

Minutes
Meeting of Academic Chairpersons
October 25, 2005

- I. Remarks: Provost Robert Herbert
Provost Herbert stated that the Provost's Office would be setting up a web site that will include minutes from the Deans' Council meetings and policies for the academic unit.

(See <http://www.ysu.edu/provost/communications/communications.shtml>.)
The intent is to improve communication, make policies readily available, and make the policy-setting process more transparent.

- II. NCAA Update: Elaine Jacobs (see attached handout, page 3 of minutes)
- Described the NCAA certification process (the report is due to the NCAA May 15, 2006).
- Reviewed the "extra benefits" rules regarding student athletes.

- III. Summer School: Ron Chordas
The academic sector was charged by President Sweet to examine expenditures on summer school. A draft policy for summer school was distributed (see note at the end of the minutes), and the policy was reviewed. One part of the policy calls for the conversion of courses falling below the minimum enrollment into conference courses. It was noted that there will be discussion with the union on a memorandum of understanding regarding the workload for courses falling below the enrollment minimums. Some comments from chairs regarding the policy included the following:

- Concern regarding the logistics of converting classes into conference courses; the current process is cumbersome because paperwork needs to be filled out for each individual student.
- Department policies on summer school may need to be examined to deal with conference courses.
- Possibility of developing a form for faculty who agree to teach a course on a conference basis.
- Need for special consideration of labs with low enrollment that support lecture classes with sufficient enrollment.
- Need for special consideration of classes that always enroll a small number of students due to accreditation requirements.
- The need for criteria on when the conference option would be offered.

Ron Chordas then discussed the scheduling grid, and the need for departments to adhere to the scheduling grid (see note at end of minutes). There is some uncertainty regarding the latest official scheduling grid. The Provost emphasized that since all classrooms are shared across the institution, failure to adhere to the grid results in inefficient use of classroom space. Chairs will

receive information on classes they have scheduled that do not fit into the grid. One concern that was expressed was that the grid may not work for classes associated with some clinical programs.

- IV. Reassigned Time: Provost Robert Herbert
The Provost noted that over the last several years reassigned time has increased from 15 percent of the faculty's teaching capacity to 25 percent of its teaching capacity. He asked that deans work with departments to review the departments' governance documents and see that they are enforced. He said this is not an attempt to eliminate reassigned time but to make sure that all decisions to award reassigned time are fully justifiable. Also, he emphasized that reassigned time forms must be processed in a timely manner.

A comment was that the increase in reassigned time allowed for an increase in research and in grants, and that the overhead generated from the grants was not given appropriate visibility. Provost Herbert responded that the policies must make clear why different amounts of reassigned time are given, and that a failure to maintain accountability allows for charges that the academic unit is irresponsible.

- V. Planning Practices: Provost Robert Herbert
The Provost discussed the need to begin conversations about how to review programs. The actual reviews would begin next year, and when possible would be coordinated with the North Central Accreditation process.
- VI. Review of Chair Retreat: Tod Porter
Comments on the recent retreat at Punderson and suggestions for future meeting topics were distributed (see attached). It was noted that participants indicated a preference for a mix of speakers from inside and outside YSU.
- VII. New Business
There was discussion about when decisions on requests for faculty positions would be made.

- VIII. Adjournment at 11:50 a.m.

NOTE: Even though summer scheduling hand-outs were distributed, Dr. Herbert and Julia Gergits are working on an MOU that will supplant the hand-outs distributed at the meeting.



**YOUNGSTOWN STATE UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
FALL 2005 UPDATE**

Elaine Jacobs

NCAA Certification

- Comparable to academic accreditation
- Conducted every ten years
- Institutional review, not an athletics department review
- Steering Committee (Cyndy Anderson, chair) will oversee review of three subcommittees: Academic Integrity, Governance and Commitment to Rules Compliance, and Equity and Student-Athlete Welfare
- Broad-based campus participation essential (Board of Trustees, senior level administrators, faculty, students, community members)
- Timeline: currently conducting self study; report due at NCAA May 15, 2006; Peer review team will be on campus fall 2006; final certification decision February 2007
- One of three classifications: “Certified”, “Certified w/conditions”, “Not Certified”
- Monitor the process at:
<http://www.yasu.edu/sports/compliance/certification/process.htm>

“Extra Benefits” Rules Education

- Receipt by a student-athlete of a benefit or service not authorized by the NCAA renders a student-athlete ineligible for competition. Activities that are prohibited include, but are not limited to:
 1. Providing an automobile or transportation of any type;
 2. Providing rent free or reduced cost housing for any length of time;
 3. Providing gifts, free or reduced cost services including meals, drinks, clothing, laundry, haircuts, legal fees, etc.
 4. Providing use of a telephone for free long distance calls
- If it can be demonstrated that the same benefit is generally available to any YSU student, it would not constitute a violation.