



**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**James E. "Ted" Roberts, Chair
Charles R. Bush, Vice Chair
All Trustees are Members**

**Tuesday, September 6, 2016
1:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meeting Held June 1, 2016**
- B. Old Business**
- C. Committee Items**

- 1. Student Affairs**

- a. Student Affairs Consent Agenda Items***

- Tab C.1.a.1. *1) Resolution to Modify Policy 3356-8-03, Student residency status for tuition purposes. (Previous policy 8003.01)**
Gary D. Swegan, Associate Vice President for Enrollment Planning and Management, will report.

- Tab C.1.a.2. *2) Resolution to Approve Policy 3356-8-04, Privacy and release of student educational records: The Family Education and Privacy Act ("FERPA")**
Gary D. Swegan, Associate Vice President for Enrollment Planning and Management, and Eddie Howard, Associate Vice President for Student Experience, will report.

- b. Student Affairs Discussion Item**

- 1) Fall 2016 Enrollment Update**

- Gary D. Swegan, Associate Vice President for Enrollment Planning and Management, will present an update regarding fall 2016 enrollment.

*Items listed under the Consent Agenda require Board approval; however, they may be presented without discussion as these items include only non-substantive changes.

2. Academic Affairs

a. Academic Affairs Action Item

Tab C.2.a.1.

1) Resolution to Authorize Conferral of Honorary Degree

Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, will summarize the credentials of Sam Covelli, who has been nominated to receive an honorary degree at the Fall 2016 commencement ceremony. Board approval is required.

b. Academic Affairs Consent Items*

Tab C.2.b.1.

*1) Department Name Change

Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, and Dr. Nathan R. Myers, Associate Provost for International and Global Initiatives, will discuss the proposed name change of Center for International Studies and Programs to International Programs Office.

Tab C.2.b.2.

*2) Department Name Change

Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, and Michael Hripko, Associate Vice President for Research, and Dr. Andrew Shepard-Smith, Director of Grants and Sponsored Programs, will discuss the proposed name change of Grants and Sponsored Programs to Office of Research Services.

c. Academic Affairs Discussion Items

Tab C.2.c.1.

1) Academic Senate Update

Dr. Chet Cooper, Chair of the Academic Senate, will discuss the composition and role of the Academic Senate.

Tab C.2.c.2.

2) Strategic Plan Cornerstone Dashboard Update

Dr. Sal Sanders, Dean of the College of Graduate Studies, and Dr. David Stout, Professor and Andrews Chair, Department of Accounting and Finance, will report on the Urban Research University Transition Cornerstone.

Tab C.2.c.3.

3) Grants and Sponsored Programs FY 16 Report

Michael Hripko, Associate Vice President for Research, and Dr. Andrew Shepard-Smith, Director, Grants and Sponsored Programs, will present the FY16 Year End/Fourth Quarter Report from the Office of Grants and Sponsored Programs.

Tab C.2.c.4.

4) Higher Learning Commission Update

Dr. Kevin Ball, Associate Provost for Academic Programs and Planning, will give an update on the Higher Learning Commission visit in 2017.

*Items listed under the Consent Agenda require Board approval; however, they may be presented without discussion as these items include only non-substantive changes.

Explanation of Modifications to *University Policy*:

3356-8-03 Student residency status for tuition purposes.

(Previous Policy Number 8003.01)

This policy was reviewed and minimal changes were made. Modifications include listing the current responsible officer, revision history, updating the name of the Ohio Department of Higher Education. Language was updated in the Procedure section regarding a veteran's spouse or dependent, and graduates of Ohio high schools. Additional changes include aligning the policy with the new numbering system, and indicating the new review date.



**RESOLUTION TO MODIFY
STUDENT RESIDENCY STATUS FOR TUITION PURPOSES, 3356-8-03
(PREVIOUS POLICY NUMBER 8003.01)**

WHEREAS, the University 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; and

WHEREAS, the Student Residency Status for Tuition Purposes policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of Student Residency Status for Tuition Purposes, policy number 3356-8-03 (previous Policy Number 8003.01) shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 15, 2016
YR 2017-**

3356-8-03 Student residency status for tuition purposes.

Previous Policy Number: 8003.01
Responsible Division/Office: Undergraduate Admissions
Responsible Officer: [Associate Vice President for Student Affairs](#)
[Enrollment Planning and Management](#)
Revision History: March 1999; March 2007; March 2011;
[September 2016](#)
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ [September 15, 2016](#)
Next Review: 201621

- (A) Policy statement. The university will develop a system of identifying student residency for purpose of state subsidy and tuition surcharge consistent with rules of the Ohio ~~board of regents~~ [department of higher education](#) which comply with provisions of section 3333.31 of the Revised Code and rule 3333-1-10 of the Administrative Code.
- (B) Parameter. The purpose of the Ohio ~~board of regents~~ [department of higher education](#) rules, to determine student residency for the purpose of state subsidy and tuition surcharge, is to exclude those persons entering the state for the primary purpose of receiving the benefit of a state-supported education.
- (C) Procedures.
- (1) Residency for the purpose of assessing tuition and fee charges is determined at the time of admission or readmission to the university [and cannot be retroactive](#).
 - (2) Students immediately identified as Ohio residents for tuition purposes will include: dependents of parent(s)/guardian(s) who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; active duty military, guard, reserve, ~~and~~ [honorably discharged veterans, and the spouse or dependent of a veteran](#), who are domiciled in Ohio as of the first day of the semester; [graduates of Ohio high schools who are domiciled in Ohio as of the first day of the semester](#); and those independent applicants who have resided in Ohio for at least

the twelve consecutive months preceding enrollment and have demonstrated that they have supported themselves during that time. With documentation as required by the Ohio [board of regents department of higher education](#), various other student categories may also be considered for Ohio residency status.

- (3) Students having cause to question their residency status may present documentation supporting their position to the residency officer in the office of undergraduate admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.
- (4) Students continuing to question their residency status may file a written appeal with the residence classification board of the university.
- (5) The residence classification board is the final appeal authority and its decision is final.
- (6) Information regarding residency status and the residence classification board is available in the office of undergraduate admissions.

3356-8-03 Student residency status for tuition purposes.

Previous Policy Number: 8003.01
Responsible Division/Office: Undergraduate Admissions
Responsible Officer: Associate Vice President for Enrollment Planning
and Management
Revision History: March 1999; March 2007; March 2011;
September 2016
Board Committee: Academic and Student Affairs
Effective Date: September 15, 2016
Next Review: 2021

- (A) Policy statement. The university will develop a system of identifying student residency for purpose of state subsidy and tuition surcharge consistent with rules of the Ohio department of higher education which comply with provisions of section 3333.31 of the Revised Code and rule 3333-1-10 of the Administrative Code.
- (B) Parameter. The purpose of the Ohio department of higher education rules, to determine student residency for the purpose of state subsidy and tuition surcharge, is to exclude those persons entering the state for the primary purpose of receiving the benefit of a state-supported education.
- (C) Procedures.
- (1) Residency for the purpose of assessing tuition and fee charges is determined at the time of admission or readmission to the university and cannot be retroactive.
 - (2) Students immediately identified as Ohio residents for tuition purposes will include: dependents of parent(s)/guardian(s) who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; active duty military, guard, reserve, honorably discharged veterans, and the spouse or dependent of a veteran, who are domiciled in Ohio as of the first day of the semester; graduates of Ohio high schools who are domiciled in Ohio as of the first day of the semester; and those independent applicants who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have

demonstrated that they have supported themselves during that time. With documentation as required by the Ohio department of higher education, various other student categories may also be considered for Ohio residency status.

- (3) Students having cause to question their residency status may present documentation supporting their position to the residency officer in the office of undergraduate admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.
- (4) Students continuing to question their residency status may file a written appeal with the residence classification board of the university.
- (5) The residence classification board is the final appeal authority and its decision is final.
- (6) Information regarding residency status and the residence classification board is available in the office of undergraduate admissions.

Explanation of Modifications to *University Policy*:

3356-8-04 Privacy and release of student education records: The Family Education and Privacy Act (“FERPA”)

This policy was reviewed and minimal changes were made. Modifications include listing the current responsible division/office, responsible officer, revision history, board committee, and the language within the policy reflects this reporting structure. Additional changes include aligning the policy with the new numbering system, and indicating the new review date.



**RESOLUTION TO MODIFY
PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS:
THE FAMILY EDUCATION AND PRIVACY ACT (“FERPA”), 3356-8-04**

WHEREAS, the University 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; and

WHEREAS, the Privacy and Release of Student Education Records: The Family Education and Privacy Act (“FERPA”) policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of Privacy and Release of Student Education Records: The Family Education and Privacy Act (“FERPA”), policy number 3356-8-04 shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 15, 2016
YR 2017-**

3356-8-04 **Privacy and release of student education records: The Family Education and Privacy Act (“FERPA”).**

Previous Policy Number: N/Aew
Responsible Division/Office: ~~Student Affairs~~Enrollment Planning and Management
Responsible Officer: Associate Vice President for ~~Student Affairs~~
Enrollment Planning and Management
Revision History: September 2012; September 2016
Board Committee: Academic ~~Quality~~ and Student ~~Success~~Affairs
Effective Date: **September ~~28, 2012~~14, 2016**
Next Review: ~~2017~~21

- (A) Policy statement. This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.
- (B) 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 regarding~~ the rights of students with respect to records maintained by the university and ~~It also outlines~~ the university’s procedures to comply with these requirements are available on the university’s eBulletin at .
<http://www.ysu.edu/ebulletin/general-information/student-records>, and on the registrar’s webpage at,
<http://cms.ysu.edu/administrative-offices/registrar/undergraduate-and-graduate-policies>.
- (C) 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, i.e., alumni records.
 - ~~(e) Student employment records.~~
 - ~~(fe) 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. University employees are not permitted to access, utilize, share or copy student educational records for their personal use.
 - (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.
- (D) Right to inspect and review. Students are granted the right to inspect and review all of their educational 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.
- (E) 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.
- (F) Procedures for inspection and review.
 - (1) Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has forty-five days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
 - (2) Information contained in education records will be fully explained and interpreted to students by university personnel assigned to and designated by the appropriate office.
 - (3) 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).
- (G) Right to request amendment of information in records.
 - (1) 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.
 - (2) This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
 - (3) 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.

- (H) Procedures for hearing to challenge records.
- (1) 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.
 - (2) Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
 - (3) Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in paragraph (G) of this rule.
 - (4) 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.
 - (5) 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 ten 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.
 - (6) 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.
- (I) 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.

- (J) Release without consent.
- (1) 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.
 - (2) The requirement for consent does not apply to the following:
 - (a) 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.
 - (b) Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
 - (c) Requests in compliance with a lawful subpoena or judicial order.
 - (d) Requests in connection with a student's application for or receipt of financial aid.
 - (e) 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.

- (f) Information submitted to accrediting organizations.
 - (g) Requests by parents of a dependent student when claimed by a parent on one's federal income tax return.
 - (h) 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.
 - (i) To authorized federal officials who have need to audit and evaluate federally-supported programs.
 - (j) 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.
 - (k) Disclosure to a parent of an underage student in violation of university policy governing the use or possession of alcohol or drugs.
 - (l) Request for directory information, as referenced in paragraph (K) of this rule.
- (K) Directory information.
- (1) Youngstown state university, in accordance with the act, has designated the following information about students as public (directory) information:
 - (a) Name.
 - (b) Address (local, home, and email).
 - (c) Telephone (local and home).

- (d) Program of study (including college of enrollment, major, and campus).
 - (e) Enrollment status (full-time, part-time, withdrawn).
 - (f) Dates of attendance and graduation.
 - (g) Degrees, honors, and awards received.
 - (h) Previous educational agencies or institutions attended.
 - (i) Participation in officially recognized activities and sports.
 - (j) Weight and height of members of intercollegiate athletic teams.
- (2) 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 calendar days of an academic semester.
- (3) 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.
- (4) The university publishes email student directory information on its website.
- (L) 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.

3356-8-04 Privacy and release of student education records: The Family Education and Privacy Act (“FERPA”).

Previous Policy Number: N/A
Responsible Division/Office: Enrollment Planning and Management
Responsible Officer: Associate Vice President for
Enrollment Planning and Management
Revision History: September 2012; September 2016
Board Committee: Academic and Student Affairs
Effective Date: September 14, 2016
Next Review: 2021

- (A) Policy statement. This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.
- (B) 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 regarding the rights of students with respect to records maintained by the university and the university’s procedures to comply with these requirements are available on the university’s eBulletin at <http://www.ysu.edu/ebulletin/general-information/student-records>, and on the registrar’s webpage at, <http://cms.ysu.edu/administrative-offices/registrar/undergraduate-and-graduate-policies>.
- (C) Definitions.
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- (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, i.e., alumni records.
 - (e) 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. University employees are not permitted to access, utilize, share or copy student educational records for their personal use.
- (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.
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 - (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.

- (E) 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.
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 - (2) This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
 - (3) 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.
- (H) Procedures for hearing to challenge records.

- (1) 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.
 - (2) Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
 - (3) Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in paragraph (G) of this rule.
 - (4) 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.
 - (5) 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 ten 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.
 - (6) 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.
- (I) 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.

- (J) Release without consent.
- (1) 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.
 - (2) The requirement for consent does not apply to the following:
 - (a) 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.
 - (b) Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
 - (c) Requests in compliance with a lawful subpoena or judicial order.
 - (d) Requests in connection with a student's application for or receipt of financial aid.
 - (e) 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.
 - (f) Information submitted to accrediting organizations.

- (g) Requests by parents of a dependent student when claimed by a parent on one's federal income tax return.
 - (h) 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.
 - (i) To authorized federal officials who have need to audit and evaluate federally-supported programs.
 - (j) 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.
 - (k) Disclosure to a parent of an underage student in violation of university policy governing the use or possession of alcohol or drugs.
 - (l) Request for directory information, as referenced in paragraph (K) of this rule.
- (K) Directory information.
- (1) Youngstown state university, in accordance with the act, has designated the following information about students as public (directory) information:
 - (a) Name.
 - (b) Address (local, home, and email).
 - (c) Telephone (local and home).
 - (d) Program of study (including college of enrollment, major, and campus).
 - (e) Enrollment status (full-time, part-time, withdrawn).

- (f) Dates of attendance and graduation.
 - (g) Degrees, honors, and awards received.
 - (h) Previous educational agencies or institutions attended.
 - (i) Participation in officially recognized activities and sports.
 - (j) Weight and height of members of intercollegiate athletic teams.
- (2) 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.
- (3) 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.
- (4) The university publishes email student directory information on its website.
- (L) 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.



**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business Administration (D.B.A.) degree, honoris causa, upon Sam Covelli, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
September 15, 2016
YR 2017-**

Sam Covelli, Owner/Operator of Covelli Enterprises

Entrepreneur Sam Covelli is the owner/operator of Covelli Enterprises. The company is headquartered in Covelli's hometown of Warren, OH and currently employs over 35,000 people. The company is the single largest franchisee of Panera Bread and O'Charley's Restaurants. Covelli Enterprises operates more than 260 Panera bread bakery-café's in Ohio, Pennsylvania, West Virginia, Kentucky, Florida and Ontario, Canada. Covelli opened his first O'Charley's Restaurant in Niles in 2006 and his second in Erie, Pennsylvania in 2007. Since then he has opened three additional sites in Boardman, Cuyahoga Falls and Orlando, Florida.

In 2012, Covelli Enterprises took on a third restaurant concept and began developing Dairy Queen locations. The company currently owns nine Dairy Queen stores in the Northeast Ohio region.

Covelli Enterprises has a long-standing history giving back to the community. Throughout its existence, the company has donated millions of dollars to local charitable organizations. In 2013, Covelli Enterprises donated over \$19 million in unsold bread product to local food banks and hunger relief agencies and made monetary contributions to support many other local charitable organizations.

Through the annual Panerathon, a 10K/2 Mile walk/run held annually in Youngstown, Ohio, Covelli has raised more than \$1,000,000 for the Joanie Abdu Breast Comprehensive Breast Care Center at St. Elizabeth Health Center over the past five years. The event is the largest fundraising event in the area. Covelli has also raised more than \$600,000 to benefit the Stefanie Spielman Fund for Cancer Research at The James Cancer Hospital and Solove Research Institute in Columbus. Covelli Enterprises supports many other charities in each of the markets in which its restaurants are located. See our partners page for a list of local partners in each area.

In 2009, Covelli Enterprises took over the naming rights of the now named Covelli Centre located in downtown Youngstown. The \$42 million arena hosts concerts, hockey games and special events with its large seating capacity of 7,000.

In 2012, Covelli made the largest donation in history to the Ohio State Athletics Department to assist in funding the construction of a multi-sport arena. The \$10 million gift will provide critical amenities for student-athletes in men's and women's volleyball, gymnastics, fencing and wrestling, including new locker rooms, offices, training and treatment rooms.

Covelli Enterprises continually wins the most awards for exceptional service, cleanliness, customer service and expansive growth of its locations. For all his achievements, Covelli has earned numerous awards including: 2005 Entrepreneur of the Year for Northeast Ohio by Ernst & Young, YSU Alumni Association Distinguished Citizen of the Year, Youngstown Area Restaurateur of the Year, and 2009 Ohio Entrepreneur of the Year. Covelli attributes his success to the hiring of dedicated and passionate employees who deliver superior customer service in clean and friendly environments. In 2014, Covelli Enterprises won the Corporate Leadership Award by National Philanthropy Day- a day that is set aside to recognize the contributions of philanthropy as well as those active within the philanthropic community.

Covelli has received proclamations from U.S. Senators John Glenn and Mike DeWine, Congressman Steve LaTourette, Ohio Senator Harry Meshel, and the Mayors of Warren, Niles, Youngstown and Sharon, PA. Covelli has served on the Boards of multiple organizations, was the founder of the Ronald McDonald House Charities of the Mahoning Valley and Western Pennsylvania, and was a founding sponsor of the Giant Eagle LPGA Tournament Classic. Sam and his wife, Caryn proudly live in Warren, OH and have three children: Candace, Albert and Danielle.

*Information taken from Panera Bread website

MEMORANDUM

To: Martin Abraham, Provost and Vice President for Academic Affairs
From: Nathan Myers, Associate Provost for International & Global Initiatives
Date: July 29, 2016
RE: Name Change

The Center of International Studies & Programs (CISP) is requesting that the name of CISP be changed to the International Programs Office (IPO).

This name change is being requested for reasons that include the following:

- There currently exists a Center for Student Progress at YSU known as CSP. The similarity between the two offices acronyms has been confusing at times.
- YSU has implemented a new set of goals for international recruitment and marketing, international outreach, study abroad and fundraising for international and study abroad scholarships that represents a more aggressive positioning of YSU in the market. YSU sees value in rebranding the international endeavors of the University due to this shift in activity.



Rebranding the “YSU Office of Grants and Sponsored Programs” to the “Office of Research Services”

1. Rebranding provides an opportunity to promote a new culture, strategy, and organizational emphasis.
2. Grants and Sponsored Programs are largely synonymous, making that terminology somewhat duplicative.
3. The Office of Research Services brand aligns YSU with other universities:
 - a. Indiana University, Johns Hopkins, University of Akron: Office of Research Administration
 - b. LSU, Middle Tennessee State University, University of Pennsylvania: Office of Research Services.
4. The organization name Office of Research Services emphasizes *service*.
5. The structure and mission of the Office of Research Services supports significantly more than *grants and sponsored programs*.
 - a. Office of Research Services reinforces the entire research enterprise, including Undergraduate Research (QUEST), research contracts, intellectual property and copyright support, and the development of policies. This is designed to support commercialization and innovation.
6. Nationally, Research Administrators now have a designated certification, professional organizations, journals, and cultures.
 - a. The Office of Research Services brand will enable us to attract strong and well-qualified candidates from amongst this group of professionals.