



Explanation of Modifications to *University Policy*:

3356-10-02 Graduate faculty.

(Previous Policy Number 1002.01)

This policy was reviewed and minimal changes were made. Modifications include updating the name of the College of Graduate Studies, the title of the dean, and incorporating the definitions of graduate faculty members, as per the changes previously approved by the Graduate Council. Additional changes include aligning the policy with the new numbering system, and indicating the new review date.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**



**RESOLUTION TO MODIFY
GRADUATE FACULTY, 3356-10-2
(PREVIOUS POLICY NUMBER 1002.01)**

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 Graduate Faculty 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 Graduate Faculty, policy number 3356-10-2 (previous Policy Number 1002.01) shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**

3356-10-02 Graduate faculty.

Previous Policy Number: 1002.01
Responsible Division/Office: College of Graduate Studies~~and Research~~
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 1997; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ December 1, 2016
Next Review: ~~2015~~ 21

- (A) Policy statement. The graduate faculty shall consist of the president of the university, the provost/vice president for academic affairs, the ~~associate provost for research and dean of the school~~ dean of the college of graduate studies ~~and research~~, the deans of the colleges, and faculty members qualified to teach graduate courses as determined by the ~~associate provost for research and dean of graduate studies and research~~, and the graduate faculty.
- (B) Definition. Graduate faculty membership includes:
- (1) ~~Category 3 Adjunct~~ members, who are not employed by Youngstown state university and whose academic entitlements are determined by the ~~associate provost for research and dean of graduate studies and research~~ in consultation with the graduate council;
 - ~~(2) Designated members, who may teach masters level courses within a specifically delineated area;~~
 - ~~(23)~~ Associate-Category 2 members, who may teach graduate courses and supervise master's-level graduate work and participate fully in activities of graduate studies committees; and may vote in graduate faculty meetings;
 - ~~(34)~~ Regular-Category 1 members, who may teach and supervise master's- and doctoral-level work and have full rights and privileges in governance of the ~~school of graduate studies and research~~ college of graduate studies. In addition, those faculty

-serving as chairpersons of doctoral committees shall meet advanced requirements ~~determined by the appropriate college departments~~ determined by the appropriate college departments ~~ands~~ approved by the ~~associate provost for research and~~ associate provost for research and dean of graduate studies ~~and research~~ and in addition to those necessary for ~~category 1 regular~~ category 1 members.

(C) Parameters.

- (1) The graduate council is the representative governance unit for the graduate faculty and the ~~school of graduate studies and research~~ college of graduate studies.
- (2) Criteria and internal college procedures for appointment to the graduate faculty are recommended by the individual colleges and approved by the graduate council.
- (3) The graduate faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees, plus rules and procedures to give uniformity to the quality of graduate instruction throughout the university. It shall make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate work and research.
- (4) Graduate council policies and procedures are found in the “~~School of Graduate Studies and Research~~ College of Graduate Studies Academic Policy Book.”

3356-10-02 Graduate faculty.

Previous Policy Number: 1002.01
Responsible Division/Office: College of Graduate Studies
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 1997; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The graduate faculty shall consist of the president of the university, the provost/vice president for academic affairs, the dean of the college of graduate studies, the deans of the colleges, and faculty members qualified to teach graduate courses as determined by the dean of graduate studies, and the graduate faculty.
- (B) Definition. Graduate faculty membership includes:
- (1) Category 3 members, who are not employed by Youngstown state university and whose academic entitlements are determined by the dean of graduate studies in consultation with the graduate council;
 - (2) Category 2 members, who may teach graduate courses and supervise master's-level graduate work and participate fully in activities of graduate studies committees; and may vote in graduate faculty meetings;
 - (3) Category 1 members, who may teach and supervise master's- and doctoral-level work and have full rights and privileges in governance of the college of graduate studies. In addition, those faculty serving as chairpersons of doctoral committees shall meet advanced requirements determined by the appropriate college departments and approved by the dean of graduate studies in addition to those necessary for category 1 members.
- (C) Parameters.

- (1) The graduate council is the representative governance unit for the graduate faculty and the college of graduate studies.
- (2) Criteria and internal college procedures for appointment to the graduate faculty are recommended by the individual colleges and approved by the graduate council.
- (3) The graduate faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees, plus rules and procedures to give uniformity to the quality of graduate instruction throughout the university. It shall make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate work and research.
- (4) Graduate council policies and procedures are found in the “College of Graduate Studies Academic Policy Book.”



Explanation of Modifications to *University Policy*:

3356-10-02 Affiliated scholars.

(Previous Policy Number 1003.01)

This policy was reviewed and minimal changes were made. The only modifications include updating the title of associate vice president for research, aligning the policy with the new numbering system, and indicating the new review date.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**



**RESOLUTION TO MODIFY
AFFILIATE SCHOLARS, 3356-10-3
(PREVIOUS POLICY NUMBER 1003.01)**

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 Affiliate Scholars 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 Affiliate Scholars, policy number 3356-10-3 (previous Policy Number 1003.01) shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**

3356-10-03 Affiliated scholars.

Previous Policy Number: 1003.01
Responsible Division/Office: ~~Academic Affairs~~ Office of the Provost
Responsible Officer: Provost and ~~Vice President~~ P for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ December 1, 2016
Next Review: 2016~~21~~

- (A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or non-remunerative.
- (B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are not full-time faculty. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity.
- (C) Parameters.
- (1) The associate ~~provost for vice president for research and dean of the school of graduate studies and research~~ or designee, in cooperation with the college dean and the university research council, is responsible for the nomination of affiliated scholars. Offers of appointment as affiliated scholars are the responsibility of the provost/vice president for academic affairs.
 - (2) Affiliated scholars will credit Youngstown state university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the associate ~~provost vice president for research and dean of the school of graduate studies and research~~.
 - (3) Affiliated scholars have access to university facilities and services, as defined by the appropriate dean.

- (4) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.
- (5) When applying for external funding and invoking the university affiliation, affiliated scholars will follow university procedures and will assign to Youngstown state university indirect cost reimbursement awarded by the grantor.
- (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names Youngstown state university as the institutional affiliation.

3356-10-03 Affiliated scholars.

Previous Policy Number: 1003.01
Responsible Division/Office: Office of the Provost
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
 December 2016
Board Committee: Academic and Student Affairs
Effective Date: **December 1, 2016**
Next Review: 2021

- (A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or nonremunerative.

- (B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are not full-time faculty. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity.

- (C) Parameters.
 - (1) The associate vice president for research or designee, in cooperation with the college dean and the university research council, is responsible for the nomination of affiliated scholars. Offers of appointment as affiliated scholars are the responsibility of the provost/vice president for academic affairs.

 - (2) Affiliated scholars will credit Youngstown state university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the associate vice president for research.

 - (3) Affiliated scholars have access to university facilities and services, as defined by the appropriate dean.

 - (4) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.

- (5) When applying for external funding and invoking the university affiliation, affiliated scholars will follow university procedures and will assign to Youngstown state university indirect cost reimbursement awarded by the grantor.
- (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names Youngstown state university as the institutional affiliation.



Explanation of Modifications to *University Policy*:

3356-10-06 Admission, retention, and graduation standards.

(Previous Policy Number 1006.01)

This policy was reviewed and the only modifications include aligning the policy with the new numbering system, and indicating the new review date.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**



**RESOLUTION TO MODIFY
ADMISSION, RETENTION AND GRADUATION STANDARDS, 3356-10-6
(PREVIOUS POLICY NUMBER 1006.01)**

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 Admission, Retention and Graduation Standards 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 Admission, Retention and Graduation Standards, policy number 3356-10-6 (previous Policy Number 1006.01) shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**

3356-10-06 Admission, retention, and graduation standards.

Previous Policy Number: 1006.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ December 1, 2016
Next Review: ~~2016~~ 21

- (A) Policy statement. The university shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the university.
- (B) Procedures.
- (1) Undergraduate standards for admission, retention, and graduation are made by the academic senate in accordance with its charter and bylaws.
 - (2) Graduate student admission, retention, and graduation standards are made by the graduate council in accordance with the “School of Graduate Studies and Research Academic Policy Book.”
 - (3) Requirements for admission, retention, and graduation from specific curricula may be set by schools and departments and may be more selective than university requirements. Such recommendations are subject to review and approval by the appropriate dean, provost/vice president for academic affairs, and president.
 - (4) Changes in university standards for admission, retention, and graduation are reported to the academic and student affairs committee of the board of trustees.
 - (5) Academic standards can be found in the current editions of the “Undergraduate Bulletin” and the “Graduate Bulletin.”

3356-10-06 Admission, retention, and graduation standards.

Previous Policy Number: 1006.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the university.
- (B) Procedures.
- (1) Undergraduate standards for admission, retention, and graduation are made by the academic senate in accordance with its charter and bylaws.
 - (2) Graduate student admission, retention, and graduation standards are made by the graduate council in accordance with the “School of Graduate Studies and Research Academic Policy Book.”
 - (3) Requirements for admission, retention, and graduation from specific curricula may be set by schools and departments and may be more selective than university requirements. Such recommendations are subject to review and approval by the appropriate dean, provost/vice president for academic affairs, and president.
 - (4) Changes in university standards for admission, retention, and graduation are reported to the academic and student affairs committee of the board of trustees.
 - (5) Academic standards can be found in the current editions of the “Undergraduate Bulletin” and the “Graduate Bulletin.”



Explanation of Modifications to *University Policy*:

3356-10-16 Research misconduct.

(Previous Policy Number 1016.01)

This policy was reviewed and minimal changes were made. Modifications include updating the policy statement, purpose, and scope, as well as the title of the vice president for research and the name change of the office of research. Additional changes include aligning the policy with the new numbering system, and indicating the new review date.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**



**RESOLUTION TO MODIFY
RESEARCH MISCONDUCT, 3356-10-16
(PREVIOUS POLICY NUMBER 1016.01)**

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 Research Misconduct 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 Research Misconduct, policy number 3356-10-16 (previous Policy Number 1016.01) shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
December 1, 2016
YR 2017-**

3356-10-16 Research misconduct.

Previous Policy Number: 1016.01
Responsible Division/Office: ~~Graduate Studies and~~Office of Research
Responsible Officer: Provost and VP for Academic Affairs
Revision History: 1990; 2000; 2006; December 2010, December 2016
Board Committee: Academic and Student Affairs
Effective Date: **December 15, 2010**
Next Review: 201521

~~(A) — Policy statement. In accordance with the requirements of 42 C.F.R. 93, subparts (A) to (C), “General,” “Definitions,” and “Responsibilities of Institutions,” the board of trustees of Youngstown state university (“YSU”) does hereby establish the following policy respecting research misconduct alleged to have occurred in an externally sponsored program.~~

~~(B) Policy Statement.~~Purpose. Among the basic principles of Youngstown state~~1] university (university)~~SU are the pursuit of truth and the responsible exercise of academic freedom. From these principles derive such ideals and values as the freedom and openness of inquiry, academic honesty, and integrity in scholarship and teaching. The university affirms and honors the preservation, growth, and flourishing of these values throughout all its activities, including teaching and learning, research, scholarly inquiry, and creative scholarly endeavor. Accordingly, research misconduct is ~~inimical~~adverse to the concept of academic freedom and its responsible exercise.

~~(B) Purpose. It is from this background that the board of trustees implements this policy for handling~~To address allegations of misconduct in research.

~~(C) Scope. This policy will be applied to all~~ misconduct alleged to have occurred in externally funded grants or sponsored programs at the university. YSU.

~~(D) Definitions~~ (for purposed of this policy).

(1) Definitions used in this policy shall conform to those cited in 42 C.F.R. 93 (Department of Health and Human Services, Public

Health Service Policies on Research Misconduct):

- (a) ~~“Research misconduct,” for purposes of this policy, means~~ fabrication, falsification, plagiarism in proposing, performing or reviewing research, or in reporting research results.
- (b) ~~“Fabrication” is m~~Making up data or results and recording or reporting them.
- (c) ~~“Falsification” means m~~Manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented by the research record.
- (d) ~~“Plagiarism” is t~~The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
- (e) ~~“Complainant” is a person who in good faith makes an allegation of research misconduct is the individual who alleges that research misconduct has taken place and makes a formal allegation.~~
- (f) ~~“Respondent” is t~~The person against whom an allegation of research misconduct is made or who is the subject of the research misconduct proceeding.
- (g) ~~“Research integrity officer” (“RIO”), for the purpose of this policy, is T~~the associate ~~provost for~~vice president for research ~~and dean of graduate studies and research~~. The RIO means the institutional official responsible for:
- (i) Assessing allegations of research misconduct to determine whether they fall within the definition of research misconduct, are covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified;
 - (ii) Overseeing inquiries and investigations; and

(iii) The other responsibilities described in this policy.

(h) ~~“Deciding official” (“DO”), for the purpose of this policy, shall be the~~ The appropriate principal administrative officer in which division of the university the respondent holds appointment. The DO is the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. The deciding official will not be the same individual as the research integrity officer and should have no direct prior involvement in the institution’s inquiry, investigation, or allegation assessment.

(2) Nothing in these definitions shall be deemed to include honest error or differences in opinion as research misconduct.

~~(DE)~~ Regulations.

- (1) It is a violation of this policy for any member of the faculty, professional administrative staff, classified staff, an individual working under an independent contract for services, or a student to engage in research misconduct, to retaliate against anyone making a good faith allegation of research misconduct, to obstruct the inquiry into or investigation of allegations of research misconduct, or to make other than in good faith allegations of research misconduct.
- (2) Except as otherwise required by this policy or by federal, state, or local law or regulation, it is a violation of this policy for any member of the faculty, professional administrative staff or classified staff, an individual providing services pursuant to an independent contract, or a member of the student body to violate the confidentiality of a proceeding under this policy.
- (3) A finding of research misconduct under this policy requires that:
 - (a) There be a significant departure from accepted practices of the relevant research community; and
 - (b) The misconduct be committed intentionally, knowingly, or recklessly; and

- (c) The allegation be proven by a preponderance of the evidence.

(EF) Procedures.

- (1) Any person, upon observing or having evidence of suspected research misconduct or believing specific actions, activities, or conduct constitutes research misconduct, as defined in paragraph (CD)(1)(a) of this ~~rule~~policy, may make an allegation. Such person contemplating ~~making~~ an allegation ~~may, and~~ is encouraged to, first discuss the contemplated allegation in ~~absolute~~ confidence ~~and~~ ~~privacy~~ with the associate ~~provost~~ vice president for research ~~and dean of graduate studies and research~~, as the authorized institutional official for research, grants and sponsored programs, who will advise the person(s) about the procedures to be followed under this policy. The phases of process under this policy are divided into four areas: allegations, assessment and inquiry, investigation, and resolution.

- (2) ~~Details of each of these steps are available in the office of grants and sponsored programs.~~

(FG) Allegations.

- (1) An allegation of research misconduct may be ~~brought~~ through ~~any~~ means of communication. The disclosure may be by written or oral statement or other communication to an institutional official or, in the case of research funded by the U.S. ~~de~~partment of ~~h~~Health and ~~h~~uman services (“HHS”), to an HHS official, but it may not be anonymous. Anonymous allegations are by their nature made “not in good faith” under this policy.
- (2) If an allegation of research misconduct is made to an institutional official other than to the RIO, details of the substance of the allegation shall be transmitted to the RIO in writing within one working day. If the allegation is against the associate ~~provost~~ vice president for research ~~and dean of graduate studies and research~~, it shall be transmitted to the provost for disposition and the provost will appoint an individual to act for/as the RIO in implementing this policy.

- (3) If the associate ~~provost-vice president~~ for research ~~and dean of graduate studies and research~~ is in a conflict of interest situation, s/he shall be replaced in the proceedings by the appointment of a substitute RIO by the provost.

(GH) Assessment and inquiry.

- (1) The RIO will initially assess allegations of research misconduct to determine whether they fall within the definition of research misconduct, ~~as~~ covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. Only those allegations that meet each of these requirements will result in an inquiry. The RIO will inform the complainant if the allegation is insufficient to result in an inquiry.
- (2) Upon determination by the RIO that a formal allegation of research misconduct falls within the definition of research misconduct, is covered by 42 C.F.R. 93 or other federal agency guidelines, and warrants an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified, the RIO will notify the person(s) against whom an allegation is made about the allegation.

- ~~(3) Additional procedural information regarding both the assessment/inquiry and investigation phases is available in the office of grants and sponsored programs or the office of the associate provost for research and dean of graduate studies and research.~~

(HI) Resolution.

- (1) Misconduct. Upon receiving a research misconduct investigation report from the RIO in which the allegation of misconduct is in whole or in part substantiated, the appropriate principal administrative officer (the DO) makes final determinations on allegations of research misconduct and any institutional administrative actions and shall be responsible for initiating applicable disciplinary proceedings in accordance with board policy and/or provisions of an applicable collective bargaining

agreement as appropriate. Appeal of disciplinary action is permitted in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate, but must be completed within one hundred twenty days of initiation of appeal in accordance with federal regulations.

- (2) Absence of misconduct. If the results of the inquiry and/or investigation reveal that allegations of misconduct are not supported, then any party making an allegation or against whom an allegation is made and previously notified about the possibility of misconduct or the need to conduct an investigation should be informed of those findings in writing. In announcing a finding that the allegations are not supported, the RIO should consult with the person(s) who were the subject of the allegations to determine:
 - (a) Whether the announcement should be a public announcement; and
 - (b) What organizations beyond those initially informed should receive the information about the findings of no misconduct as a means to restore, repair, or reassure the reputation of those involved.
- (3) The RIO should normally be guided by whether or not a public announcement will be helpful or cause further harm in restoring the reputations of those against whom the allegations were made and should give weight to their views in determining which additional organizations, if any, should be notified.

| (H) Notification to federal agencies.

- (1) The RIO shall immediately notify the cognizant federal funding agency and the office of research integrity if at any time during an inquiry or investigation conducted under this policy it is determined that any of the following conditions exist:
 - (a) Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
 - (b) Research activities should be suspended;
 - (c) Federal or department of health and human services

resources or interests are threatened;

- (d) There is an immediate need to protect the interests of those involved in the research misconduct proceedings;
 - (e) It is probable that the alleged incident is going to be reported publicly prematurely in order to protect the rights of those involved and to safeguard evidence;
 - (f) There is a reasonable indication of possible violations of civil or criminal law;
 - (g) The research community or public should be informed.
- (2) When alleged misconduct involves employees or students conducting research supported by federal agency sponsors, additional agency notification requirements apply as follows:
- (a) When on the basis of an inquiry it is determined that an investigation is warranted, the RIO shall notify the cognizant federal funding agency in writing on or before the date of investigation begins that an investigation is being commenced. The notification should inform the cognizant federal agency, at a minimum, of the name of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), and the federal grant application(s) or award(s) involved.
 - (b) The RIO must submit the final report of an investigation to the cognizant federal funding agency if the investigation concerns research being supported by federal funds. This report to the cognizant federal agency must describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It must include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions or corrective actions taken by the university.

3356-10-16 Research misconduct.

Previous Policy Number: 1016.01
Responsible Division/Office: Office of Research
Responsible Officer: Provost and VP for Academic Affairs
Revision History: 1990; 2000; 2006; December 2010, December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy Statement. Among the basic principles of Youngstown state university (university) are the pursuit of truth and the responsible exercise of academic freedom. From these principles derive such ideals and values as the freedom and openness of inquiry, academic honesty, and integrity in scholarship and teaching. The university affirms and honors the preservation, growth, and flourishing of these values throughout all its activities, including teaching and learning, research, scholarly inquiry, and creative scholarly endeavor. Accordingly, research misconduct is adverse to the concept of academic freedom and its responsible exercise.
- (B) Purpose. To address allegations of misconduct in research.
- (C) Scope. This policy will be applied to all misconduct alleged to have occurred in externally funded grants or sponsored programs at the university.
- (D) Definitions (for purposed of this policy).
- (1) Definitions used in this policy shall conform to those cited in 42 C.F.R. 93 (Department of Health and Human Services, Public Health Service Policies on Research Misconduct):
- (a) Research misconduct. Fabrication, falsification, plagiarism in proposing, performing or reviewing research, or in reporting research results.
- (b) Fabrication. Making up data or results and recording or

reporting them.

- (c) **Falsification.** Manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented by the research record.
- (d) **Plagiarism.** The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- (e) **Complainant.** A person who in good faith makes an allegation of research misconduct..
- (f) **Respondent.** The person against whom an allegation of research misconduct is made or who is the subject of the research misconduct proceeding.
- (g) **Research integrity officer (RIO).** The associate vice president for research. The RIO means the institutional official responsible for:
 - (i) Assessing allegations of research misconduct to determine whether they fall within the definition of research misconduct, are covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified;
 - (ii) Overseeing inquiries and investigations; and
 - (iii) The other responsibilities described in this policy.
- (h) **Deciding official (DO).**The appropriate principal administrative officer in which division of the university the respondent holds appointment. The DO is the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. The deciding official will not be the same individual as the research integrity officer and should have no direct prior involvement in the institution's

inquiry, investigation, or allegation assessment.

- (2) Nothing in these definitions shall be deemed to include honest error or differences in opinion as research misconduct.

(E) Regulations.

- (1) It is a violation of this policy for any member of the faculty, professional administrative staff, classified staff, an individual working under an independent contract for services, or a student to engage in research misconduct, to retaliate against anyone making a good faith allegation of research misconduct, to obstruct the inquiry into or investigation of allegations of research misconduct, or to make other than in good faith allegations of research misconduct.
- (2) Except as otherwise required by this policy or by federal, state, or local law or regulation, it is a violation of this policy for any member of the faculty, professional administrative staff or classified staff, an individual providing services pursuant to an independent contract, or a member of the student body to violate the confidentiality of a proceeding under this policy.
- (3) A finding of research misconduct under this policy requires that:
 - (a) There be a significant departure from accepted practices of the relevant research community; and
 - (b) The misconduct be committed intentionally, knowingly, or recklessly; and
 - (c) The allegation be proven by a preponderance of the evidence.

(F) Procedures.

- (1) Any person, upon observing or having evidence of suspected research misconduct or believing specific actions, activities, or conduct constitutes research misconduct, as defined in paragraph (D)(1)(a) of this policy, may make an allegation. Such person contemplating an allegation is encouraged to first discuss the contemplated allegation in confidence with the associate vice

president for research, as the authorized institutional official for research, grants and sponsored programs, who will advise the person(s) about the procedures to be followed under this policy. The phases of process under this policy are divided into four areas: allegations, assessment and inquiry, investigation, and resolution.

(G) Allegations.

- (1) An allegation of research misconduct may be brought through any means of communication. The disclosure may be by written or oral statement or other communication to an institutional official or, in the case of research funded by the U.S. Department of Health and Human Services (HHS), to an HHS official, but it may not be anonymous. Anonymous allegations are by their nature made “not in good faith” under this policy.
- (2) If an allegation of research misconduct is made to an institutional official other than to the RIO, details of the substance of the allegation shall be transmitted to the RIO in writing within one working day. If the allegation is against the associate vice president for research, it shall be transmitted to the provost for disposition and the provost will appoint an individual to act for/as the RIO in implementing this policy.
- (3) If the associate vice president for research is in a conflict of interest situation, s/he shall be replaced in the proceedings by the appointment of a substitute RIO by the provost.

(H) Assessment and inquiry.

- (1) The RIO will initially assess allegations of research misconduct to determine whether they fall within the definition of research misconduct, as covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. Only those allegations that meet each of these requirements will result in an inquiry. The RIO will inform the complainant if the allegation is insufficient to result in an inquiry.
- (2) Upon determination by the RIO that a formal allegation of research misconduct falls within the definition of research misconduct, is covered by 42 C.F.R. 93 or other federal agency guidelines, and

warrants an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified, the RIO will notify the person(s) against whom an allegation is made about the allegation.

(I) Resolution.

- (1) **Misconduct.** Upon receiving a research misconduct investigation report from the RIO in which the allegation of misconduct is in whole or in part substantiated, the appropriate principal administrative officer (the DO) makes final determinations on allegations of research misconduct and any institutional administrative actions and shall be responsible for initiating applicable disciplinary proceedings in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate. Appeal of disciplinary action is permitted in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate, but must be completed within one hundred twenty days of initiation of appeal in accordance with federal regulations.
- (2) **Absence of misconduct.** If the results of the inquiry and/or investigation reveal that allegations of misconduct are not supported, then any party making an allegation or against whom an allegation is made and previously notified about the possibility of misconduct or the need to conduct an investigation should be informed of those findings in writing. In announcing a finding that the allegations are not supported, the RIO should consult with the person(s) who were the subject of the allegations to determine:
 - (a) Whether the announcement should be a public announcement; and
 - (b) What organizations beyond those initially informed should receive the information about the findings of no misconduct as a means to restore, repair, or reassure the reputation of those involved.
- (3) The RIO should normally be guided by whether or not a public announcement will be helpful or cause further harm in restoring the reputations of those against whom the allegations were made and should give weight to their views in determining which

additional organizations, if any, should be notified.

- (J) Notification to federal agencies.
- (1) The RIO shall immediately notify the cognizant federal funding agency and the office of research integrity if at any time during an inquiry or investigation conducted under this policy it is determined that any of the following conditions exist:
 - (a) Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
 - (b) Research activities should be suspended;
 - (c) Federal or department of health and human services resources or interests are threatened;
 - (d) There is an immediate need to protect the interests of those involved in the research misconduct proceedings;
 - (e) It is probable that the alleged incident is going to be reported publicly prematurely in order to protect the rights of those involved and to safeguard evidence;
 - (f) There is a reasonable indication of possible violations of civil or criminal law;
 - (g) The research community or public should be informed.
 - (2) When alleged misconduct involves employees or students conducting research supported by federal agency sponsors, additional agency notification requirements apply as follows:
 - (a) When on the basis of an inquiry it is determined that an investigation is warranted, the RIO shall notify the cognizant federal funding agency in writing on or before the date of investigation begins that an investigation is being commenced. The notification should inform the cognizant federal agency, at a minimum, of the name of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), and the federal grant application(s) or award(s) involved.

- (b) The RIO must submit the final report of an investigation to the cognizant federal funding agency if the investigation concerns research being supported by federal funds. This report to the cognizant federal agency must describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It must include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions or corrective actions taken by the university.

Youngstown

STATE UNIVERSITY

MEMORANDUM

TO: Martin Abraham, Provost and Vice President for Academic Affairs

FROM: Michael Reagle, Associate Vice President for Student Success

DATE: October 7, 2016

SUBJECT: Change of Department Names for Departments under Student Success

I am proposing to change the name of two departments under the Division of Student Success:

Career Services to Career and Academic Advising
Counseling Center to Student Counseling Center

The rationales are below:

Career and Academic Advising: This name change is reflective of the philosophical shift we have made in the past year to better align the career selection path with academic advising. It is essential that the career decision-making process be carefully aligned with the courses required for each degree.

Student Counseling Center: The College of Education runs a community counseling center as part of their Master's in Counseling program. Students in the Master's program staff the center and it is used as a "teaching lab" of sorts. The Student Counseling Center is staffed by credentialed counselors and exists to serve the YSU student body. The name change gives distinction between these centers.

Please use this memorandum as the rationale for the agenda item in the Academic and Student Affairs Committee of the Board of Trustees. Thank you.

MR:jc

Honors College Report

Board of Trustees

Fall 2016



Photo taken by Jenna DeLaurentis, senior Honors College student, at first-year orientation.



**YOUNGSTOWN
STATE
UNIVERSITY**



“I am merely a product of those who surround me, and at YSU I have been surrounded by some of the very best.”

Ashley Orr, Honors College Graduate

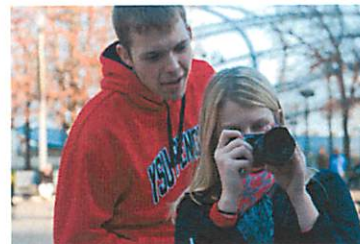


TABLE OF CONTENTS

Honors College Report	1
Cornerstone: Accountability and Sustainability	6
Recruitment	6
Applicant and First-Year Student Demographics	7
Fiscal Health	9
Human Resources Health	10
Facilities Health	11
Culture of Shared Responsibility	11
Cornerstone: Student Success	12
Academic Achievement	12
Graduation Rates	12
Retention Rates	12
Average ACT & High School Credentials	13
National Scholarship Committee	13
Student Satisfaction	14
Academics	14
Readiness for Post-College Success	15
Job Placements	15
Graduate School Placements	16

Sampling of Success Stories	18
Cornerstone: Regional Engagement	20
Providing Value to Business, Industry, and Non-Profit Organizations	20
Aces180, Youngstown Business Incubator	20
Global Day of Service	20
Success After Six - United Way Partnership	21
Penguin Pen Pals	22
Summer Honors Institute	23
Enriching Quality of Life through Artistic and Cultural Engagement	24
Increasing Regional Health & Wellness	25
Cornerstone: Urban Research	26
Innovation & Discovery	26
Quest	26
Honors Course Regionally Based Research Project	27
National Collegiate Honors Council Conference	27
Honors Capstone	28
The Emperor - Honors College Academic Journal	28
Quality Academic Programs	29
Funding to Support Research	30
Appendixes	31

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the EIT home page for contact information for persons designated to handle questions about this policy.

YSU Mission Statement

Youngstown State University, an urban research university, emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

Honors College Mission Statement

The mission of the Youngstown State University Honors College is to provide academically talented students of any discipline with a community of excellence to develop their full intellectual and cultural potential. Through a combination of extraordinary learning experiences in small classes and experiential seminars; living-learning communities; unique and flexible resources for commuter students; leadership and innovative engagement activities; service-learning and traditional volunteer initiatives; interdisciplinary projects; research opportunities; and community, regional, and global perspectives, we fulfill this mission. As a direct outgrowth and articulated in the YSU Mission Statement, the Honors College "places students at its center" of an energized and inclusive community of faculty, staff, and alumni who share in the pursuit of life-long excellence in learning and civic engagement.

Overview of Honors at YSU

The Youngstown State University Honors Program began in 1977 and existed as a small community on campus until the early 1990s. In 1992, YSU President Leslie Cochran announced the establishment of the University Scholars Program to compliment the Honors community and spur increased involvement in both of these programs of excellence at YSU. The first class of University Scholars was inducted in 1993, and with it came a stronger commitment to scholarship, community service and leadership. In 1995, YSU opened the doors to Cafaro House, the Scholars and Honors residence hall, and the programs flourished with the growth of living/learning communities on campus.

In December 2014, the YSU Board of Trustees approved the establishment of an Honors College, which essentially combined and expanded the Scholars and Honors programs. Today the Honors College is designed to create a continuing community of intellectual excellence. Exceptional students brought together from diverse disciplines and backgrounds are challenged

with advanced coursework and learning experiences outside of the classroom to find opportunities to develop their full academic and social potential.

Now in its 24th year at Youngstown State University, Honors is diligently working to preserve our past and invest in our future. Nearly 700 participating students make up the Honors student population with almost 50% residing on campus. Honors has cultivated new internal and external partnerships to raise the quality of experiences of our current students. Honors has nearly doubled the offering of honors courses and seminars by working with faculty, chairpersons, and deans. Honors has secured a visible, centrally located space on campus that serves to connect residential and commuter students, faculty, staff, and alumni. Honors has empowered students to take ownership with shaping the direction of the Honors College. Honors has engaged the alumni population, beginning with the institution of an alumni reunion this summer tied to the Summer Festival of the Arts. Honors has collaborated with the YSU Foundation to set the groundwork for a fundraising campaign to kick off our 25th anniversary.

Introduction to Report

The Honors College Update assembled for the Youngstown State University Board of Trustees by the staff of the Honors College provides an overview of progress made in the last two years as Honors has transitioned to an Honors College. The YSU 2020: The Strategic Plan of Youngstown State University serves as a guide for staff and faculty as they work to enhance the quality of the honors experience; align the various functions with the university to build partnerships; and cultivate new activities while supporting traditions and fostering inclusiveness.

Each of the four cornerstones are presented within this report along with a snapshot of examples of priorities, initiatives, and metrics within the Honors College supporting each.



THE WEEKLY PHIL IS A TRADITIONAL COMMUNICATION TOOL EXTENDING BACK TO THE MID-90S

Cornerstone: Accountability and Sustainability

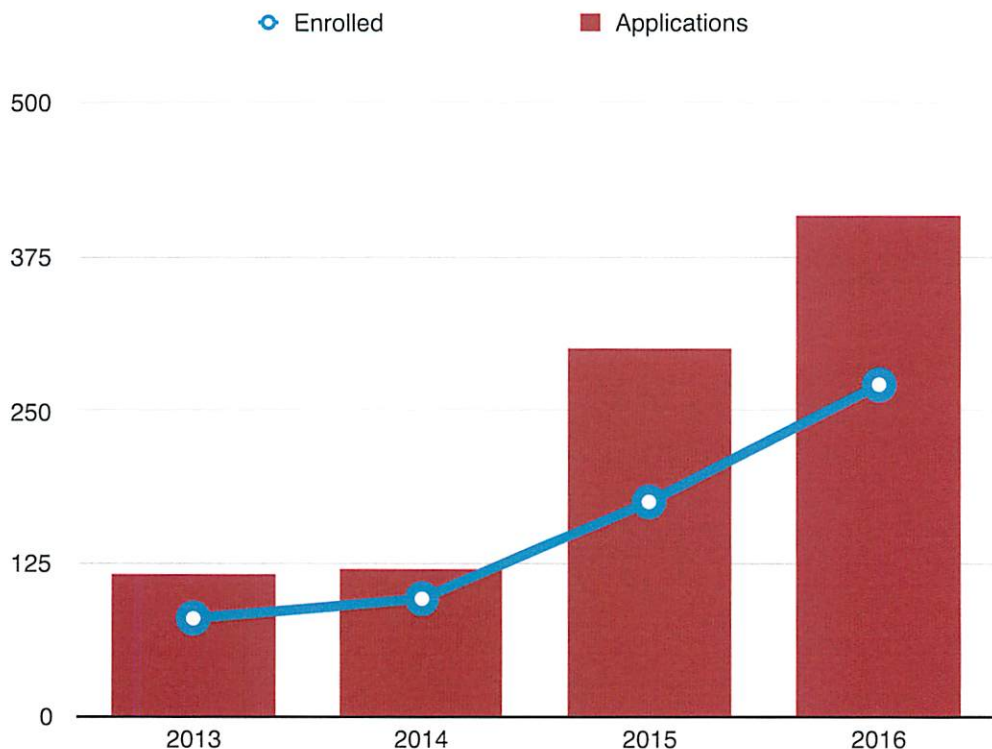
As stated in the 2020 plan the accountability and sustainability cornerstone is “foundational.” Without a balanced foundation with resources appropriately applied, the ability to meet the other three cornerstones is reduced. Background information to include recruitment and current student demographics will first be presented. The metrics explored in this report to demonstrate the foundational health of the Honors College - fiscal health, human resources, and facilities health - can be analyzed in the current context.

Recruitment

Multiple recruitment strategies in 2015-16 were utilized including:

- Email campaigns
- Hand-written postcards from honors ambassadors
- Open house events
- Attendance at College Credit Plus sessions
- Representation at county visitation evening programs with the President
- YSU Crash Days
- Experience Y sessions
- On campus individual prospect visits
- Honors ambassador visitations at high schools

The Honors College hosted a “Fall Immersion” for seniors who had participated in the Summer Honors Institute. The Honors College Open House had the highest attendance of any designated preview event. Faculty, staff, and alumni took part in recruitment initiatives.



Applicant and First-Year Student Demographics

The application for the Honors College is separate from the undergraduate admissions application. A redesign of the application occurred for the F15 entering cohort. No longer utilizing a paper-based application, heavy reliance was needed from Computer Services to design and maintain the application. Applicants, already admitted to the university who used a Banner ID number in the application had vital information pulled into the database from Banner. With the F15 applicants race and gender was not reported for applicants, completing an application without the Banner ID. Therefore, the number of unknown is higher for 2015 and gender not reported. Requiring a Banner ID to complete the Honors College application increased accuracy of demographic information.

New student enrollment for fall 2015 was the highest experienced in the history of honors with 169 students of these 18 represented the Williamson College of Business Administration, 9 the College of Creative Arts and Communications, 14 from the College of Liberal Arts and Social Sciences, 14 from the Beeghly College of Education, 32 from the Bitonte College of Health and Human Services and 82 the College of Science, Technology, Engineering and Mathematics. The goal for 2016 was to reach 250 students, which was surpassed with **273 enrolled** with 15 in WCBA, 19 CCAC, 27 CLASS, 15 BCOE, 40 BCHHS, and 157 STEM. Not only did honors experience record growth, but expanded the diversity within the college. The following two tables provide an overview of the total students enrolled and total applicants by race.

Table 1: Enrolled Students and Total Applicants by Race 2015

Race (2015)	Total Enrolled	Total Applicants
Asian	4	5
Black	1	1
Hispanic	6	6
Multiple Race/Unspecified	1	1
Unknown	6	113
White	151	154
Total	169	280

Table 2: Enrolled Students and Total Applicants by Race 2016

Race (2016)	Total Enrolled	Total Applicants
Asian	9	12
Black	8	12
Hispanic	3	4
Multiple Race/Unspecified	10	11
Unknown	14	41
White	229	330
Total	273	410

Advanced recruiting and enrolling students outside of a typical geographic area was achieved with the highest gains witnessed with the fall 2016 entering class. Multiple personalized recruitment initiatives, an expansion of the Honors residential community, and attractive scholarship packages all contributed to the increase.

Table 3: Enrolled Students and Applicants by State 2015

State (2015)	Enrolled	Applied	% Recruited
Ohio	144	234	62%
Pennsylvania	21	33	64%
California	1	2	50%
Maryland	0	1	0
Massachusetts	0	1	0
Michigan	1	3	33%
New Jersey	0	1	0
New York	1	1	100%
Texas	0	1	0
Virginia	0	1	0
Wisconsin	1	2	50%
TOTAL	169	280	62%

Table 4: Enrolled Students and Applicants by State 2016

State (2016)	Enrolled	Applied	% Recruited
Ohio	228	336	68%
Pennsylvania	27	46	59%
California	1	1	100%
Florida	2	2	100%
Illinois	1	2	50%
Maryland	2	3	67%
Michigan	3	4	75%
Nebraska	1	1	100%
New York	0	1	
Rhode Island	1	1	100%
South Carolina	1	1	100%
Texas	1	1	100%
Vermont	0	1	0
Virginia	4	5	80%
Washington	1	1	100%
International Students (3 applications not complete)	0	4	0
TOTAL	273	410	67%

62% Freshmen students are living on-campus in 2016-17. First year to have more residential students in a class than commuter students.



46% increase in states represented

Fiscal Health

Budget Narrative

In the 2005-06 academic year the number of students participating in the University Scholars and Honors programs was half of today's population; the alumni base 500 fewer; recruitment initiatives less frequent and costly; and housing and residence life covered the cost of facility maintenance as we were located in the Cafaro House. The total operating budget was \$14,985.

A decade later, Honors has more than doubled in participating students; added a summer recruitment program for gifted and talented high school students in 2009; acquired designated building in 2016; and increased current student programmatic, outreach, and curricular initiatives. The approved operating budget for FY17 is \$16,504 of which \$10,295 was originally designated to support Summer Honors Institute.

This scenario may lead one to conclude an operating budget increase since FY06. However, the reality is that a portion of funds designated for Summer Honors Institute (\$6,793) have been diverted to use for student wages/fringes, and another portion (\$3,502) to cover costs of a summer alumni event and student programming.

Therefore, in the current budget year no funding exists to support operating expenses associated with Summer Honors Institute, which will result in a higher fee for participation. Assuming no funds are needed for building maintenance chargebacks, the total available for recruitment initiatives and current students is \$9,711. The reality is that our budget supports current students at approximately \$13.87 per student, assuming that nothing is spent on facility maintenance, recruitment initiatives, or alumni engagement. The \$13.87 per student will be reduced once other needs of the college operations are addressed.

Budget Needs

With the dramatic increase in Honors students over the past two years the budget to support more students is one of our current challenges. Two immediate needs exist: funding to meet student learning objectives within the five pillars of the Honors College and maintaining Honors facilities.

Programmatic needs include the following: orientation, Honors College Retreat, academic journal, Recognition Ceremony, student travel to the National Collegiate Honors Council annual conference and to support co-curriculars, senior medallions, volunteer and community service projects.

Facilities needs include: equipping the building with an ADA compliant exterior door and ramp, and first-floor bathroom; restoration of windows; kitchen sink; exterior paint; interior new carpet and paint; resources for carpet-cleaning, building repairs and upgrades.

Budget Initiatives

To address the funding challenges, several initiatives are underway: adding a college fee for all students, fundraising for the 25th Anniversary, and submission of grants. Currently scenarios are being developed for a college fee. By assessing a minimal college fee per student, Honors will generate a source of revenue to support the initiatives associated with the five pillars of the Honors College. Working with the YSU Foundation, outreach to alumni will begin in a campaign of \$2,500 for the 25th anniversary. Funds will be used to first address an ADA compliant exterior door/ramp and first-floor bathroom. Lastly, the staff submitted and was awarded a grant from Campus Compact in the amount of \$2,661 to help offset costs of a service project occurring over MLK weekend.

Human Resources Health

Staffing in the Honors College

The percentage of staff time designated for recruitment, retention, development, outreach, and curricular initiatives is split throughout the year. Table 5 illustrates staffing levels relative to total enrolled Honors students over the past three years, but does not take into account staff time to support additional responsibilities within the College. Multiple student organizations are also a part of the Honors College. The Honors Trustees is a robust organization dating back to the 90s and serves the Honors student body through organizing and hosting student engagement activities and service projects, such as the Fall Festival for the Rich Center for Autism, Scholar Wars, Fireside Chats, Red Cross Blood Drives, and the Honors College Formal.

Table 5: Staff FTE Comparison to Student Enrollment by Year

YEAR	Honors Students Enrolled	Administrative/ Classified Staff FTE
2014	336	2
2015	438	2
2016	701	2.5 + 3 GAI's

Professional Development

- May of 2016 the Honors College held a staff development retreat. Team building activities, Alice Training by YSU Police, and a session with President Tressel occurred.
- Director attended New Honors College Director's Workshop by the National Collegiate Honors Council held in Lincoln Nebraska July, 2016.

Exemplary Customer Service

The staff of the Honors College take pride in the service offered to all stakeholders of Honors. Placing students at our center through the creation of welcoming, inclusive environments aids in our success at recruiting, retaining, and cultivating/maintaining relationships outside of the college. Accommodations are made for students for evening or weekend hours when necessary. Students are provided with all contact information at the beginning of the year, along with hours of operation for the various locations.

Facilities Health

In spring of 2016 employees engaged in an effort to furnish and prepare the new Honors headquarters in Fok Hall, the Courtyards honors office and lounge, and Cafaro House honors office and student study space with minimal cost to the institution and the environment. University expenditures included: installment of used carpet in several areas in Fok Hall that had been in YSU storage, installation of wifi in Fok Hall, and the purchase of two task chairs for a combined total of \$7,900. All additional furniture and equipment was personally purchased or donated by honors college staff, department donations, or identified and secured through campus surplus. Staff donations are estimated at a total of \$11,290, while the estimate for replacement cost of items secured through surplus total \$29,978. Overall savings to the university through the staff efforts are \$41,268. Appendix A details a complete listing of all items purchased, donated and secured through surplus.

Culture of Shared Responsibility

Within the Honors College the process used for planning to encourage a broad range of perspectives and ideas is a participatory approach. Through collaboration with students, faculty, staff and when possible community members and alumni, Honors easily identifies potential opportunities for enhancement and cultivates the accessibility of resources to address challenges.

Activities and programs are in constant, continuous review leading to quick identification of areas of need and success. Collaborative efforts with Admissions, Financial Aid and Scholarships, Housing and Residence Life, the Office of Research, the Graduate College, and faculty and staff from the six colleges position honors to utilize the expertise from all corners of the institution. Specific examples of connection efforts include the Honors Subcommittee of the Academic Senate, the Honors College Collaborative, the Emperor - Honors Academic Journal, the Honors College Recognition Committee, Brown Bags with faculty, Summer Honors Institute, and the newly formed ALANA honors group.

Assessment activities including surveys, focus groups, and individual meetings, plus observations are all tools used to continue refining the Honors experience. Assessment plans and reports have been historically evaluated at exemplary and proficient levels.

Cornerstone: Student Success

As the student success cornerstone is defined as the “academic achievement, satisfaction, and productive post-college performance,” the following sections provide examples of honors student success from the past year within each of the three areas. Since all Honors College students are members of one or more of each of our six academic colleges, student success cannot be singularly applied to the Honors College. The university including every staff, faculty or administrator having a touch on their development through mentoring, counseling, and teaching, resulting in their success can be credited.

Academic Achievement

Academic achievement metrics may include graduation rates, degrees awarded, retention rates, high school credentials, and standardized test scores. Leading to academic achievement focus is placed on developing a student support system, teaching and learning, and collaborative initiatives between academics and student affairs. The following sections will provide examples.

Graduation Rates

Honors students typically graduate within four years with 95% of Honors students entering YSU in the fall of 2011 graduating in spring 2015. The remaining 5% graduated within five years with major changes and internships as the reason for delayed graduation. Honors students entering YSU Fall 2012 saw 81% graduate in spring 2016. The remaining are on track to graduate fall 2016 or spring 2017. Reasons for the delay in graduation include study abroad and major changes.

Retention Rates

One measure of student success is fall-to-fall retention rates. The following table demonstrates the retention rates from fall 2015 to fall 2016 for first-year honors students entering YSU in Fall 2015. Future annual reports will provide a comprehensive breakdown of retention rates for each entering class.

Honors Class	Academic Year	Total Enrolled in Honors	Total Enrolled at YSU	Retention Rate from previous fall in HONORS	Retention rate at YSU from previous fall
Fall 15 Entering Class	2015-16	169	169		
	2016-17	164	168	97.04%	99.41%

Average ACT & High School Credentials

Beginning with the 2015-16 class of Honors students, minimum requirements for entering the Honors College are a composite 26 ACT or 1760 SAT and a 3.5 overall high school grade point average. Students meeting both criteria were fully admitted to the Honors College and awarded applicable scholarships. Students demonstrating a combination of academic merit, along with other outstanding credentials, but shy of meeting one of the two academic merit credentials were admitted provisionally to Honors. Scholarships for tuition were not awarded to students within this category.

Table 8 illustrates a breakdown of the average ACT and SAT scores for Honors students since 2014. The 2014 cohort includes the last class of forty University Scholars. Class rank was used as a criteria for acceptance into Honors prior to the 2015 class. Therefore, the high school grade point averages are not available for the 2014 entering class.

Table 8: College Entrance Exam Comparison & High School GPA

College Exam & High School	2016 First-Year	2015 First Year	2014 First Year
ACT	28.29	28.19	28.98
SAT	1854	1882	1916
H.S. GPA	3.87	3.89	N/A

National Scholarship Committee

In the fall of 2015 a national scholarship committee was formed to assist students applying for the Rhodes, Truman, Barry M. Goldwater Scholarship, National Science Fellowships, Marshall, Mitchell, and Udall scholarships. The committee consisting of faculty, writing center coordinator, and honors director assist with publicizing scholarships, assisting faculty and staff with crafting letters of recommendation, and identifying students to forward as institutional nominees. Students reaching the interview stage are provided opportunities for practice Skype and panel interviews.

Table 9: National Scholarship Information 2015-16

Scholarship Type	Number of Applicants	Nominees	Finalists/Honorable Mentions	Recipients
Truman	6	4	0	0
Marshall	1	1	1	0
Rhodes	1	1	-	1
Goldwater	7	6	1	2

Student Satisfaction

The 2014-15 academic year was transitional as the University Scholars and Honors Programs became the Honors College. Two new Honors locations were added on campus to better serve our student population and increase engagement initiatives between Honors and the academic colleges.

Seniors had the most difficult experience with the transition as was cited in their exit interviews. Although most indicating high support for the establishment of the Honors College, the stress of their senior year, along with the loss of comfort in what they had known for three years, proved difficult. The top reported reasons included: less perceived access to staff and overall communication of changes. Suggestions provided by seniors have been incorporated into the planning for the 2016-17 academic year. The weekly newsletter - The Phil, which began in the late 90s and continued until the 2014-15 academic year. The Phil was discontinued in 2015-16 as students indicated they didn't read the publication. After a year without the Phil, the students appreciated and wanted the publication reinstated. Addressing access to staff has been alleviated with the hiring of a Coordinator of Student Recruitment and Engagement.

Exit interviews with seniors revealed high student satisfaction with academics, the university, and outside-of-the-classroom activities with volunteerism rated as the highest area of satisfaction and through which bonds were formed and a community of honors sustained.

Academics

Annual student assessments revealed student desire to have more designated Honors-only courses. Increasing number of students in the Honors College with honors curriculum requirement of a minimum of 9 credits of honors courses, coupled with current student needs, additional honors courses and seminars have continued to increase with cooperation from the six colleges deans, chairpersons and faculty. College deans or a college designee met with honors director in July/August of 2015, and again in July of 2016 to plan for additional sections of honors courses.

Table 10 provides an overview of the semester hours per term since fall 2014. Appendix B is a comprehensive breakdown per term from Fall 2014 through Fall 2016.

Table 10: Semester Hour per Term

TERM	Courses/ Seminars	Semester Hours
Fall 2014	20	576
Spring 2015	16	468
Fall 2015	30	1281
Spring 2016	25	861
Fall 2016	36	1674

Readiness for Post-College Success

One of the institutional metrics to determine readiness for post-college success is knowing where graduates are employed and the graduate schools where they enroll. The following two sections provide information about graduates from the past two academic years.

Job Placements

A total of 100 students graduated during the 2014-16 academic years. Forty-six attended graduate school. Of the remaining 54, we know of 26 job placements. Year graduated, job titles and employers are listed in Table 11.

Table 11: Job Placements

2016	Biologist	Charles River Laboratories
2016	Material Engineer	Delphi Automotive
2016	Umpire	Minor League Baseball
2016	Research Technologist	University of Louisville
2016	Field Engineer	Turner Construction
2016	Registered Nurse	Summa's Akron City Hospital
2016	Systems Engineer	Delphi Automotive
2016	Associate Accountant	Packer Thomas
2016	Electrical Engineer	Goodyear Tire & Rubber Company
2016	International Marketing	Tegam, Inc
2016	Teacher	Austintown Fitch High School

2015	Officer	Kent Police Department
2015	Engineer	General Motors
2015	Lab Manager	Minerva Dairy
2015	Middle/High School Band Director	Lisbon Exempted Village Schools
2015	English Teacher	Austintown Fitch High School
2015	Cable Materials Engineer	Delphi Automotive
2015	Quantitative Analyst	Progressive Insurance
2015	Registered Nurse	Ohio Health
2015	Advanced Materials Engineer	Delphi Packard Electric
2015	Nursing Home Assistant	Austintown Woods
2015	Design Engineer	Bettis Atomic Power Laboratory, Pittsburgh
2015	Engineer	MakerBot
2015	Campaign Execution Specialist	American Greetings
2015	Engineering	Exterran
2015	Product Engineer	Delphi

Graduate School Placements

Of the 100 graduates, we know of 22 pursuing master's degrees, 8 pursuing PhD programs, and 5 pursuing an MD/DO/DVM, 3 are pursuing a JD, 6 pursuing DPT programs, 1 pursuing PharmD, and 1 entering the seminary.

Table 12: Graduate School Placements

Year	Program	Institution
2016	Master's of Forensic Science	George Washington University
2016	Master's of Health Administration	Saint Louis University
2016	Master's in TESL Education	Kent State University
2016	Master's in Healthcare Administration	Cleveland State University
2016	Master's in Economics	Youngstown State University
2016	Master's in Economics	Youngstown State University