



**BOARD OF TRUSTEES  
ACADEMIC QUALITY AND STUDENT SUCCESS COMMITTEE  
Carole S. Weimer, Chair  
James B. Greene, Vice Chair**

**Thursday, September 13, 2012  
1:00 p.m.**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held May 31, 2012**
- B. Old Business**
- C. Committee Items**
  - 1. Student Affairs**
    - a. Student Affairs Action Items**
      - 1) Resolution to Expand “Western PA Advantage” Fee Schedule to the Entire Regional Service Area** **Tab 1**  
Jack Fahey, Vice President for Student Affairs and Ombudsperson, will report.
      - 2) Resolution to Approve Privacy and Release of Student Education Records Policy** **Tab 2**  
Holly Jacobs, the University’s General Counsel, will report.
    - b. Student Affairs Discussion Item**
      - 1) Veterans Master Plan** **Tab 3**  
Jack Fahey, Vice President for Student Affairs and Ombudsperson, will report.

**2. Academic Affairs**

**a. Academic Affairs Action Item**

**1) Resolution to Approve Master of Arts in Gerontology**

**Tab 4**

Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs; Dr. Peter Kasvinsky, Associate Provost for Research and Dean of Graduate Studies and Research; and Dr. Shearle Furnish, Dean, College of Liberal Arts and Social Sciences, will present the resolution.

**b. Academic Affairs Discussion Item**

**1) Youngstown Early College Status Report**

Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, and Dr. Teresa Riley, Associate Provost, will report.

**D. New Business**

**E. Adjournment**

**RESOLUTION TO EXPAND “WESTERN PA ADVANTAGE” FEE  
SCHEDULE TO THE ENTIRE “REGIONAL SERVICE AREA”**

**WHEREAS**, the Western Pennsylvania Advantage and the Regional Service Area were created to increase enrollment and enhance the connections between Northeast Ohio and Western Pennsylvania, advancing the educational, cultural, and technological future of the emerging Cleveland–Youngstown–Pittsburgh economic/technology corridor; and

**WHEREAS**, the YSU 2020 Strategic Plan calls for the University to increase its engagement throughout the region as well as to attract talented students from an increasingly wider geographic area; and

**WHEREAS**, the Western Pennsylvania Advantage fees were lowered in 2009, and two additional counties were added in 2011; and

**WHEREAS**, this attractive fee structure has fostered enrollment success in the areas designated as Western Pennsylvania Advantage fee schedule compared with very limited enrollment success in areas designated as Regional Service Area fee schedule;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that, effective Fall 2013, the areas previously designated as “Western Pennsylvania Advantage” and “Regional Service Area” be merged into one region for the purposes of fee schedule and that the fee schedule previously designated as Western Pennsylvania Advantage be applied to the entire region.

# CURRENT



## CURRENT NON-RESIDENT TUITION SURCHARGE

### Western Pennsylvania Advantage:

Students registering for 1 to 11 credits

\$8.76 per credit

Students registering for 12 to 16 credits

\$105.12 per semester

### Regional Service Area:

Students registering for 1 to 11 credits

\$117.80 per credit

Students registering for 12 to 16 credits

\$1,413.60 per semester

### Non-Regional Service Area:

Students registering for 1-11 credits

\$248.20 per credit

Students registering for 12-16 credits

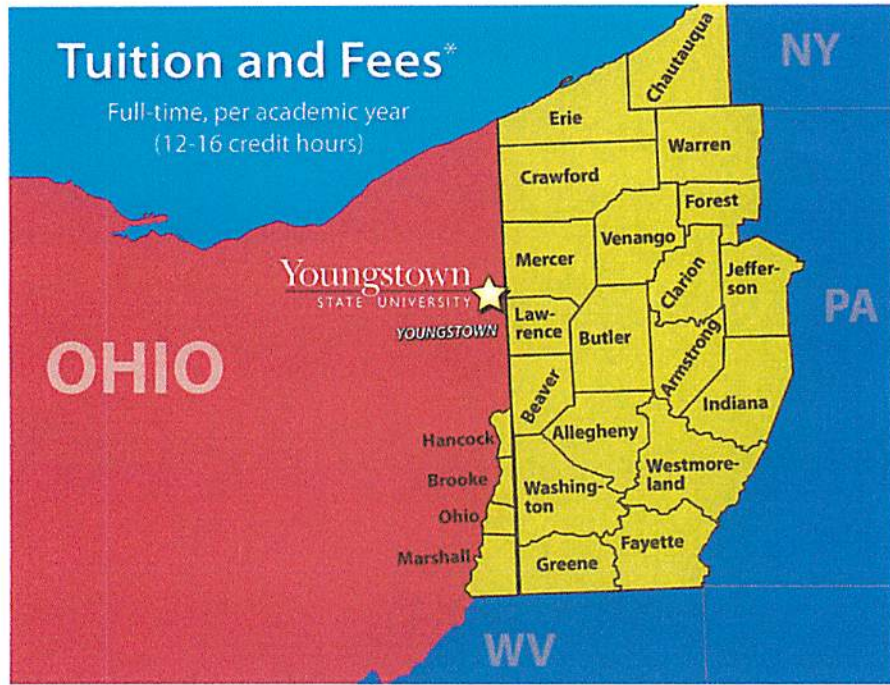
\$2,978.40 per semester

The Western Pennsylvania Advantage pricing has generated enrollment gains:

### Western Pennsylvania Advantage

	Student FTEs	% Change	FTE Change	Estimated Annual Revenue	\$ Change in Revenue
FY 2008	663	-	-	\$7,047,795	--
FY 2009	628	-5%	(35)	\$6,827,755	(\$220,040)
FY 2010*	720	15%	92	\$5,853,734	(\$974,021)
FY 2011	834	16%	114	\$6,973,901	\$1,120,167
FY 2012	868	4%	34	\$7,310,813	\$336,912

# PROPOSED



## Budget Office Projection

We currently collect about \$167,000 a year from the regional service area surcharge, which is currently \$117.80/hour. If we reduce the surcharge to \$8.76/hour (same as Western PA Advantage), we would lose \$159,000 in revenue. To offset this loss in revenues, we would need to enroll an additional 19 FTE students.

Office of Admissions anticipates surpassing this goal by the second year of the program.

**Explanation of New *Guidebook Policy*:**

**8004.01 Privacy and Release of Student Education Records**

This new policy has been drafted to ensure compliance with the Family Education Rights and Privacy Act (FERPA) of 1974. This law governs the privacy of student educational records and the management of those records by university employees.

**RESOLUTION TO APPROVE  
PRIVACY AND RELEASE OF STUDENT  
EDUCATION RECORDS POLICY**

**WHEREAS**, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Privacy and Release of Student Education Records, policy number 8004.01 of the *University Guidebook*, shown as Exhibit \_\_ attached hereto.



NEW POLICY  
**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Privacy and Release of Student Education Records</b>
Responsible Division:	Student Affairs
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	
Resolution Number(s):	YR 2013-
Board Committee:	Academic Quality & Student Success
<b>EFFECTIVE DATE:</b>	
Next review:	2017

**Policy:** This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.

**Purpose:** The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice is published annually in the Student Right to Know newspaper as well as in the Bulletin to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.

**Definitions:**

1. "Education records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records:"
  - a. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.



- b. Records maintained by the Youngstown State University Police for law enforcement purposes.
  - c. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
  - d. Records created or received after a student is no longer in attendance (alumni records).
  - e. Student employment records.
  - f. Grades or peer-graded papers before they are collected and recorded by a professor.
2. All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.
  3. Each University unit has an obligation to keep a record of requests and disclosures of student education records except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

#### **I. Right to Inspect and Review**

Students are granted the right to inspect and review all of their education records, except the following:

1. Financial records of parents.
2. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

#### **II. Waiver of Rights of Access**

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

#### **III. Procedures for Inspection and Review**

- A. Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.

- B. Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

#### **IV. Right to Request Amendment of Information in Records**

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

#### **V. Procedures for Hearing to Challenge Records**

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the Office of the University Registrar, listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the University will notify the student in writing and advise of a right to a hearing.
- B. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.
- C. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV.
- D. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
- E. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior University officials and a decision rendered, in writing, within a reasonable period of time.
- F. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the University.

## **VI. Consent for Release Required**

Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

## **VII. Release Without Consent**

- A. The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.
- B. The requirement for consent does not apply to the following:
1. Requests from faculty and staff of Youngstown State University who have a legitimate education interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the University.
  2. Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
  3. Requests in compliance with a lawful subpoena or judicial order.
  4. Requests in connection with a student's application for or receipt of financial aid.
  5. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act, conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
  6. Information submitted to accrediting organizations.
  7. Requests by parents of a dependent student, when claimed by a parent on one's Federal Income Tax Return.
  8. In the case of a health or safety emergency, the University may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
  9. To authorized federal officials who have need to audit and evaluate federally-supported programs.

10. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
11. Disclosure to a parent of an underage student in violation of University policy governing the use or possession of alcohol or drugs.
12. Requests for "directory information" (see item VIII).

### **VIII. Directory Information**

- A. Youngstown State University, in accordance with the Act, has designated the following information about students as public (directory) information:
  1. Name
  2. Address (local, home and e-mail)
  3. Telephone (local and home)
  4. Program of study (including college of enrollment, major and campus)
  5. Enrollment status (e.g. full-time, part-time, withdrawn)
  6. Dates of attendance and graduation
  7. Degrees, honors, and awards received
  8. Previous educational agencies or institutions attended
  9. Participation in officially recognized activities and sports
  10. Weight and height of members of intercollegiate athletic teams
- B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a Student Privacy Hold Form which can be obtained from the Office of the University Registrar. At least ten days should be allowed for processing of these requests. This request must be made within the first seven (7) calendar days of an academic semester.
- C. Youngstown State University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.
- D. The University publishes student directory information on its website.

**NUMBER**  
**8004.01**

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**IX. Complaints, Concerns or Suggestions**

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the Office of the University Registrar in writing. The University Registrar shall promptly review all such allegations.

**Tab 3 will be distributed at the Board meeting.**

**RESOLUTION TO APPROVE A  
MASTER OF ARTS DEGREE IN GERONTOLOGY**

**WHEREAS**, establishing and enhancing academic programs and educational experiences at the graduate level that meet student and workforce needs are necessities for Youngstown State University's shift toward urban research; and

**WHEREAS**, undertaking community partnerships to serve and address the cultural, educational, social and economic needs of the region is another priority at Youngstown State University; and

**WHEREAS**, there has been an increasing demand to deliver expertise, research, and services to a growing older population in the region; and

**WHEREAS**, a Bachelor of Arts Degree in Gerontology offers an interdisciplinary educational experience that enhances students' employment opportunities and serve the needs of the region's aging population; and will help feed the Masters Degree in Gerontology from within; and

**WHEREAS**, a large pool of external students from around the country exists; and

**WHEREAS**, resources for the administration of such a degree currently exist or are included in the current proposal in the Department of Sociology Anthropology, and Gerontology;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University approves the offering of a Master of Arts in Gerontology degree subsequent to approval of said degree by the Ohio Board of Regents.



## **Masters in Gerontology Proposal**

### **Executive Summary**

**Daniel J. Van Dussen Ph.D.**

**Submitted August 7, 2012**

#### **Associate Professor and Graduate Director of Gerontology**

The following is a proposal for a new Masters in Gerontology degree at Youngstown State University directed by Daniel J. Van Dussen. The focus of the program is on health and aging. The program is justified by the rapid growth in the older adult population in Ohio, Pennsylvania, and the United States. It is also justified through market research conducted by Daniel J. Van Dussen and Suzanne Leson of the gerontology program indicating strong interest in the state of Ohio for new degrees in gerontology.

**Program description:** The program consists of 42 semester hours of instruction, including field work. Students may choose a thesis or non-thesis track. The program will place an emphasis on health and aging.

**Needs:** A new tenure track position specific to gerontology along with two new graduate research assistants and no further budget cuts in the library resources are necessary to launch this program and are included in the budget provided by Marilyn Ward and are necessary as per RACGS reviewers from the University of Akron, Kent State University, Miami University and Bowling Green State University. The position has been promised by the administration of Youngstown State University. Our goal, upon receiving board of trustees and OBOR approval, is to begin recruiting for the position in the next two months to hire a strong candidate who will bring in research funding for this program.

**Evidence of Need:** Ohio currently has the 6<sup>th</sup> largest population of older adults in the United States (Census 2010). Proportions of older adults in the nearby counties have reached or surpassed that of the national average. For example, as shown in Table 1, in comparison with the national average of 12.6% of adults age 65 or older, adults 65 and over make up 16.5% of Columbiana County's population, 17.4% of Trumbull County's population, and 17.9 of Mahoning County's population. In addition to the rapid growth of older adults in the Mahoning Valley within Ohio, Western Pennsylvania is also experiencing a rapid growth of older adults. Pennsylvania currently has 15.4 of its population over age 65, which is the second highest percentage of older adults in the United States, next to Florida (Ibid). Mercer and Lawrence Counties, Pennsylvania, currently have 18.5% and 18.8% of their populations age 65 or older, respectively. The population of the older adults is in general on the rise comparing the Census Data in 2005 (estimated) and 2010 (see Table 1). The aging of the population, coupled with an increase in life expectancy and the decrease in birthrate, will continue to increase both the proportion and number of older adults in our area. This demographic shift also will help enroll adults that wish to further their careers or change careers to remain in the workforce.

Table 1: A comparison of State and Local Older Adults Aged 65+ (Census 2005 and 2010)

Geographical Location	Adults Age 65 or Older (%)			
	Census 2005		Census 2010	
	N	%	N	%
The State of Ohio	1,563,082	13.6	1,622,015	14.1
Jefferson County, OH	12,900	18.8	12,756	18.3
Mahoning County, OH	41,289	16.6	42,702	17.9
Trumbull County, OH	35,530	15.4	36,617	17.4
Columbiana County, OH	16,976	14.8	17,793	16.5
Ashtabula County, OH	15,049	NA	15,877	15.6
The State of Pennsylvania	1,911,564	15.3	1,959,307	15.4
Lawrence County, PA	16,926	17.6	17,128	18.8
Mercer County, PA	20,097	12.1	21,556	18.5

## Fiscal Impact Statement

### MA Gerontology

	Year 1 FY14	Year 2 FY15	Year 3 FY16	Year 4 FY17	Year 5 FY18
<b>Projected Enrollment</b>					
Head-count (9+) full time (fall/spring avg unduplicated)	6	12	13	15	15
Head-count part time (fall/spring avg unduplicated)	4	8	13	12	13
Full Time Equivalent (FTE) enrollment annualized (no summer enrollment)	5.20	10.40	12.80	13.80	14.20
<b>Projected Program Income</b>					
Tuition (paid by student or sponsor)	69,600	144,000	183,400	204,700	218,000
Expected state subsidy	N/A	N/A	N/A	N/A	N/A
Externally funded stipends					
Other income (describe below)					
<b>Total Projected Income</b>	<b>\$ 69,600</b>	<b>\$ 144,000</b>	<b>\$ 183,400</b>	<b>\$ 204,700</b>	<b>\$ 218,000</b>
<b>Program Expenses</b>					
<b>New Personnel</b>					
<b>New Faculty</b>					
Full 1 new faculty member through year 5	\$ 60,300	\$ 61,500	\$ 62,700	\$ 64,000	\$ 65,300
Part Time 24 hours per year, year 2 and beyond (replacement)	\$ 12,900	\$ 25,700	\$ 25,700	\$ 25,700	\$ 25,700
<b>Non-instruction (indicate role(s) in narrative section below)</b>					
Full time (none)	-	-	-	-	-
Part time (none)	-	-	-	-	-
<b>New facilities/space renovation (if applicable, describe below)</b>					
<b>Tuition Scholarship Support (if applicable, describe below)</b>					
Graduate and Teaching Assistants two per year (4 total after yr 1) <sup>1</sup>	15,800	31,500	31,500	31,500	31,500
University stipend support (if applicable, describe below) <sup>2</sup>	10,800	21,600	21,600	21,600	21,600
<b>Additional library resources (if applicable, describe below)</b>					
Additional technology or equipment (if applicable, describe below)	200	100	100	100	100
Other expenses (describe below) <sup>3</sup> (e.g. waived tuition and fees, travel, office supplies, accreditation costs)	500	500	500	500	500
<b>Total Projected Additional Expense</b>	<b>\$ 100,500</b>	<b>\$ 140,900</b>	<b>\$ 142,100</b>	<b>\$ 143,400</b>	<b>\$ 144,700</b>
<b>Net Program Income or Expense</b>	<b>\$ (30,900)</b>	<b>\$ 3,100</b>	<b>\$ 41,300</b>	<b>\$ 61,300</b>	<b>\$ 73,300</b>
<b>without SSI considered</b>					

**Assumptions:**

3.5% Tuition Increase

10 students in first year; increasing to 12 new students each year in year 4 (4 PT and 8 FT)

Includes some fulltime graduate (9 hours) but for tuition purposes under 12 hours therefore under bulk rate

Part time faculty will teach courses previously taught by FT faculty

40% out of state students (regional)

<sup>1</sup> Advertising Expenses

SSI is not calculated or considered in fiscal statement due to potential flat/decreased allocation.

34% fringes for employees

<sup>2</sup>GA's and TA's total of 4 in year 4 and beyond includes <sup>1</sup>Tuition Remission

<sup>3</sup>Total Other supplies includes advertising