

Youngstown

STATE UNIVERSITY

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
Delores E. Crawford, Chair
John R. Jakubek, Vice Chair
All Trustees are Members**

**Wednesday, December 6, 2017
8:30 a.m.**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meeting Held September 6, 2017

B. Old Business

C. Committee Items

1. Student Affairs

a. Student Affairs Action Item

Tab C.1.a.1.

1) Resolution to Modify Policy 3356-8-07, Student travel

Mr. Eddie Howard, Associate Vice President for Student Experience, will report.

b. Student Affairs Discussion Item

1) Spring 2018 and Fall 2018 Enrollment Update

Gary D. Swegan, Associate Vice President for Enrollment Planning and Management, will present an update regarding spring and fall 2018 enrollment.

2. Academic Affairs

a. Academic Affairs Action Items

Tab C.2.a.1.

1) Resolution to Modify Policy 3356-10-13, Research, grants, and sponsored programs

Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, and Mr. Michael Hripko, Associate Vice President for Research, will report.

- Tab C.2.a.2.** **2) Resolution to Change the Department Name of Mechanical and Industrial Engineering to Mechanical, Industrial, and Manufacturing Engineering**
Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, Dr. Wim F.A. Steelant, Dean, College of Science, Technology, Engineering, and Mathematics, and Dr. Hazel Marie, Chairperson, Department of Mechanical and Industrial Engineering, will report.
- Tab C.2.a.3.** **3) Resolution to Endorse Shared Governance Document**
Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, and Dr. Chester R. Cooper, Co-chairs of the Youngstown State University Excellence Steering Committee, will report.
- Tab C.2.a.4.** **4) Resolution to Accept Final Report on Duplicative Programs**
Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, and Dr. Kevin E. Ball, Associate Provost for Academic Programs and Planning, will report.
- Tab C.2.a.5.** **5) Resolution to Accept University Remediation Report**
Dr. Martin A. Abraham, Provost and Vice President for Academic Affairs, will report.

b. Academic Affairs Discussion Item

- Tab C.2.b.1.** **1) Higher Learning Commission**
Dr. Kevin Ball, Associate Provost for Academic Programs and Planning, will report.



Explanation of Modifications to *Student Travel Policy*:

3356-8-07 Student Travel Policy

This policy is being modified because the age limit of 18 in the policy must be adjusted. We have a number of first-year students who are not at the age of 18 when the academic year begins. Therefore, these students participation in events and activities are restricted until they reach the age of 18. This has affected programs like club sports travel, university sponsored field trips, etc.

Board of Trustees Meeting

December 7, 2017

YR 2018-

**RESOLUTION TO MODIFY
STUDENT TRAVEL, 3356-8-07**

WHEREAS, 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;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modifications of University Policy governing Student Travel, policy number 3356-8-07, effective December 7, 2017, shown as Exhibit __ attached hereto.

3356-8-07 Student travel.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs,
Associate Vice president for Student Experience
Revision History: June 2017; December 2017
Board Committee: Academic and Student Success
Effective Date: December 7, 2017
Next Review: 2022

Deleted: June 14, 2017

- (A) Policy statement. Youngstown state university (“university”) recognizes that students can and do benefit from learning experiences which occur off-campus. The university seeks to provide safe opportunities and methods of transportation and to mitigate any risks that might be associated with student travel for off-campus activities and events.

Deleted: The procedures and requirements of this policy will take effect on ¶

- (B) Purpose. To provide the framework for planning and implementing student travel.

Deleted: August 23, 2017.

- (C) Scope. This policy applies to enrolled and matriculated undergraduate and graduate student travel and student organization travel to events or activities that are organized and/or sponsored by the university and to international travel for study abroad programs available through the university’s international programs office (“IPO”).

This policy does not apply to travel undertaken by individual students attending out-of-town athletic/recreational events; to students traveling to engage in domestic student teaching, internships, experiential practicum, observations or research; or to student athletes participating in intercollegiate athletics competitions under the sponsorship of the university’s athletics department.

- (D) Definitions for purposes of this policy.
- (1) “Enrolled student.” A student who has been admitted to and is attending classes at the university.

(2) “Matriculated student”. A student who has been admitted to the university has registered a major and is attending classes at the university towards a degree.

(3) “Student organization.” A student group or organization officially registered and recognized by the university.

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(4) “Student organization member.” An enrolled or matriculated student who is a current member of a student organization.

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(5) “University-organized event or activity.” An event or activity that is planned and arranged by a member of the university’s faculty, staff, or a recognized student organization and is approved by the appropriate university official.

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(6) “University-sponsored event or activity.” An event or activity that is endorsed by the university through financial support or by sending student participants as official representatives of the university and is approved by the appropriate university official.

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(7) Appropriate university official.

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- (a) For approval of course or faculty-sponsored travel, the dean, or designee, of the applicable college is the appropriate university official.
- (b) For approval of student organization travel, the associate vice president for student experience, or designee, is the appropriate university official. However, for student organizations traveling internationally, travel approval is required from both the associate vice president of student experience or designee and the associate provost for international and global initiatives or designee.
- (c) For study abroad programs, the associate provost for international and global initiatives, or designee, is the appropriate university official.
- (d) For travel on behalf of a program, office, or department not noted above, the appropriate university official will be the highest level administrator overseeing the program, office,

or department, excluding the president and vice presidents of the university.

(8) Designated trip leader. A university representative/faculty member/advisor who serves as the point of contact to and from the university during travel. When no representative/faculty member/advisor is on a trip, a student may serve as the designated trip leader.

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(E) General requirements. The following requirements apply to all travel under this policy.

(1) Enrolled students under the age of eighteen are not permitted to travel.

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(2) Matriculated students under the age of 18 are permitted to travel provided that the student's parent/guardian completes and signs the "Off-Campus Travel and Assumption of Risk" form and the "Authorization for Emergency Medical Treatment" form.

(3) A student wishing to travel as part of a student organization event or activity must be a current member of the student organization.

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(4) Unless otherwise specified, the university does not provide medical insurance for any student's participation in travel. All student participants should maintain medical insurance and are responsible for any medical costs they incur during and/or as a result of the trip.

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(5) All students traveling internationally must obtain international travel medical insurance through the university's IPO.

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(6) Participants in student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and policies, including the student code of conduct, the direction of university employees, or applicable law.

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(7) Travel must be consistent with the goals of the academic unit, program, or department. Student organization travel must be consistent with the organization's mission statement.

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(8) Travel must have either a university representative or faculty member/advisor as a designated trip leader. However, if students are traveling on their own for the purpose of a recognized student organization and university funds are being utilized to support the activity, then the president or representative of the student organization or the designated trip leader must meet with the associate vice president of student experience, or designee, prior to the trip to review details of the trip.

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(9) Travel must be supported by an approved "Student Travel Authorization Form," with the exception that students on study abroad programs offered through the IPO will complete program specific form(s) in lieu of the authorization to travel form.

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(10) Participants must complete and submit an "Off-Campus Travel and Assumption of Risk" form and an "Authorization for Emergency Medical Treatment" to the office of the appropriate university official at least five business days prior to scheduled travel within the United States and at least thirty days prior to international travel. The appropriate university officials may alter these time periods within their discretion for travel, which cannot be preplanned, such as university-sponsored student travel for athletics playoff competition. Students on study abroad programs offered through the IPO will complete program-specific form(s) in lieu of these forms.

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(11) Friends and family of participants and designated trip leaders are not eligible to participate in student travel opportunities except in those instances where prior written permission of the appropriate university official has been given, appropriate forms have been submitted, and required insurance coverage has been obtained.

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(12) Students are responsible for making arrangements to complete all assignments and/or examinations that are scheduled during travel.

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(13) Sponsors or organizers of events or activities may impose additional requirements in order to address unique circumstances associated with a particular activity, destination, or travel.

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- (F) Transportation. The university office, unit, or department planning or sponsoring an event or activity should be prepared to arrange for transportation by university-owned or rental vehicle; contracted/chartered transportation service; regularly scheduled transportation service (e.g., Greyhound, Amtrak, commercial airline service); or if necessary, personal vehicles. Contracting, purchasing, and insurance requirements can be found on the university's [procurement services website](#).

The following rules apply to transportation:

- (1) University-owned or leased vehicles may only be utilized in a manner compliant with rule 3356-4-18 of the Administrative Code (Corresponding university policy 3356-4-18 can be found in the ["University Policies" website](#).)
- (2) All university purchasing policies apply when procuring chartered or commercial transportation.
- (3) Personal vehicles may only be used on a voluntary basis. All participants choosing to ride in a private automobile do so voluntarily and at their own risk. The university shall not insure or accept liability for any damage, loss, or injury resulting from the use of a private vehicle. The university does not provide comprehensive or collision insurance for private vehicles driven on university business, and the vehicle owner/driver is responsible for insurance coverage for the vehicle. The university does carry non-owner excess liability coverage to protect the university, student, or employee in the event of a suit resulting from an automobile accident in which an employee was driving on university business.
- (4) Under no circumstance will a vehicle driver be reimbursed for fines for moving or parking violations.
- (5) Occupants of motor vehicles must use seat belts or other approved safety restraint devices as required by law or regulation at all times when the vehicle is in operation.
- (6) Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.

- (G) Accident and emergency procedures. Prior to travel, designated leaders and group participants should review the YSU [campus emergency management plan](#) and any appendices and follow applicable guidance and suggestions.
- (H) Accommodations for students with disabilities. Any student with a disability who requires accommodation, must contact the [office of disability services](#) for assistance in determining reasonable accommodations. The office of disability services will consult with the sponsoring unit regarding this determination.
- (I) Compliance. Failure to comply with any policy requirements may result in restrictions or loss of travel opportunities, travel funds and/or reimbursements. Students and student organizations are subject to sanctions under "The Student Code of Conduct" up to and including expulsion and loss of organization recognition. Employees are subject to discipline up to and including termination.

3356-8-07 Student travel.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs,
Associate Vice president for Student Experience
Revision History: June 2017; December 2017
Board Committee: Academic and Student Success
Effective Date: December 7, 2017
Next Review: 2022

- (A) Policy statement. Youngstown state university (“university”) recognizes that students can and do benefit from learning experiences which occur off-campus. The university seeks to provide safe opportunities and methods of transportation and to mitigate any risks that might be associated with student travel for off-campus activities and events.
- (B) Purpose. To provide the framework for planning and implementing student travel.
- (C) Scope. This policy applies to enrolled and matriculated undergraduate and graduate student travel and student organization travel to events or activities that are organized and/or sponsored by the university and to international travel for study abroad programs available through the university’s international programs office (“IPO”).

This policy does not apply to travel undertaken by individual students attending out-of-town athletic/recreational events; to students traveling to engage in domestic student teaching, internships, experiential practicum, observations or research; or to student athletes participating in intercollegiate athletics competitions under the sponsorship of the university’s athletics department.

- (D) Definitions for purposes of this policy.
 - (1) “Enrolled student.” A student who has been admitted to and is attending classes at the university.

- (2) “Matriculated student”. A student who has been admitted to the university has registered a major and is attending classes at the university towards a degree.
- (3) “Student organization.” A student group or organization officially registered and recognized by the university.
- (4) “Student organization member.” An enrolled or matriculated student who is a current member of a student organization.
- (5) “University-organized event or activity.” An event or activity that is planned and arranged by a member of the university’s faculty, staff, or a recognized student organization and is approved by the appropriate university official.
- (6) “University-sponsored event or activity.” An event or activity that is endorsed by the university through financial support or by sending student participants as official representatives of the university and is approved by the appropriate university official.
- (7) Appropriate university official.
 - (a) For approval of course or faculty-sponsored travel, the dean, or designee, of the applicable college is the appropriate university official.
 - (b) For approval of student organization travel, the associate vice president for student experience, or designee, is the appropriate university official. However, for student organizations traveling internationally, travel approval is required from both the associate vice president of student experience or designee and the associate provost for international and global initiatives or designee.
 - (c) For study abroad programs, the associate provost for international and global initiatives, or designee, is the appropriate university official.
 - (d) For travel on behalf of a program, office, or department not noted above, the appropriate university official will be the highest level administrator overseeing the program, office,

or department, excluding the president and vice presidents of the university.

- (8) Designated trip leader. A university representative/faculty member/advisor who serves as the point of contact to and from the university during travel. When no representative/faculty member/advisor is on a trip, a student may serve as the designated trip leader.
- (E) General requirements. The following requirements apply to all travel under this policy.
- (1) Enrolled students under the age of eighteen are not permitted to travel.
 - (2) Matriculated students under the age of 18 are permitted to travel provided that the student's parent/guardian completes and signs the "Off-Campus Travel and Assumption of Risk" form and the "Authorization for Emergency Medical Treatment" form.
 - (3) A student wishing to travel as part of a student organization event or activity must be a current member of the student organization.
 - (4) Unless otherwise specified, the university does not provide medical insurance for any student's participation in travel. All student participants should maintain medical insurance and are responsible for any medical costs they incur during and/or as a result of the trip.
 - (5) All students traveling internationally must obtain international travel medical insurance through the university's IPO.
 - (6) Participants in student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and policies, including the student code of conduct, the direction of university employees, or applicable law.

- (7) Travel must be consistent with the goals of the academic unit, program, or department. Student organization travel must be consistent with the organization's mission statement.
- (8) Travel must have either a university representative or faculty member/advisor as a designated trip leader. However, if students are traveling on their own for the purpose of a recognized student organization and university funds are being utilized to support the activity, then the president or representative of the student organization or the designated trip leader must meet with the associate vice president of student experience, or designee, prior to the trip to review details of the trip.
- (9) Travel must be supported by an approved "Student Travel Authorization Form," with the exception that students on study abroad programs offered through the IPO will complete program specific form(s) in lieu of the authorization to travel form.
- (10) Participants must complete and submit an "Off-Campus Travel and Assumption of Risk" form and an "Authorization for Emergency Medical Treatment" to the office of the appropriate university official at least five business days prior to scheduled travel within the United States and at least thirty days prior to international travel. The appropriate university officials may alter these time periods within their discretion for travel, which cannot be preplanned, such as university-sponsored student travel for athletics playoff competition. Students on study abroad programs offered through the IPO will complete program-specific form(s) in lieu of these forms.
- (11) Friends and family of participants and designated trip leaders are not eligible to participate in student travel opportunities except in those instances where prior written permission of the appropriate university official has been given, appropriate forms have been submitted, and required insurance coverage has been obtained.
- (12) Students are responsible for making arrangements to complete all assignments and/or examinations that are scheduled during travel.
- (13) Sponsors or organizers of events or activities may impose additional requirements in order to address unique circumstances associated with a particular activity, destination, or travel.

- (F) **Transportation.** The university office, unit, or department planning or sponsoring an event or activity should be prepared to arrange for transportation by university-owned or rental vehicle; contracted/chartered transportation service; regularly scheduled transportation service (e.g., Greyhound, Amtrak, commercial airline service); or if necessary, personal vehicles. Contracting, purchasing, and insurance requirements can be found on the university's procurement services website.

The following rules apply to transportation:

- (1) University-owned or leased vehicles may only be utilized in a manner compliant with rule 3356-4-18 of the Administrative Code (Corresponding university policy 3356-4-18 can be found in the "University Policies" website.)
- (2) All university purchasing policies apply when procuring chartered or commercial transportation.
- (3) Personal vehicles may only be used on a voluntary basis. All participants choosing to ride in a private automobile do so voluntarily and at their own risk. The university shall not insure or accept liability for any damage, loss, or injury resulting from the use of a private vehicle. The university does not provide comprehensive or collision insurance for private vehicles driven on university business, and the vehicle owner/driver is responsible for insurance coverage for the vehicle. The university does carry non-owner excess liability coverage to protect the university, student, or employee in the event of a suit resulting from an automobile accident in which an employee was driving on university business.
- (4) Under no circumstance will a vehicle driver be reimbursed for fines for moving or parking violations.
- (5) Occupants of motor vehicles must use seat belts or other approved safety restraint devices as required by law or regulation at all times when the vehicle is in operation.
- (6) Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.

- (G) Accident and emergency procedures. Prior to travel, designated leaders and group participants should review the YSU campus emergency management plan and any appendices and follow applicable guidance and suggestions.
- (H) Accommodations for students with disabilities. Any student with a disability who requires accommodation, must contact the office of disability services for assistance in determining reasonable accommodations. The office of disability services will consult with the sponsoring unit regarding this determination.
- (I) Compliance. Failure to comply with any policy requirements may result in restrictions or loss of travel opportunities, travel funds and/or reimbursements. Students and student organizations are subject to sanctions under "The Student Code of Conduct" up to and including expulsion and loss of organization recognition. Employees are subject to discipline up to and including termination.



Explanation of Modifications to *Research, Grants, and Sponsored Programs*:

3356-10-13 Research, Grants, and Sponsored Programs

This policy is being modified to allow the director of research services to be an authorized signature authority for grants and sponsored program applications and agreements. The director of research services is the individual who reviews all of the grant applications to make sure the applications are in compliance with the grant guidelines. Allowing this individual signature authority eliminates possible delays in submitting grant applications. Other changes included updating the name of the office within the document, and updating the revision history, Board committee name, effective and review dates.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
RESEARCH, GRANTS, AND SPONSORED PROGRAMS, 3356-10-13**

WHEREAS, 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;

WHEREAS, the Adjunct Faculty policy has been reviewed pursuant to the five-year review cycle, and 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 University Policy governing Research, Grants, and Sponsored Programs, policy number 3356-10-13, shown as Exhibit __ attached hereto.

3356-10-13 Research, grants, and sponsored programs.

Responsible Division/Office: Office of Research
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: July 1999; December 2009; June 2014; March 2016; December 2017
Board Committee: Academic and Student Affairs
Effective Date: December 7, 2017
Next Review: 2022

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- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) "Sponsored programs" are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) "Grants, contracts, and cooperative agreements" are legal instruments governing the administration of sponsored programs.
 - (3) "Research" is legally defined as "... a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge..." [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- (1) The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).

(2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.

(3) The president, provost/vice president for academic affairs, associate vice president for research, and director of research services are specifically designated to serve as institutional officials with the authority to approve sponsored program proposals and agreements.

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(4) Upon recommendation of the provost and associate vice president for research, the president may designate additional institutional officials as authorized to approve sponsored program proposals and agreements.

(5) The associate vice president for research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.

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(6) The university research council is charged with assisting the associate vice president for research in stimulating sponsored program activity.

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(7) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.

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(D) Procedures.

(1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal routing form, identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.

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(a) Faculty proposals are forwarded by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is submitted to the director of research services for review and submission clearance prior to approval by an

Deleted: grants and sponsored programs

authorized institutional official (usually the director of research services or associate vice president for research).

(b) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/vice president for academic affairs or other appropriate associate vice president prior to transmittal to the office of research services and approval by an authorized institutional official.

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(2) All sponsored program applications and award agreements must be reviewed by the director of research services and approved by an authorized institutional official (either the director of research services or associate vice president for research) before individuals can accept an award or begin any work.

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(3) Information on research policies, grants and sponsored programs is available from the office of research services in the following formats:

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(a) The office of research services webpage at https://cms.yzu.edu/administrative-offices/research/office-research-services

Deleted: (a) The university's guide to sponsored programs development (available in hard copy or electronic file).

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(b) Grant development workshops offered by the office of research services each semester.

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(c) Personal meetings with the director or staff members of the office of research services.

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(4) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown state university and Youngstown state university chapter of the Ohio education association.

3356-10-13 Research, grants, and sponsored programs.

Responsible Division/Office: Office of Research
Responsible Officer: Provost and Vice President for Academic and Student Affairs
Revision History: July 1999; December 2009; June 2014; March 2016; December 2017
Board Committee: Academic Quality and Student Success
Effective Date: December 7, 2017
Next Review: 2022

- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) “Sponsored programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) “Grants, contracts, and cooperative agreements” are legal instruments governing the administration of sponsored programs.
 - (3) “Research” is legally defined as “... a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge...” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- (1) The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff, who

may be designated as principal investigators (for research projects) or project directors (on other activities).

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
- (3) The president, provost/vice president for academic and student affairs, associate vice president for research, and director of research services are specifically designated to serve as institutional officials with the authority to approve sponsored program proposals and agreements.
- (4) Upon recommendation of the provost and associate vice president for research, the president may designate additional institutional officials as authorized to approve sponsored program proposals and agreements.
- (5) The associate vice president for research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- (6) The university research council is charged with assisting the associate vice president for research in stimulating sponsored program activity.
- (7) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.

(D) Procedures.

- (1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal routing form , identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - (a) Faculty proposals are forwarded by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is submitted to the director of research services for review

and submission clearance prior to approval by an authorized institutional official (usually the director of research services or associate vice president for research).

- (b) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/ vice president for academic affairs or other appropriate associate vice president prior to transmittal to the office of research services and approval by an authorized institutional official.
- (2) All sponsored program applications and award agreements must be reviewed by the director of research services and approved by an authorized institutional official (either the director of research services or associate vice president for research) before individuals can accept an award or begin any work.
 - (3) Information on research policies, grants and sponsored programs is available from the office of research services in the following formats:
 - (a) The office of research services webpage at <https://cms.ysu.edu/administrative-offices/research/office-research-services>
 - (b) Grant development workshops offered by the office of research services each semester.
 - (c) Personal meetings with the director or staff members of the office of research services.
 - (4) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown state university and Youngstown state university chapter of the Ohio education association.



**RESOLUTION TO CHANGE THE DEPARTMENT NAME OF
MECHANICAL & INDUSTRIAL ENGINEERING TO
MECHANICAL, INDUSTRIAL, & MANUFACTURING ENGINEERING**

WHEREAS, the YSU Board of Trustees authorized the formation of a new Bachelor of Engineering program in Manufacturing Engineering on June 15, 2016, to be housed within the Mechanical and Industrial Engineering Department, and

WHEREAS, recent advances in digital manufacturing, particularly 3D printing, have enhanced the opportunities, complexities, and excitement surrounding manufacturing; and

WHEREAS, to help secure the success of the new degree program by marketing it at the national and international levels; and

WHEREAS, faculty in the Department of Mechanical & Industrial Engineering request the name of the department be changed in order to be reflective of its degree programs including the newly approved manufacturing engineering program;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the department name change of Mechanical & Industrial Engineering to Mechanical, Industrial, and Manufacturing Engineering.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

To: Dr. Wim Steelant
Dean, College of Science, Technology, Engineering, and Mathematics

From: Hazel Marie *Hazel Marie*
Chair, Mechanical & Industrial Engineering

Date: August 10, 2017

Subject: Department Name Change

The faculty members within the Department of Mechanical and Industrial Engineering unanimously agreed that the department name should be changed so that it is reflective of all three degree programs offered within the department. The B.E. in Manufacturing Engineering was recently approved by the YSU Board of Trustees and the Ohio Department of Higher Education. This program will have its first full year start this academic year (2017-2018). Excerpts from the approved program proposal include:

“In the latter half of the 20th century, manufacturing lost its appeal for many. Relying heavily on processes that have been in use for anywhere from centuries to millennia, many felt that the high maturity manufacturing meant that there was little opportunity for significant innovation. However, with the recent advances in digital manufacturing, particularly 3D printing, the opportunities, complexity, and excitement surrounding manufacturing have grown exponentially. Over the next several decades, manufacturers will scramble to assimilate these new technologies in a rapidly evolving, highly competitive, and technology driven manufacturing industry. This program will prepare students for exciting careers in this new world of manufacturing and will provide our region with essential, high-value workforce assets to support our continued manufacturing success.”

“The proposed program will be part of an integrated career pathways network that supports stackable credentials and career ladders. Through this program and those relationships, students who might not have recognized the opportunities available to them in advanced manufacturing careers may enter the workforce pipeline at their current level of training and may grow to whatever level of academic attainment suits their ambitions.”

In order to secure the success of this program and to be able to market it at a national level, the faculty, as mentioned, all agreed that a department name change was warranted and voted 10-2 for that change to be **Department of Mechanical, Industrial, and Manufacturing Engineering**. This would allow for the acronym **MIME**. Thank-you for your consideration of this.



**YOUNGSTOWN STATE UNIVERSITY
RESOLUTION IN SUPPORT OF SHARED GOVERNANCE**

WHEREAS, the Board of Trustees aspires to improve the climate of the university and to foster an environment of mutual respect to improve student success and institutional progress; and

WHEREAS, the Board of Trustees recognizes that seeking input, listening to it, and considering it as part of any decision making process strengthens confidence in the University, without diluting the responsibility and accountability of decision makers at all levels.

NOW, THEREFORE, BE IT RESOLVED that, the Board of Trustees of Youngstown State University (a) encourages and aspires to a spirit of shared governance at the University, (b) supports the aspirations expressed in the attached “Principles and Practice of Shared Governance”, which were composed by the YES Committee of the University, and (c) thanks the Committee for its vision and diligence.

BE IT FURTHER RESOLVED that, while the spirit of shared governance does not require specific structures for shared governance to flourish, the University continues to support and utilize exemplary structures of shared governance, which provide sound input for decision makers, such as the following examples:

(a). The Academic Senate of the University, created by policy adopted by the Board of Trustees, exercises primary responsibility for developing and revising policies applicable to the academic functions and activities of the University through elected representatives of the Faculty, the Administration, and the Student Body.

(b). The Graduate Council is comprised of representatives of the Faculty, the Administration, and the Student Body, to provide review and input on a broad range of issues related to the University’s graduate programs.

(c). Search Committees are established to recommend applicants for employment in faculty positions and administrative positions, and they are regularly comprised of Students, Faculty, Administrators, and members of the Board of Trustees.

(d). Numerous University, college, and department level committees are regularly comprised of staff, students, faculty, and administrators to provide input on policies and operations.

(e). The By-Laws of the Board of Trustees were amended as of March 16, 2017, to add the President of the Academic Senate to serve as a member of the Academic and Student Affairs Committee of the Board of Trustees.

BE IT FURTHER RESOLVED that, although the Board of Trustees cannot delegate or dilute its legal or fiduciary responsibilities, it seeks to have its decisions better informed through shared governance, thereby strengthening the University.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

Principles and Practice of Shared Governance

Youngstown State University[†]

Shared Governance is the transparent process by which the University community (i.e., faculty, staff, administrators, alumni, and students) influences decisions on matters of policy and procedure, and/or to present alternatives on such matters. Shared governance fosters mutually reinforcing relationships that expand cooperation and develop leadership while facilitating judicious, yet creative, university governance.

Shared Governance includes issues of values, culture, management, finance, and administration. The intent of this process is to balance efficiency and effectiveness with equity and fairness within the context of our operating frameworks, such as legislation or accreditation. Consideration and utilization of data is paramount.

At the core of successful Shared Governance is open communication among the constituents of the University. Seeking input, listening to it, and considering it as part of a decision-making process strengthens confidence among the various components of the University to mutually benefit each other and the University.

Principles of Shared Governance

- Shared governance expects those who will be affected by a decision on policy or procedures will be informed and will influence governance decisions.
- Shared governance relies upon consistent, trustworthy communication that is multidirectional and reciprocal.
- Shared governance requires mutual accountability of all members of the University community for the proper execution of their roles in a timely manner.
- Shared governance permeates all levels of decision-making within the University community.
- Full and active participation at all levels of shared governance is encouraged.
- Recommendations made through shared governance processes will influence university decision making.

Practice of Shared Governance

- A. The University shall have procedures and formal structures providing for appropriate collaboration and communication between and among administration, faculty, staff, and students. The structures and procedures shall be developed cooperatively, disseminated widely prior to adoption, and reviewed periodically according to procedures and timelines established in the documents governing institutional practice.
- B. Recognizing the institution's main educational focus on its students, identification of subject matter appropriate for administration, alumni, faculty, staff, and student participation in the shared governance process shall recognize:
 1. The responsibility of administrators for forming and articulating a vision for the institution, providing strategic leadership, and managing human resources, finances, and operations;
 2. The central role of faculty, including part-time faculty, in teaching, scholarship, and service, including assessment of these activities through peer review. This is further evidenced by having representation on the Board of Trustees Academic and Student

Affairs Committee and by actively participating in the Academic Senate, the Graduate Council, and university and departmental committees.

3. Staff provides a unique awareness of day to day operations that are essential in the consideration of university and college level decision making and in the development of policy and procedures, as evidenced by their inclusion in university and college level committees.
 4. The students' interests in matters pertaining to student life and the academic environment; and
 5. The role of each constituency in the selection of key institutional administrators.
- C. Exigent circumstances may require institutional leaders to act promptly in the best interest of the institution without full benefit of shared governance. In such cases, representative bodies shall be informed and will comment on actions taken.
- D. Shared governance requires a commitment of resources and time from the institution. The University shall support faculty, staff, and students in their responsibilities to shared governance.
- E. The final responsibility for decision making, including solicitation of input through shared governance, rests with the President and the Board of Trustees, who are ultimately held accountable by University constituencies, the public and its elected leaders.
- F. Collective bargaining is an avenue of input separate and distinct from Shared Governance.

Endorsed by the Academic Senate on November 1, 2017.

Prepared by the YSU Excellence Steering (YES) Committee: Martin Abraham (Co-Chair), Rayann Atway (Student), Chet Cooper (Co-Chair/Faculty, CSTEM), Ramesh Dangol (Faculty, WCBA), Rosalyn Donaldson (Staff), Adam Earnhardt (Faculty, CCAC), Rachel Faerber-Ovaska (Part-time Faculty), Amy Flick (Faculty, CLASS), Meghan Fortner (Part-time Faculty), Connie Frisby (Staff), Max Grubb (Faculty, CCAC), Holly Jacobs (Administration), Neal McNally (Administration), Phyllis Paul (Dean, CCAC), Maura Picciano (Staff), Ted Roberts (Board of Trustees), Carole Weimer (Board of Trustees), Mary Yacovone (Faculty, BCHHS)

† Adapted, in part, and with permission, from "Principles and Practices of Shared Governance" from the University of Louisiana at Monroe (<http://www.ulm.edu/sharedgovernance/>)



**RESOLUTION TO APPROVE
DUPLICATE PROGRAM REPORTING
FOR YOUNGSTOWN STATE UNIVERSITY**

WHEREAS, Youngstown State University is a state-funded university within the state of Ohio; and

WHEREAS, Section 3345.35. of the Ohio Revised Code requires that boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance; and

WHEREAS, the Governor's Task Force on Affordability and Efficiency noted that the legislation required reporting for low enrollment courses but did not address report requirements for duplicate programs; and

WHEREAS, the Ohio Department of Higher Education (ODHE) identified duplicate programs within each region of the state with particular attention to co-located campuses; and

WHEREAS, Youngstown State University's completed a study of duplicate programs and completed its final action report; and

WHEREAS, each board of trustees shall submit a final action report on duplicate programs indicating decisions made for each targeted program and a timeline for action by December 31, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Final Action Report on Duplicate Programs to be submitted to the Chancellor of the Ohio Department of Higher Education and will report a final action report after its December 2017 meeting.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

Duplicate Program Reporting

Background

Section 3345.35. of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It is also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration.

Most recently, the Governor's Task Force on Affordability and Efficiency noted that the legislation required reporting for low enrollment courses but did not address reporting requirements for duplicative programs. Consequently, the task force recommended: "Institutions should consider consolidating programs that are duplicated at other colleges and universities in their geographic area."

ODHE Data Regarding Duplicate Programs

The task force recommendations charged the Ohio Department of Higher Education (ODHE) with identifying duplicative programs within each region of the state, with particular attention to co-located campuses. The ODHE generated a list of duplicative programs offered at each public college and university in the state. Each public college and university was then assigned to one of six regions across the state. Data on the number of program graduates was provided for the period of Summer 2012-Spring 2015. The average cost per graduate of the program was calculated using Higher Education Information (HEI) system cost data.

The task force recognized that duplication of many programs is to be expected. For instance, essentially all colleges will have programs in majors that are needed by students throughout the state (e.g., English, psychology, engineering, business, mathematics, history, and nursing). Therefore, cases of duplication had to be considered on a case-by-case basis to determine whether action was appropriate or not.

Determining Recommended Actions for Duplicate Programs

The following factors could be used during the consideration of recommended actions for duplicate programs: quality, centrality to the institution's mission, cost-effectiveness of the course or program, demand for the program, potential for collaboration with other institutions, potential for elimination.

In December 2016, working in conjunction with the YSU Academic Senate's Academic Programs Committee, the Office of the Provost requested the following information from the deans of each academic college:

- A list of the duplicate programs in the dean's college not targeted for action and a rationale for the decision.
- A list of the duplicate programs targeted for action and the action being considered.

Programs producing 12 or more graduates during the data period were considered to have sufficient enrollment and did not require targeted action.

Actions Taken

The following duplicate programs have been deleted or are in the process of being deleted:

- Bachelor of Science in Education—Integrated Business Education
- Bachelor of Science in Education—French Education
- Bachelor of Arts in French
- Bachelor of Arts in Art History
- Associate of Arts in Marketing
- Associate of Applied Science in Drafting and Design

The following duplicate program is being considered for revision as a new program:

- ICP—International Business/Trade/Commerce

The following duplicate program has been restructured into a new program:

- Bachelor of Science in Business—Management Information Systems

No action was taken on the following duplicate programs:

- Bachelor of Science in Education—Family and Consumer Sciences/Home Economics Teacher Education (associated courses support viable majors)
- Bachelor of Science in Education—Physical Education Teaching and Coaching (combined major with Health Education)
- Bachelor of Science in Education—Spanish Language Teacher Education (high need area in region)
- Bachelor of Arts in Physics (program central to introductory science requirements)
- Bachelor of Science in Physics (unique program in area)
- Bachelor of Arts in Music History, Literature, and Theory (unique program in Jobs Ohio region)
- Bachelor of Arts in Music Theory and Composition (essential program)
- Bachelor of Music in Music Theory and Composition (unique program in region)
- Bachelor of Science in Business Economics (offers alternative to BA degree)
- Associate of Arts in Business Administration (important degree option for adult students)



**RESOLUTION TO APPROVE
UNIVERSITY REMEDIATION REPORT
FOR YOUNGSTOWN STATE UNIVERSITY**

WHEREAS, Youngstown State University is a state-funded university in the state of Ohio; and

WHEREAS, Section 3345.062 of the Ohio Revised Code requires the president of each state university to issue a report by December 31, 2017, and each thirty-first day of December thereafter, regarding the remediation of students; and

WHEREAS, each president is also required to submit the remediation report to his or her Board of Trustees for acceptance; and

WHEREAS, the Ohio Department of Higher Education (ODHE) provided a reporting template to collect and submit the necessary information as required by law; and

WHEREAS, Youngstown State University completed the report for FY 17 as required by the Ohio Department of Higher Education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Remediation Report to be submitted to the Chancellor of the Ohio Department of Higher Education and the Superintendent of Public Instruction by December 31, 2017.

**Board of Trustees Meeting
December 7, 2017
YR 2018-**

Report will be distributed at the Board meeting.

CURRENT ACCREDITATION ACTIVITY December 2017

Summary of recent site visits:

- The Council for the Accreditation of Educator Preparation (CAEP) conducted a site visit of YSU's education programs on April 2-4, 2017. The preliminary recommendations based upon the site visit were positive. Members of the BCOE leadership group met with the CAEP Accreditation Council on October 21 to review the recommendations of the site visit team. A letter informing YSU of CAEP's final decision about accreditation is expected in early December.

Summary of recent accreditation actions:

- YSU submitted its Higher Learning Commission Quality Initiative report on August 31, 2017. The university's quality initiative focused on student retention through the Student Success initiatives of the strategic plan. The Quality Initiative report was approved by HLC on September 26, 2017. Peer reviewers evaluate the Quality Initiative reports based on the genuine effort of the institution, the seriousness of the undertaking, the significance of scope and impact of the work, the genuineness of the commitment to the initiative, and adequate resource provision. The reviewers' evaluation concluded, "All in all, the University has demonstrated a serious commitment to improvement of retention and should continue these efforts."

Details:

Program	Status
Art National Association of Schools of Art and Design (NASAD)	Two action reports for NASAD were submitted by the September 1, 2017, deadline. The Visitor's Report response included documentation of the new hire of Art History faculty member Johnathan Farris and the new hire of Studio Art Support Specialist Jennifer Kirkpatrick. Both were hired in mid-August. The report included documentation of the HVAC system testing results as well as the proposed plan to increase the library holdings with a monetary commitment of \$100,000 over the course of five years. A second action report was sent to NASAD in response to the Plan Approval of the new MFA in Interdisciplinary Visual Arts, which requested additional information regarding the description of the program and its interdisciplinary nature. A response from NASAD is expected later this year.
Business AACSB International—The Association to Advance Collegiate Schools of Business	The AACSB Board of Directors has ratified the recommendation to extend the AACSB accreditation of the YSU BSBA and MBA programs. The next review is scheduled for 2019-2020. The AACSB Continuous Review Application was submitted June 30. This application is due two years before the site visit.
Chemistry American Chemical Society (ACS)	The ACS notified the YSU Chemistry Department in August 2017 that its BS Chemistry program has met the requirements for continued ACS accreditation through 2022. At that time, the department must apply for re-accreditation.
Counseling Council for Accreditation of Counseling and Related Educational Programs (CACREP)	CACREP granted full accreditation to the MS. Ed. in Counseling—Addiction Counseling, Clinical Mental Health Counseling, School Counseling, and Student Affairs/College

	Counseling program tracks for the full eight-year period, until March 31, 2023.
Dental Hygiene American Dental Association	Self-study for continuing accreditation of the Dental Hygiene program is due September 2, 2017. Site visit is scheduled for November 2-3, 2017.
Dietetics Program Academy of Nutrition and Dietetics (AND); Accreditation Council for Education in Nutrition and Dietetics (ACEND)	The three dietetics programs—the Coordinated and Didactic programs in Dietetics and the Dietetic Technician program—continue in good standing with ACEND until 2020. The three programs will submit interim reports to ACEND in January 2018 to illustrate how the 2017 Accreditation Standards have been assimilated into program dynamics. In order to comply with ACEND vision for dietetics education, the Coordinated Program in Dietetics (CPD) is being proposed as a track of the Master of Public Health offered through the CEOMPH with selected graduate-level dietetics coursework and supervised practice requirements. Accreditation of the MPH-CPD will be sought prior to the previously-slated 2020 reaccreditation. The program has been developed and will be submitted for approval through the graduate curriculum and program committees in spring 2018. The other two programs may elect to seek reaccreditation at the same time as the MPH-DPC so that only one site visit to YSU is needed.
Education and Licensure Programs National Council for Accreditation of Teacher Education (NCATE) Accreditation occurs at the unit (BCOE) level.	The Council for the Accreditation of Educator Preparation (CAEP) conducted a site visit of YSU's education programs on April 2-4. YSU will be notified of CAEP's final decision in December 2017.
Emergency Medical Services State of Ohio Department of Public Safety / Division of Emergency Medical Services Commission on Accreditation of Allied Health Education Programs—EMS Professions (CoAEMSP—CAAHEP)	The Emergency Medical Services (EMS) program was site visited on March 3, 2016, by the Ohio Department of Public Safety (ODPS) Division of EMS, and on March 3 and 4 by the Committee on Accreditation of Education Programs for the EMS Profession (CoAEMSP). The program received no citations from either the state or CoAEMSP reaccreditation visit. Subsequent to the submission of the self-study documents and site visit, the program received full reaccreditation by the ODPS Division of EMS and has received its findings letter from CoAEMSP indicating there were no citations and the program is being forwarded to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for full reaccreditation for five years. The EMS program received official notification from CAAHEP of its recognition for the full five-year period.
Engineering Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)	The Electrical Engineering, Civil Engineering, Chemical Engineering, Industrial Engineering, and Mechanical Engineering programs are fully accredited by ABET until September 30, 2020. A request to ABET by January 31, 2019, will be required to initiate a reaccreditation visit in 2019.
Engineering Technology Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC-ABET)	The ETAC-ABET accreditation visit, completed October 15-17, 2018, reported minor findings regarding methods used for assessment and student outcomes in the AAS programs. The program is addressing the findings and will respond in May 2018.

	Final re-accreditation findings will be issued in July 2018 based upon response submitted in May.
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<p>Foreign Languages ACTFL (American Council on the Teaching of Foreign Languages) Recognition for Italian Education and Spanish Education</p>	<p>Resubmission of the Italian Education and Spanish Education programs to ACTFL in March 2016 has resulted in national recognition for both programs effective August 2016.</p>
<p>Forensic Science American Academy of Forensic Sciences (AAFS)</p>	<p>Application for initial accreditation pending; self-study and site visit to follow.</p>
<p>Kinesiology and Sport Science Commission on Accreditation of Athletic Training Education (CAATE)</p>	<p>The Master of Athletic Training self-study was submitted to CAATE for accreditation in July 2017. The anticipated site visit is January 2018.</p>
<p>Medical Assisting Technology American Association of Medical Assistants (AAMA) / Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>Most recent accreditation July 2004. Reaccreditation self-study was submitted December 27, 2012. The site visit is scheduled for May 6-7, 2013. CAAHEP granted the program continuing accreditation for a full ten years. The next review will occur in 2023.</p>
<p>Medical Laboratory Technology National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>Most recent accreditation in 2006. Reaccreditation self-study was submitted to NAACLS May 1, 2012. Site visit occurred October 15-16, 2012. Program received no citations or recommendations. NAACLS awarded continuing accreditation for the full seven years until April 30, 2020. Submission of the next Self-Study Report will be due April 1, 2019, and a site visit will be scheduled during Fall 2019.</p>
<p>Medical Laboratory Science National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</p>	<p>A letter requesting an initial accreditation application was submitted to NAACLS on October 10, 2014. NAACLS approved the application and preliminary report. The full self-study was submitted to NAACLS on September 26, 2016. The site visit occurred April 11-12, 2017. The site visit team found no standards violations; therefore, no citations were issued. The program must wait for the NAACLS Board to officially approve the initial accreditation.</p>
<p>Music National Association of Schools of Music (NASM)</p>	<p>In June 2012, the NASM Commission on Accreditation voted to continue YSU and the Dana School of Music in good standing. A follow-up report on activities was sent to NASM. In June 2013, the NASM Commission on Accreditation voted to accept the YSU progress report. In July 2016, the NASM Commission on Accreditation accepted YSU's Application for Plan Approval of Dana's Bachelor of Music in Music Recording. The next full review will take place in 2020-2021.</p>
<p>Nursing Accreditation Commission for Education in Nursing (ACEN)</p> <p>Commission on Collegiate Nursing Education (CCNE)</p>	<p>Site visit for BSN, MSN, and post-master's certificate conducted February 18-20, 2014. Next evaluation visit: Spring 2022.</p> <p>Site visit for BSN, MSN, and post-master's certificate on February 6-8, 2017. Program is awaiting report from the CCNE Board of Commissioners.</p>

<p>Physical Therapy Commission on Accreditation in Physical Therapy Education (CAPTE)</p>	<p>Accreditation report for the Physical Therapy Education program was submitted spring 2004. Self-study for master's program submitted February 2004; site visit conducted April 19-21, 2004. Notice of 10-year accreditation received November 19, 2004. Progress report submitted August 15, 2005, and accepted in October 2005; CAPTE continued the accreditation granted the year before. The department submitted an additional progress report in August 2006, and CAPTE found the program in full compliance. In October 2006, the Commission continued the accreditation granted in 2004. The MPT has been discontinued. Accreditation now applies to the DPT program approved by the Higher Learning Commission in 2008. A site team from CAPTE visited YSU from April 27-30, 2014, for a self-study visit for the DPT program. The self-study was submitted February 2014 for this visit. The site team gave a favorable report. Ten-year accreditation was reaffirmed in writing on November 12, 2014, with a compliance report due February 15, 2015. This report was submitted, and on 4/29/15 CAPTE granted the program continuing accreditation with the next scheduled self-study and site visit in spring 2024.</p>
<p>Public Health (Consortium of Eastern Ohio Master of Public Health) Council on Education for Public Health (CEPH)</p>	<p>The MPH is offered by a consortium of six institutions, including YSU. Initial accreditation earned in 2003. Site visit occurred April 20-21, 2009. In October 2009, the Council renewed accreditation for seven years, until December 31, 2016. Site visit occurred October 3-4, 2016, with all compliant findings. Official notification will be received in June 2017.</p>
<p>Respiratory Care and Respiratory Care "Polysomnography Specialty Option" Commission on Accreditation for Respiratory Care (CoARC)</p>	<p>The Polysomnography [Sleep-Study] Specialty Option in the Respiratory Care program received "continuing accreditation" September 19, 2008, and will undergo accreditation review with the respiratory care program. A progress report is submitted annually. Self-study documents for the BS in Respiratory Care and Polysomnography Specialty Option were submitted on August 28, 2010. The site visit for Respiratory Care and Polysomnography took place in February 2011. CoARC granted both programs full continuing accreditation, with no further progress reports due. The next site visit is scheduled for 2018. Due to increase in demand, the Respiratory Care program applied to CoARC to be able to accept additional students into the Polysomnography program. The program received approval to increase the number of students from 11 to 18 per cohort.</p>
<p>Social Work Council on Social Work Education (CSWE)</p>	<p>Following submission of reaffirmation materials in April 2012 and an on-campus site visit in October</p>

Social Work (continued)	<p>2012, the Bachelor of Social Work program earned reaffirmed accreditation status in February 2013. This accreditation status remains in effect until February 2021.</p> <p>In February 2012, the Council on Social Work Education granted reaffirmation of accreditation of the Master of Social Work Program. The program remains in accredited status until 2020. In October 2014, Significant Program Changes reports were submitted to the Council on Social Work Education for expansion of the Master of Social Work degree program offerings at Lorain County Community College and Lakeland Community College sites. No further action is necessary until the reaffirmation of accreditation report is due in 2020.</p>
Theater National Association of Schools of Theater (NAST)	The NAST reaccreditation process will begin Fall 2017 with the first phase of the self-study. The on-site visit is tentatively scheduled for Spring 2019.

Update on Assessment of Student Learning

YSU has made—and continues to make—progress in fostering meaningful and relevant assessment of student learning, including assessment of the General Education program:

- Assessment in Academic Program Review:** The Office of Assessment (OOA) participated in the development of academic program review guidelines in support of HLC expectations regarding regular program review for program evaluation and continuous improvement. Best practice, as well as YSU’s HLC Academy mentor, advises inclusion of a complete assessment cycle review as part of program review. The inclusion of assessment in program review fosters “closing of the loop” in using and evaluating data for program improvements in student learning. It also provides a more holistic perspective for departments and faculty considering program quality. Assessment has been working with the program review process since its inception in 2015 to provide training and feedback to program review evaluators regarding evaluation of assessment achievement.

In summer 2017, the Provost convened a working group, the Streamlining Academic Reporting Processes (SARP) Committee, to evaluate the current program review process and align reporting processes in the Academic Affairs Division. Reports to be considered for streamlining include program review, assessment, faculty scholarship, and annual reporting. The intent of SARP is to consider how to better align the purposes and intent of these reports in order to better support department and program strategic planning, goal setting, and achievement. SARP continues to meet to align these processes, with a target implementation date of fall 2018.

Assessment reporting will benefit from the alignment of these processes by facilitating greater faculty involvement in assessment evaluation. Inclusion of assessment will also connect assessment findings to program and department strategic plans, and it will enable programs to use assessment findings as evidence of goal achievement or as support for resource requests.

- **Academic Assessment:** The fall 2017 academic reporting process is underway. Departments submitted assessment documents at the end of October. Those programs undergoing program review submit assessments with those reports, tentatively due in February. Currently, 80% of programs have submitted reports or arranged extensions. Assessment Council members and volunteer reviewers will evaluate assessment reports, and feedback will be provided to programs in early spring.

In preparation for the upcoming HLC accreditation visit, the Office of Assessment (OOA) has been evaluating assessment report quality from the past five years. The focus, based on HLC Criteria, has been on the percentage of programs identifying strengths, challenges, and action steps as well as implementing action steps. The OOA found that in the period from 2012-15, a high percentage (80-90%) of assessment reports met expectations in evaluating assessment of student learning data and in identifying action steps. With the implementation of aligned assessment and program review processes, the percentage meeting expectations dropped into the 60-70% range; however, this drop is to be expected with a new process, especially one that added evaluation of implementation of action steps. In addition, the new aligned assessment and program review process challenges programs to better integrate assessment into greater program planning processes, and it will enable better use of assessment data to support student learning and student success.

- **Assessment in Co-Curricular Programs:** Over the past three years, the OOA developed a more comprehensive and stable assessment planning and reporting process for all co-curricular departments. Departments submitted comprehensive planning documents that will allow execution of assessment activities over a three-to-five year period. This new format will eventually allow departments to evaluate achievement of student learning outcomes at an overall department level. A new Co-Curricular Assessment Handbook was developed in summer 2017 to guide assessment processes, and a small group peer review model is used to provide consultation and support in assessment processes and evaluation of learning. This year, 88% of co-curricular programs reported and received feedback, including six new departments identified by the Assessment Council as additional reporting units.
- **Activities to Promote a Positive Assessment Culture:** A critical part of meeting HLC accreditation expectations is fostering a dynamic campus community with faculty and staff engaged in meaningful student learning assessment activities. In addition to fulfilling HLC expectations, these activities meet the goals of the 2020 Strategic Plan Cornerstones in the areas of Accountability, Student Success, and Urban Research.

An additional part of OOA's preparation for the upcoming HLC visit is the evaluation of a positive culture around assessment. The OOA fielded a survey in fall 2017 to assess participation in and perception of assessment activities. The survey was sent to all full-time

faculty and staff with substantial participation in assessment activities. Data from the 96 respondents was compared with previous administrations of the survey in 2010 and 2013. Results indicate that the overall perception of assessment at the campus level has improved in the past seven years. Although participation in assessment activities has increased, the value of assessment activities increased more during the same period. This change speaks to efforts on campus over the past decade to move campus stakeholders from simple compliance to understanding the role assessment plays in their department and program areas. Other highlights of the survey include positive perceptions around the individualized approach of assessment consultations and services, as well as better guidance and tools. Several areas for improvement were identified—most significantly, the need to better streamline assessment reporting, an activity already underway in the SARP committee activities outlined above.

- **National Survey of Student Engagement:** The National Survey of Student Engagement (NSSE) was fielded in spring 2016. The NSSE collects data on first-year and senior student experiences in the areas of academic challenge, learning with peers, experiences with faculty, campus environment, and high impact experiences such as research or internships. Student survey participation at YSU was at 26%, outpacing other institutions of similar size.

Results were shared with multiple groups on campus throughout spring 2017 in order to use the results for further investigation and identification of action steps for improvement. Dissemination included a series of open discussion sessions exploring survey topic areas in detail; formal presentations to the YSU Board of Trustees, senior leadership, and Dean's Council; as well as tailored presentations to multiple offices on campus. Discussion centered around themes in the data, context around strength or challenge areas, and recommendations for improvements. As a Success Metric for Academic Affairs, targeted efforts in challenge areas will be needed to improve performance in the next NSSE administration in 2018. Recommendations and action steps were shared with functional areas in summer 2017, and final recommendations were shared with the Provost in fall 2017. Data will be gathered next spring on the impact of NSSE data and recommendations on practice.