS-94-15****Mathematical  
Sciences****Course Addition Summary: 3450:726 Approximation Theory (3); 3450:728 Matrix Iterative Analysis (3); 3450:730 Advanced Numerical Solution of Partial Differential Equations (3); 3450:731/732 Advanced Partial Differential Equations I & II (3); 3450:733/734 Asymptotic Methods and Nonlinear Analysis I & II (3); 3450:736 Distribution Theory (3); 3450:737 Theory of Transforms (3)****AS-94-27****Geology****The following is a revised listing of course additions for AS-94-27 which originally appeared in the 1993 December Chronicle:  
Course Title Change: (3650:201): from: Exercises in Environmental Geology to: Exercises in Environmental Geology I**



**Course Addition:** 3370:202 Exercises in Environmental Geology II (1), prerequisites: 3370:200 or (Corequisite) and 3370:201  
**Bulletin Description:** Recognition and evaluation of environmental problems related to geology. Continuation of 3370:201.

AS-94-29  
Mathematical  
Sciences

**Course Addition Summary:** 3490:701/702 Interdisciplinary Research Seminar (3); 3450:721/722 Functional Analysis I & II (3); 3450:735 Dynamical Systems (3); 3490:790 Advanced Seminar in Applied Mathematics (1-4); 3460:710 Advanced Computing Techniques in Physical Sciences (3)

AS-94-32  
History

**Course Deletions:** 1100:320 Western Cultural Traditions; 1100:321 Western Cultural Traditions  
**Course Additions:** 3400:210 Humanities in Western Tradition; 3400:211 Humanities in Western Tradition  
**Note:** The Department of History has been instructed not to designate whether the new courses are to be listed as 1100 or 3400

AS-94-33  
Mathematical  
Sciences

**Course Addition:** 3450:140 Math for Elementary Teachers (3)

AS-94-35  
Geography &  
Planning

Please note that the following course addition which previously appeared in the December, 1993 Chronicle has been changed. The 3350:300 number is now 3350:375:

**Course Addition:** 3350:375 Geography of Cultural Diversity (2)

**Bulletin Description:** Course Title: 3350:375 Geography of Cultural Diversity 2 credits. Course Description: Evaluation of cultural elements unique to various geographical regions to explain why different peoples utilize resources differently, and how cultural diversity affects regional conflicts.

#### COLLEGE OF BUSINESS ADMINISTRATION

BA-94-05  
Bus Admin

**Program Revision:** (MBA Program)

**Course Addition Summary:** (New Courses): 6700:690 Professional Responsibility (1), 6700:692 International Business (1), 6700:694 Applied Business Documentation and Contact (1), 6700:670 Operations Management (3), 6200:664 Research and Quantitative Methods in Accounting (3), 6200:590 Special Topics in Accounting (1-3)

**Course Deletion Summary:** (From Program & University Offering): 6500:662 Applied Operations Research (3), 6600:640 Business Research Methods (3), 6500:600 Management and Organizational Behavior (3)

*Name Change*

BA-94-06  
Accounting

**Program Change:** (Revision): Eliminating 31 credit hours of Phase I requirements in the Master of Taxation Program.

**Deletion Summary:**

3250:600 Foundation of Economic Analysis (3)

6200:601 Financial Accounting (3)

6200:603 Business Systems with Processing Systems (3)

6200:610 Accounting Management and Control (3)

6400:602 Managerial Finance (3)

6400:655 Government and Business (3)

6500:600 Management and Production Concepts (3)

6500:601 Quantitative Decision Making (3)

6600:600 Marketing Concepts (3)

6500:490 Business Policy (4)

**Total Program Credit Hour Requirement Change:** from: 65 to: 34

**Total Required Credit Hour Change:** from: 45 to: 14

#### COMMUNITY AND TECHNICAL COLLEGE

CT-94-01  
Associate Studies  
Division

**Course Addition:** ADD: 2030:161 Mathematics For Modern Technology Credit Hours: 4

CT-94-05  
Public Service  
Tech Div

**NEW PROGRAM:** Criminal Justice Advanced Officer Training Certificate

**COURSE ADDITION SUMMARY:**

**Existing Courses:**

2220:212(4) Traffic Accident Investigator

2220:222(3) Interview & Interrogation

2220:242(3) Organized Crime/Vice Crime

2220:252(4) Adv. Criminal Case Mgt.

2220:262(3) Police Administration

2220:290(3) Occult Crime



CT-94-08

Engineering &  
Science Tech Div

**Program Title Change:** from: Associate of Applied Science in Chemical Technology (Rubber and Plastics Emphasis) to: Associate of Applied Science in Polymer Technology

**Course Addition Summary:** (New Courses): 2840:111 Polymer Technology I (3), 2840:112 Polymer Technology II (3), 2840:211 Polymer Technology III (3), 2840:220 Case Studies in Poly. Design & Proc. (2), 2840:281 Polymer Lab Project (2), 2880:151 Industrial Safety & Environ. Prot. (2)

**Course Addition Summary:** (Existing Courses): 2030:152 Elements of Math II (2), 2030:153 Elements of Math III (2), 2030:154 Math for Engineering Tech. I (3), 2040:242 American Urban Society (3), 2040:247 Survey of Basic Economics (3), 2820:100 Intro. to Engineering Technology (2), 2820:131 Software Applications (1), 2820:161 Technical Physics: Mechanics I (2), 2820:164 Technical Physics: Heat and Light (2), 2830:130 Intro to Hydraulics & Pneumatics (3), 2840:101 Introductory Chemistry (3), 2840:260 Compounding Methods I (2), 2860:110 Basic Electricity & Electronics (4), 2880:100 Basic Principles of Manufacturing Management (4), 2880:241 Intro to Quality Assurance (3), 2940:180 Intro. to CAD (1)

**Course Deletion Summary:** (From Program): 1100: Physical Education (1), 2020:131 Math Analysis I (4), 2020:132 Math Analysis II (3), 2820:121 Technical Computations (1), 2820:151 Basic Physics: Mechanics (3), 2820:152 Basic Physics: Elect. & Mag. (2), 2820:153 Basic Physics: Heat, Light, & Sound (2), 2840:102 Introductory and Analytical Chemistry (3), 2840:270 Natural & Synthetic Organic Polymers (4), 3940:301 Introduction to Elastomers (3), 3940:302 Introduction to Plastics (3) Electives (6) & Emphasis Elective (3)

**Delete from Program and University Offering:** 2840:105 Chemical Calculations I (1), 2840:106 Chemical Calculations II (1), 2840:121 Organic Principles (4), 2840:201 Quantitative Analysis (4), 2840:255 Literature of Science and Technology (1)

**Delete from University Offering:** 2840:210 Scientific Glass Blowing (1), 2840:250 Elements of Physical Chemistry (3)

**Course Changes:** (Credit & Prerequisite Changes): 2840:202 Instrumental Methods, 2840:260 Compounding Methods, 2840:290 Special Topics in Chemical Technology

CT-94-10

Business Tech Div

**Course Change Summary:** from: PC Word Processing for NonMajors (2540:141, 2cr.), prerequisites: 2540:150 Beginning Keyboarding, 2540:140 Keyboarding for Non-Majors, or permission to: WordPerfect Beginning (2540:141, 2cr.), prerequisites: Basic touch typing skill.

**New Bulletin Description:** Introduction to WordPerfect word processing software for nonmajors. Training on personal computers for personal and business communications.

CT-94-12

Business Tech Div

**New Program:** Marketing & Sales Technology Certificate Program

**Course Addition Summary:** (Existing Courses): 2420:101 Elements of Distribution (3); 2520:103 Principles of Advertising (3); 2520:106 Visual Promotion (3); 2420:211 Basic Accounting I (3); 2520:212 Principles of Sales (3)

In addition select one of the following: 2520:215 Advertising Projects (2); 2520:217 Merchandising Projects (2); 2520:219 Sales Projects (2)

## COLLEGE OF EDUCATION

ED-94-01

Secondary Ed

**Program Revision:** Certificate in Technical Training

**Course Addition Summary:** (Existing Courses): 5400:400/500 The Postsecondary Occupational Learner (3); 5400:415/515 Training in Business and Industry (3); 5400:430/530 Curriculum Development in Technical Education (2); 5400:431/531 Curriculum Development in Technical Education Lab (1); 5400:435/535 Instructional Techniques in Technical Education (4); 5400:403 Practicum (2) or 5400:691 Internship (2); 5100:420/520 Computer Based Education (3)

## COLLEGE OF ENGINEERING

EN-94-02

Electrical  
Engineering

(Effective Spring, 1994)

**Course Addition:** Add: 4450:642 Advanced Knowledge Engineering (3), prerequisites: 4450:641 Advanced Expert Systems Design and Development, or equivalent.

**Bulletin Description:** Prerequisite: 4450:641, or equivalent. Advanced study of knowledge acquisition and expert system project management.

EN-94-03

Electrical  
Engineering

(Effective Summer, 1994)

**Course Addition:** Add: 4450:643 Frame-Based Expert System Design (3), prerequisites: 4450:441, or 4450:641, or equivalent

**Bulletin Description:** Prerequisite: 4450:441, or 4450:641, or equivalent. Introduction to design and development of frame-based expert systems.

EN-94-21

Engineering

**Program Revision:** This proposal provides generic degree requirements for the five master of science degree programs in the College of Engineering and formalizes established practice.

EN-94-22

Engineering

**Program Revision:** The current Graduate Bulletin does not list any admission requirements to the Masters' Programs in the College



**New Bulletin Description:** (May be repeated for a total of four credits) Prerequisite: Permission Continuation of 119. Increasing movement vocabulary, muscular strength and coordination for modern dance.

**Course Change:** (Title Change) Course Number: 7900:219 (2) from: Introduction To Contemporary Dance III to: Modern III: Intermediate Beginner A

**New Bulletin Description:** (May be repeated for a total of 4 credits). Prerequisite: Permission. Continuation of 120. Introduction to current modern dance styles.

**Course Change:** (Title Change) Course Number: 7900:220 (2) from: Introduction To Contemporary Dance IV to: Modern Dance IV: Intermediate Beginner B

**New Bulletin Description:** (May be repeated for a total of 4 credits). Prerequisite: Permission. Continuation of 219. Application of basic modern dance theory of current modern dance styles and techniques.

**Course Change:** (Title Change) Course Number: 7920:229 (3) from: Contemporary Technique I to: Modern VI: Intermediate Modern Dance B

**New Bulletin Description:** (May be repeated for a total of 6 credits.) Prerequisite: permission. Introduction to intermediate theory of current modern dance styles and techniques.

**Course Change:** Course Title: 7920:329 (3) from: Contemporary Technique II to: Modern VIII: Advanced Modern Dance B

**New Bulletin Description:** (May be repeated for a total of 6 credits). Prerequisite: Permission. Application of advanced modern dance technique and styles.

**FAA-94-22**  
Dance

**Program Revision:** (BA/BFA Dance): NASD requested that course titles and nomenclature be changed to reflect progression through the program and development of technique.

**Course Addition:** (New Course): 7900:225 Ballet IV: Intermediate Beginner B (3)

**FAA-94-23**  
Home Ec & Family  
Ecology

**Program Change:** Bachelor of Arts in Clothing, Textiles and Interiors: Interior Design Option

**Course Addition Summary:** (New Courses): 7400:333 (3) Space Planning and Programming (Core), 7400:334 (3) Specifications for Interiors I (Core)

(Existing Courses): 2940:210 (3) Computer Drafting (Interior Design Elective)

**Course Deletion Summary:** (From Program): 2230:153 Principles of Fire Protection and Life Safety, 2420:101 Elements of Distribution, 6200:211 Basic Accounting, 6600:300 Marketing Principles, 6600:310 Buyer Behavior, 7400:485 Sem: Space Planning and Programming, 7400:485 Sem: Codes, Specifications, and Barrier Free Environments, 7100:485 Architectural Presentations III

**Course Changes:** (Name Change): 7400:158 Introduction to Interior Design and Furnishings (3), 7400:432 Interior Textiles and Product Analysis (3)

(Number Change): 7400:435 Principles and Practices of Design (3), 7400:432 Interior Textiles and Product Analysis (3), 7400:358 Introduction to CAD for Interior Design (3)

(Description Change): 7400:458 Office Design (3), 7400:435 Principles and Practices of Design (3), 7400:434 Commercial Design, 7400:433 Residential Design (3), 7400:432 Interior Textiles and Product Analysis (3), 7400:158 Introduction to Interior Design and Furnishings (3)

(Prerequisite Change): 7400:458 Office Design (3), 7400:435 Principles and Practices of Design (3), 7400:434 Commercial Design (3), 7400:432 Interior Textiles and product Analysis (3), 7400:358 Introduction to CAD for Interior Design (3)

**FAA-94-29**  
Communication

**Program Revision:** The math component of the general studies requirement must be complete before entering the School of Communication.

**Prerequisite List:** Completion of 7600:102, 7600:115, 1100:111 or 2020:121, 1100:112 and 1100:105 or 1100:106 with grade of or better in each course and completion of the General Studies math requirement is required to transfer into the department as a major or to enroll in 300-400 level courses in the School of Communication.

**FAA-94-33**  
Home Ec &  
Family Ecology

(Effective Spring, 1994)

**Course Addition Summary:** 7400:491,2,3/591,2,3 Workshop in Home Economics and Family Ecology (1,2, or 3 cr.), prerequisite: Junior standing

**Bulletin Description:** Current issues and topics in selected areas of home economics and family ecology. On/off campus or combined.

**COLLEGE OF NURSING**

**NU-94-01**  
Nursing

**Course Addition:** Add: 8200:509, International Nursing (3), prerequisite: Admission in MSN Program

**Additional Resources:** Information dissemination through International Programs on this campus.

**Bulletin Description:** A comparison of nursing in the Norwegian and American health care systems will include educational, ethical, legal, political, demographic, and geographic influences on health care.

**NU-94-02**  
Nursing

(Effective Spring, 1994)

**PROGRAM CHANGE:** Revision. Master of Science in Nursing. Addition of the Miller Analogies Test (MAT) for consideration for admission. No course changes or changes in requirements.



NU-94-03

Nursing

(Effective Summer, 1994)

**Course Addition:** 8200:649, Nurse Anesthesia Residency (0), prerequisites: 8200:644 & 8200:645

NU-94-05

Nursing

(Effective Summer I, 1994)

**Course Addition:** Add: 8200:489, ST: ACCESS to Registered Nursing (2), Prerequisite: Licensed Practical Nurse

**Bulletin Description:** Explores the concepts basic to transition from licensed practical nurse to registered nurse. Part of the Northeast Ohio ACCESS to Nursing Articulation project.

#### WAYNE COLLEGE

WC-94-06

Wayne College

**Program Deletion:** Delete: Administrative Secretary

WC-94-07

Wayne College

**Program Deletion:** Delete: Office Administration--Word Processing Option

WC-94-08

Wayne College

**Program Deletion:** Delete: Office Administration--Office Services Option



