

**BOARD OF TRUSTEES
ACADEMIC QUALITY AND STUDENT SUCCESS COMMITTEE**

**Carole S. Weimer, Chair
James B. Greene, Vice Chair
All Trustees are Members
Cynthia E. Anderson, *Ex-Officio***

**Thursday, February 21, 2013
1:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held November 29, 2012**
- B. Old Business**
- C. Committee Items**

- 1. Student Success**

- a. Student Success Action Item**

- 1) Resolution to Modify Requests for Student Directory Information from External Organizations Policy**
Jack Fahey, Vice President for Student Affairs and Ombudsperson, will report.

Tab 1

- 2. Academic Quality**

- a. Academic Quality Action Items**

- 1) Resolution to Authorize Conferral of Honorary Degree**
Mr. Ed O'Neill has been nominated to receive an honorary degree at the Spring 2013 undergraduate commencement. Board approval is required. Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, will summarize the candidate's credentials.

Tab 2

2) Resolution to Authorize Conferral of Honorary Degree **Tab 3**

Dr. Cynthia Anderson has been nominated to receive an honorary degree at the Spring 2013 graduate commencement. Board approval is required. Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs, will summarize the candidate's credentials.

3) Resolution to Modify Sabbatical Leave for Department Chairpersons **Tab 4**

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

D. New Business

E. Adjournment

Explanation of Modifications to *Guidebook Policy*:

5014.01 Requests for Student Directory Information from External Organizations

The revisions to policy 5014.01 update the policy to eliminate date of birth and place of birth from the items included as directory information.

The revision adds a stipulation that responses to requests for directory information will be provided in electronic format and reinforces that each request will be reviewed and evaluated.

**RESOLUTION TO MODIFY REQUESTS FOR STUDENT DIRECTORY
INFORMATION FROM EXTERNAL
ORGANIZATIONS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Requests for Student Directory Information from External Organizations, policy number 5014.01 of the *University Guidebook*, shown as Exhibit _____ attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: **Requests for Student Directory Information from
External Organizations**

Responsible Division: Student Affairs

Approving Officer: Vice President for Student Affairs

Revision History: November 2010;

Resolution Number: YR 2011-29; YR 2013-

Board Committee: Academic Quality & Student Success

EFFECTIVE DATE:

Next Review: 2018

Policy: Requests for student directory information from external organizations are approved and provided by the Division of the Vice President for Student Affairs. Directory information is defined by the Family Education Rights and Privacy Act (FERPA).

Definitions:

In accordance with the Family Education Rights and Privacy Act (FERPA), Youngstown State University has designated the following information about students as directory information:

1. Name
2. Address (local, home and e-mail)
3. Telephone (local and home)
4. Program of study (including college of enrollment, major and campus)
5. Enrollment status (e.g., full-time, part-time, withdrawn)
6. Dates of attendance and graduation
7. Degrees, honors, and awards received
8. Previous educational agencies or institutions attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of intercollegiate athletic teams

Parameters:

1. Requests for directory information for currently registered students will be evaluated and cleared by the Division of the Vice President for Student Affairs ("Division"). The Division will review each request to ensure that it adheres to FERPA guidelines, state law and University policy.
2. In accordance with ORC Section 3319.321, the Division may require that the requestor disclose their identity and/or the intended use of the information concerning the students in attendance in order to ascertain whether the information is for use in a profit-making plan or activity. If so, the request may be denied.
3. Also, the Division may deny any request for directory information if the information is also personally identifiable and the purpose is for one other than one listed in ORC Section 3319.321 or for a legitimate educational purpose.
4. Any information will only be released upon the condition that the information not be further disclosed.
5. Students may request that their directory information not be released to external organizations by completing and signing the request form. All forms are available in the Office of the Registrar.

Procedures:

1. Requests for directory information from external organizations must be submitted in writing via memo or e-mail, with appropriate contact information included.
2. A three-week lead time is recommended. Complex list requests may require a longer lead time.
3. In cases in which the information cannot be provided within the standard timeframe, the requester will be notified.
4. Copying charges will be the same as for a public records request, i.e., five cents per page and one dollar per compact disk.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Requests for Student Directory Information from External Organizations

Responsible Division: Student Affairs

Approving Officer: Vice President for Student Affairs

Revision History: November 2010;

Resolution Number: YR 2011-29; YR 2013-

Board Committee: Academic Quality & Student Success

EFFECTIVE DATE:

Next Review: 2018

Policy: Requests for student directory information from external organizations are approved and provided by the **Office Division** of the Vice President for Student Affairs. Directory information is defined by the Family Education Rights and Privacy Act (FERPA).

Definitions:

- ~~• Youngstown State University defines directory information as name; address (campus and home); telephone listing (campus and home); e-mail address (campus and home); date and place of birth; academic major; participation in officially recognized activities and intercollegiate athletics; weight and height of members of intercollegiate athletic teams; dates of attendance; degrees and awards received; most recent educational institution attended; class rank; and photographic, electronic, or video images of the individual.~~

In accordance with the Family Education Rights and Privacy Act (FERPA), Youngstown State University has designated the following information about students as directory information:

1. Name
2. Address (local, home and e-mail)
3. Telephone (local and home)
4. Program of study (including college of enrollment, major and campus)
5. Enrollment status (e.g., full-time, part-time, withdrawn)

6. Dates of attendance and graduation
7. Degrees, honors, and awards received
8. Previous educational agencies or institutions attended
9. Participation in officially recognized activities and sports
10. Weight and height of members of intercollegiate athletic teams

Parameters:

1. Requests for directory information for currently registered students will be evaluated and cleared by the ~~Office~~ Division of the Vice President for Student Affairs (“Division”). The ~~Office Division of the Vice President for Student Affairs~~ will review each request to ensure that it adheres to FERPA guidelines, state law and the University policy.
2. In accordance with ORC Section 3319.321, the Division may require that the requestor disclose their identity and/or the intended use of the information concerning the students in attendance in order to ascertain whether the information is for use in a profit-making plan or activity. If so, the request may be denied.
3. Also, the Division may deny any request for directory information if the information is also personally identifiable and the purpose is for one other than one listed in ORC Section 3319.321 or for a legitimate educational purpose.
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3. In cases in which the information cannot be provided within the standard timeframe, the requester will be notified.
4. Copying charges will be the same as for a public records request, i.e., five cents per page and one dollar per compact disk.



**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 Arts (Art.D.) degree, honoris causa, upon Ed O'Neill, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
March 13, 2013
YR 2013-**

BIOGRAPHY

ED O'NEILL

Ed O'Neill's starring role as the patriarch on *Modern Family* has garnered him an Emmy nomination for Outstanding Supporting Actor in a Comedy Series. He has also received nominations for the Golden Globe Award for Best Actor and the Screen Actors Guild Award for Best Supporting Actor.

Born and raised in Youngstown, Ohio, O'Neill attended Ursuline High School, Ohio University, and Youngstown State University. While a student at YSU, he earned many accolades for his outstanding performances in productions sponsored by the YSU Theater Department and various community theaters. Some of his more memorable local performances include *Rosencrantz and Guildenstern are Dead*, *The Rose Tattoo*, and *Six Characters in Search of an Author*. He was a linebacker for the Penguins under YSU's first football coach, Dike Beede. In 1996, O'Neill was recognized as the Penguin of the Year.

Signed by the Pittsburgh Steelers, he was cut in training camp and worked as a social studies teacher at Hayes Middle School before becoming an actor. He has appeared in a number of movies, including *The Bone Collector*, *Little Giants*, *Dutch*, the *Wayne's World* series, and several films for Pulitzer Prize-winning screenwriter David Mamet: *The Spanish Prisoner*, *Spartan*, and the indie film, *Redbelt*.

Best known for his role as the main character, Al Bundy, on the FOX Network's long running sitcom, *Married...with Children*, O'Neill's other television credits include the reincarnation of Sgt. Joe Friday on Dick Wolf's remake of *Dragnet*, the recurring role of Baker, an undercover FBI agent on *Miami Vice*, a potential Vice Presidential candidate on the NBC drama *The West Wing*, the role of Detective Michael Mooney on David Milch's CBS series, *Big Apple*, and most recently that of a retired cop on HBO's *John from Cincinnati*, from the creator/producer of *NYPD Blue* and *Deadwood*. O'Neill also had stints on Broadway, starring in *Knockout* at the Helen Hayes Theatre, and the David Mamet productions *Lakeboat* and *Keep Your Pantheon* in Los Angeles.

O'Neill has a black belt in Brazilian Jiu-Jitsu. He has been married to actress Catherine Rusoff since 1986. They have two daughters, Claire and Sophia.



**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 Humane Letters (L.H.D.) degree, honoris causa, upon Cynthia E. Anderson, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
March 13, 2013
YR 2013-**

BIOGRAPHY

CYNTHIA E. ANDERSON

Cynthia E. Anderson is in her third year as president of her alma mater.

Anderson is the first Mahoning Valley resident, the first YSU graduate and the first woman to lead the university, and she served in a succession of faculty and administrative positions at the university for 31 years before moving into the president's office in July 2010.

In her first two years in office, Anderson has charted an aggressive course that emphasizes academic excellence and student success, including the development and implementation of *YSU 2020: The Strategic Plan of Youngstown State University*. The plan, which reflects the input of hundreds of individuals on campus and in the community, is helping align YSU's priorities, investments and initiatives over the course of the next decade.

Anderson earned a bachelor's degree in business education from YSU in 1973, a master's in business education from Ohio State University in 1976 and an Ed.D. in education administration (higher education) and student personnel services from the University of Akron in 1990.

After five years of teaching business education at Westerville South High School, she joined the YSU faculty in 1979 as an instructor of business education and technology. She was named assistant professor in 1985, associate professor in 1990, associate professor of marketing and public relations in 1994, and was promoted to professor of marketing and public relations in 2000, a post that she currently retains. She was assistant provost for academic planning from 1993 to 1995 and was named vice president for student affairs in 1995.

As vice president, she provided leadership for the development of the Enrollment Management and Student Recruitment plans, the first formal New Student Orientation program known as SOAR, the first New Student Convocation program, the Office of Veterans Affairs, the Center for Student Progress, the Office of the Student Ombudsman, the Office of Campus Recreation and Intramural Sports, the Presidential Mentors Program, the Emerging Leaders Program and campus safety programs such as the Student Threat Assessment Team and the YSU Alert emergency notification system.

Anderson's scholarly activities include dozens of journal articles, conference proceedings and presentations. She has been active in the community, serving on the board of directors for the Neil Kennedy Recovery Clinic, Leadership Mahoning Valley, the Rich Center for Autism and the United Methodist Community Center, among others. In 2004, she received the ATHENA Award, presented annually by the Youngstown-Warren Regional Chamber and *The Vindicator* to a woman who exhibits professional excellence, community service, and career support for other women. Other honors include the 2005-06 Rev. Dr. Martin Luther King Jr. Diversity Award for Distinguished Service and the 2004 Outstanding Community Involvement Award from Leadership Mahoning Valley.

Explanation of Modification *Guidebook Policy*:

1008.01 Sabbatical Leave for Department Chairpersons

This policy was reviewed. The changes are (1) that leave recipients will receive 90% of their twelve-month salary, instead of 100%; and (2) that the committee reviewing the leaves will be five individuals holding faculty rank. This policy coincides with Article 6 of the *Agreement between YSU and YSU-OEA 2011-2014* regarding Sabbatical Leave.

**RESOLUTION TO MODIFY
SABBATICAL LEAVE FOR DEPARTMENT CHAIRPERSONS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Sabbatical Leave for Department Chairpersons, policy number 1008.01 of the *University Guidebook*, shown as Exhibit __ attached hereto.

UNIVERSITY GUIDEBOOK**Title of Policy: Sabbatical Leave for Department Chairpersons**

Responsible Division/Office: Academic Affairs
Approving Officer: Provost & Vice President for Academic Affairs
Revision History: Sept 1998; March 2007; February 2011; October 2012
Resolution Number(s): YR 1999-1; YR 2007-27; YR 2011-72; YR 2013-
Board Committee: Academic & Student Affairs
EFFECTIVE DATE:
Next Review: 2017

Policy: Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.

Parameters:

- Up to three sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
- The sabbatical can be awarded for a twelve-month period. Sabbatical leave recipients will receive 90% of their twelve-month salary for the period of their leave.
- Fringe benefits, including State Teachers Retirement System (STRS) provisions, will continue during the sabbatical period.

Procedures:

1. The Office of the Provost/Vice President for Academic Affairs distributes applications and deadline dates during the fall term.
2. A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the Provost/Vice President for Academic Affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations to the Provost/Vice President for Academic Affairs, who awards sabbaticals.
3. Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
4. Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the Provost/Vice President for Academic Affairs for inclusion in the chairperson's personnel file in the Office of Human Resources.
5. Recipients of these sabbaticals must return to the University for a minimum of two years of full-time service following the leave (or reimburse the University, within a two-year period, for the full amount of the salary provided during the leave).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Sabbatical Leave for Department Chairpersons

Responsible Division/Office: Academic Affairs

Approving Officer: Provost & Vice President for Academic Affairs

Revision History: Sept 1998; March 2007; February 2011;

Resolution Number(s): YR 1999-1; YR 2007-27; YR 2011-72; YR 2013-

Board Committee: Academic & Student Affairs

EFFECTIVE DATE:

Next Review: 2018

Policy: Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.

Parameters:

- Up to three sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member and/or chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
- The sabbatical can be awarded for a twelve-month period. Sabbatical leave recipients will receive ~~100%~~ 90% of their ~~nine-month budgeted faculty salaries~~ **twelve-month salary** for the period of their leave.
- Fringe benefits, including State Teachers Retirement System (STRS) provisions, will continue during the sabbatical period.

Procedures:

1. The Office of the Provost/Vice President for Academic Affairs distributes applications and deadline dates during the fall term.
2. A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the Provost/Vice President for Academic Affairs, consisting of ~~one dean, one chairperson, and three full-service faculty~~ five individuals holding faculty rank. The committee will submit prioritized recommendations to the Provost/Vice President for Academic Affairs, who awards sabbaticals.
3. Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached from the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
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