



**YOUNGSTOWN
STATE
UNIVERSITY**

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

**Molly S. Seals, Chair
Joseph J. Kerola, Vice Chair
All Trustees are Members**

**Tuesday, September 19, 2023
1:45 p.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

- A. Disposition of Minutes for Meeting Held March 2, 2023**
- B. Old Business**
- C. Committee Items**

1. Academic Excellence and Student Success Consent Item*

C.1.a. = Tab 1

- a. Resolution to Modify Employment of Students Under the Federal Work-Study Program Policy, 3356-9-03.2**

Elaine Ruse, Associate Vice President for Enrollment Planning and Management, will report.

2. Academic Excellence and Student Success Action Items**

C.2.a. = Tab 2

- a. Resolution to Modify Faculty Workload Policy, 3356-10-20**

Brien N. Smith, Provost and Vice President for Academic Affairs, and Jennifer Pintar, Vice Provost for Academic Administration and Student Outreach Support, will report.

**Explanation of Modifications to *University Policy*:
3356-10-20 Faculty workload.**

This policy is being recommended for modification to match the language changes in the new Collective Bargaining Agreement and reflect the addition of the new term position, Principal Lecturer. Summer workload for thesis, non-thesis, or dissertation projects was also clarified.

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

**Request any member of the committee to indicate they would like a Resolution to not be considered via consent. After all Resolutions have been considered, roll call vote by consent or by individual Resolution.

- C.2.b. = Tab 3 b. Resolution to Authorize Conferral of Honorary Degree**
Brien N. Smith, Provost and Vice President for Academic Affairs, will report.
Summarization of the credentials of Bob DiPiero, who has been nominated to receive an honorary degree at the Fall 2023 Commencement Ceremony. Board approval is required.

3. Academic Excellence and Student Success Discussion Items

- C.3.a. = Tab 4 a. First Day Complete – The Pete Complete Book Program**
Joy Polkabila Byers, Associate Vice President of Student Experience, will report.
- C.3.b. = Tab 5 b. Academic Program Enhancement and Effectiveness Including Consideration of Undergraduate On-Line Programs**
Jennifer Pintar, Vice Provost for Academic Administration and Student Outreach Support, will report.
- C.3.c. = Tab 6 c. Relocation of Counseling Services and Dean of Students as well as Annual Report on Student Complaints**
Jennifer Pintar, Vice Provost for Academic Administration and Student Outreach Support, and Nicole Kent-Strollo, Dean of Students and Ombudsperson, will report.
- d. General Education Transformation**
Jennifer Pintar, Vice Provost for Academic Administration and Student Outreach Support, will report.
A verbal report will be presented.
- e. Introduction of the New Director of Career Exploration and Development, Sara Fugett, and Discussion Regarding Career Readiness**
Claire Berardini, Associate Provost for Student Success, will report.
A verbal report will be presented.
- C.3.e. = Tab 7 e. Academic Senate Update**
Martha Pallante, Chairperson, Academic Senate, will report.

D. New Business

E. Adjournment



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
EMPLOYMENT OF STUDENTS UNDER THE FEDERAL WORK-STUDY
PROGRAM POLICY 3356-9-03.2**

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 modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 20, 2023
YR 2024-**

3356-9-03.2 Employment of students under the federal work-study program.

Responsible Division/Office: Financial Aid and Scholarships
 Responsible Officer: AVP for Student Enrollment and Management & Business Services
 Revision History: June 1999; March 2007; March 2011; March 2013; September 2018; September 2023
 Board Committee: Academic Excellence and Student Affairs/Success
 Effective Date: September 6, 2018, 2023
 Next Review: 2023/2028

- (A) Policy statement. Youngstown state university (university) participates in the federal work-study program in order to provide eligible students with part-time employment to help meet academic costs and to provide work experience.
- (B) Purpose. To provide information and guidance to university students, staff, and faculty regarding the United States department of education federal work-student (=FWS²) program.
- (C) Scope. This policy applies to undergraduate and graduate students seeking employment through the FWS program.

For non-FWS student employment, refer to rule 3356-9-03 of the Administrative Code, "Employment of students," and rule 3356-9-03.1 of the Administrative Code, "Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants." (See corresponding university policies 3356-9-03, "Employment of students," and 3356-9-03.1, "Appointment of graduate assistant graduate research assistants, graduate assistant interns, and teaching assistants.")

- (D) Parameters.
- (1) While the president has overall responsibility for the management of the university, the responsibility for hiring student employees is delegated to the provost, vice presidents, and divisional executive officers, or designees.

- (2) The office of financial aid and scholarships is responsible for administering and awarding federal work-study funds, university compliance with FWS regulations, and determination of student eligibility in accordance with federal regulations and university policy. University policy requires students to be reviewed for FWS eligibility on a first-come, first-served basis.
- (3) In addition to on-campus employment, FWS funds may also be used for community service opportunities such as "America Reads" and other community-based programs.
- (4) Students receiving FWS funds are not eligible for fringe benefits, including paid vacation and sick time.
- (5) Federal work-study payments are administered by the office of payroll.
- (6) Federal work-study awards are cancelled or reduced when students default on federal loans, become over-awarded due to changes in aid eligibility, or do not maintain satisfactory academic progress.
- (E) Procedures.
- (1) The office of financial aid and scholarships applies annually for FWS funding by submitting the appropriate forms and paperwork to the United States department of education.
- (2) In order to be considered for FWS funds, students must annually complete the "Free Application for Federal Student Aid (FAFSA)" form after October first for the following aid year. ~~Students are encouraged to answer yes to the FAFSA question that asks if they are interested in the federal work-study program.~~
- (3) In order to prevent student over-awards and to timely notify the employing department when work-study funding has been exhausted, student year-to-date FWS earnings are monitored by the office of financial aid and scholarships.
- (4) Community service is tracked to monitor compliance with United States department of education requirements.

- (5) All federal work-study earnings are reconciled between the office of financial aid and scholarships and the ~~controller's office of general accounting~~.
- (6) The office of financial aid and scholarships annually compiles and reports required federal work-study information to the United States department of education.
- (7) Information regarding financial assistance is available on the university's office of financial aid and scholarships and federal work-study webpages. See also the federal student aid website studentaid.gov for more information.



**RESOLUTION TO MODIFY
FACULTY WORKLOAD POLICY 3356-10-20**

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 modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 20, 2023
YR 2024-**

3356-10-20 Faculty workload.

Responsible Division/Office: Academic Affairs
 Responsible Officer: ~~Office of Academic Affairs~~ Provost and Vice President for Academic Affairs and Vice Provost for Academic Administration and Student Outreach Support
 Revision History: January 2000; March 2010; June 2015; September 2018; September 2023
 Board Committee: ~~University Affairs~~ Academic Excellence and Student Success
 Effective Date: ~~September 2016, 2023~~ September 2023
 Next Review: ~~2028~~

- (A) Policy statement. Upon accepting an appointment to the faculty of Youngstown state university (university), a tenured/tenured-track faculty member assumes responsibilities for teaching, scholarship, and service. Participation in each of these three activities is a component of a tenured/tenured-track faculty member's total workload responsibilities. Senior lecturers and lecturers have primary responsibility in the area of teaching. Principal lecturers assume responsibilities for teaching and service.
- To ensure the quality of teaching, scholarship, and service relative to the academic mission of the university, college, and department, all members of the faculty are expected to teach their classes competently, engage in assessment and advising activities, keep current in their field of specialization, actively engage in scholarly activities related to their field, be an available resource to their students, be active within the community, and participate conscientiously on committees.
- (B) Purpose. To establish parameters and procedures for the determination and assignment of faculty workload hours which are in compliance with section 3345.45 of the Revised Code and consistent with the standards developed by the ~~board of regents~~ Ohio Department of Higher Education.

- (C) This policy applies to all faculty, including but not limited to tenured/tenured-track faculty, principal lecturers, senior lecturers and lecturers, who are assigned workload hours.
- (D) Parameters.
- (1) Full-time load is twenty-four workload hours (whs) per academic year for tenured/tenured-track faculty. Workload in excess of ~~fifteen whs per semester or~~ twenty-four whs per academic year (excluding summer session) will be eligible for overload compensation.
 - (2) Full-time load is thirty whs per academic year for principal lecturers, senior lecturers and lecturers. Workload in excess of ~~seventeen whs per semester or~~ thirty whs per academic year (excluding summer session) will be eligible for overload compensation.
 - (3) One workload hour will be assigned for one credit hour of instruction in a lecture, practicum, discussion, recitation, and seminar courses. Workload may vary in cases where courses are identified as lecture courses such but are taught as a conference course. All faculty are expected to teach a minimum of one regularly scheduled course per semester, unless approved for a semester leave.
 - (4) For courses other than those identified as lecture courses in (D)(3) above, including independent study, variable credit hour classes, clinical placements, student teaching, internships, laboratories, thesis and dissertation, and similar courses, workload shall be calculated on the basis of student credit hours (sch) and/or headcount, using a formula determined by the dean and approved by the provost/vice president for academic affairs. If completed during the summer term, no workload is provided for thesis, non-thesis, or dissertation projects during summer term are paid per the OAA Workload Policy at the established overload (not summer) rate.
 - (5) ~~The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized.~~—The following procedures are designed to assist

~~departments in as they develop their workload recommendations for non-instructional reassigned time.~~

- (a) ~~Base the development of workload recommendations for non-instructional reassigned time shall be based on the approved written mission, goals, and objectives of the department consistent with the mission, vision, and goals of the university.~~
- (b) Work deemed meaningful and impactful to the mission and vision of the university by the dean and chair may be considered for ~~workload-non-instructional~~ reassignment at the recommendation of the chair and subject to the written approval of the dean ~~and provost~~. Upon completion of the assignment, the faculty member shall provide a report to the chair, who along with the dean will review the outcomes of the assignment. The chair will maintain written records of the proposal, its outcomes, and the review within department files. In evaluating future requests for ~~non-teaching-instructional reassigned~~ duties, the ~~provost~~, dean, and chair shall take into consideration the nature of the proposed work and any previous reports of similar projects.

(E) Procedures.

- (1) Academic department chairs, in consultation with department faculty, shall ~~provide to the dean~~ complete a recommended plan, called the "workload plan", ~~for detailing individual faculty workload to be assigned for the upcoming academic year. Anticipated~~ teaching, scholarship, and service activities ~~within the departments shall be included. This shall be completed by May 1 preceding the upcoming academic year.~~
- (2) The dean will review and approve in writing the chairperson's recommended ~~workload~~ plan for individual faculty workload. Prior to approval, the dean may return proposed ~~workload~~ plans for modification and/or clarification. Once approved, the dean will forward departmental workload recommendations to the office of academic affairs. The provost may return departmental recommendations to the dean for modification and/or clarification.

- (3) In cases where the approved plan changes and results in overload and/or changes to ~~non-instructional reassigned~~ ~~teaching~~ duties, a revised plan must be submitted for approval to the dean and forwarded to the office of academic affairs.
- (4) Faculty members are required to submit the ~~final-workload~~ report, called the "workload report", detailing ~~actual teaching, scholarship and service activities from the current academic year~~ by the end of the relevant spring semester. The final report is reviewed and approved by the chair and dean prior to being forwarded to the office of academic affairs.
- (F) Administrative right. The determination, assignment, and approval of workload hours for teaching, scholarship, and service are reserved administrative rights.



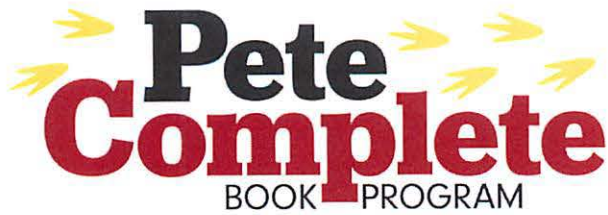
**YOUNGSTOWN
STATE
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**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Music, honoris causa, upon Bob DiPiero, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
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YR 2024-**

Bob DiPiero, of Youngstown, is a Dana alum and notable country music songwriter. He has written 15 US number one hits and several Top 20 singles for Tim McGraw, Reba McEntire, Faith Hill, Shenandoah, Brooks & Dunn, George Strait, Martina McBride, Trace Adkins, Travis Tritt, and many others. He has been recognized on the Nashville Walk of Fame and is a Nashville Songwriters Hall of Fame inductee.



The Pathway to Your Academic Success



90% of Youngstown students are interested in lower-priced course materials bundled with tuition. Pete Complete is that solution.

Academic Freedom

- Faculty choose their materials and delivery method under the guidance of their department.
- Required books are included; any recommended items can be ordered by students at an additional charge.
- Non-consumable print materials are rented.

Student Choice

- Students can opt out and source materials on their own, or order from the Bookstore outside of the program.
- Students will have the option to order recommended materials or lab supplies when confirming their order.
- Students see the program savings before they opt out; they can opt back in though the 100% refund period.



Student Complaint Aggregate Data F22, S23, X23

	Building / Facility Complaint	Campus Office / Staff Member Complaint	Instructor / Course Complaint	IT / Comput er / Network Complai nt	Parking / Road Complaint	Other	Total Complaints (Academic Grievances)
Fall 2022 (8/29/22- 1/08/23)	1	4	13	1	3	4	26 (2)
Spring 2023 (1/09/23- 5/14/23)	1	3	24	0	0	8	36 (2)
Summer 2023 (5/15/23- 8/27/23)	1	3	0	0	0	0	4 (1)

Data collected from Maxient 8/29/23 - EH

Summary Report for Board of Trustees on the Academic Senate Fall 2023

MI Pallante, Chairperson of Academic Senate

This Fall of 2023, Senate hopes to accomplish two major tasks:

- **Development and approval of New General Education Model**
 - Explanation and purpose of General Education—think of it as Essential Education
 - Core (8 Courses) plus 4
 - Discussion of 2nd writing course “Writing in the Disciplines
 - How to use the remaining courses to create a unique and significant Experience for students at YSU
- **Working with SGA, develop and receive approval for a reciprocal document outlining student/administrative responsibilities for student progress**
 - SGA requested this at conclusion of Spring 2023
 - Information already exists, but needs compiled into single document
 - Probably in the form of a timeline

Other matters on the agenda:

- **Working with Ohio Faculty Council & Ohio Faculty Senate (2yr institutions) to share information across institutions concerning mental health issues on the campuses of Ohio’s state colleges and universities**
 - Pallante and Cryshanna Jackson Leftwich attending summit on September 22, 2023
- **Ongoing Policy review**
- **Senate as a vehicle to convey information to the larger faculty**
 - Discussion of Watermark software as mechanism for faculty reporting
 - Switch to BlackBoard Ultra and cease access to Original BlackBoard by Fall 2024