



RESOLUTION TO APPROVE SB 1 SYLLABI COMPLIANCE REPORT

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 creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting

June 18, 2026

YR 2026-142



SYLLABI COMPLIANCE REPORT
ACADEMIC YEAR 2026 - 2027

State institutions of higher education must submit this report to the Ohio Department of Higher Education (ODHE) at SB1@highered.ohio.gov by June 30, 2026. This report certifies the institution's commitment to providing public access to undergraduate course syllabi beginning with the 2026–2027 academic year as mandated by section 3345.029 of the Ohio Revised Code (ORC). This requirement applies to all undergraduate courses offered for college credit.

OVERVIEW

Name of Institution of Higher Education:

Youngstown State University

Date of Submission:

June 30, 2026

Primary Institutional Contact for This Report:

Table with 2 columns: Label (Name, Title, Phone, E-mail) and Value (Kristine Lynn Still, PhD, Associate Provost for Academic Administration, 330-941-3099, klstill@ysu.edu)

SECTION 1: DESIGNATED ADMINISTRATOR

Administrator designated to implement the institution’s responsibilities under section (E) of ORC 3345.029.

Name: Kristine Lynn Still, PhD
Title: Associate Provost for Academic Administration
Email: klstill@ysu.edu

SECTION 2: CERTIFICATION OF COMPLIANCE

The institution is on track to be in compliance with ORC 3345.029 by making a syllabus publicly available, in accordance with division (B) of this section, not later than the first day of classes for the semester or academic term in which the undergraduate course is offered beginning in the 2026-2027 academic year.

[X] YES [] NO

If no, provide a detailed implementation plan to meet the requirements.

[TYPE RESPONSE HERE — BOX WILL EXPAND]

Indicate which one of the following options your institution is implementing and provide the information required to confirm compliance. State universities must select Option 1 or 2; community colleges may select any of the three options.

☐ **Option 1: Instructor-Maintained (ORC 3345.029(C)(1))**

1.1 Syllabus Content: Each course instructor posts a course syllabus on a publicly accessible website that includes: (a) The name of the course instructor; (b) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered; (c) A list of any required or recommended readings for the course; (d) The course instructor's professional qualifications.

1.2 Website Requirements: Each website shall include the: (a) course instructor's professional qualifications; (b) course instructor's contact information; (c) course instructor's course schedule; and (d) course syllabus for each course the instructor is currently teaching, which shall be accessible by link or download through the website.

1.3 Retention: For any syllabus that is no longer used, the course instructor shall, upon request, make that syllabus available for not less than two years after it was originally posted.

1.4 Verification: Describe how the designated administrator will ensure each instructor has met the requirements of ORC 3345.029, including the following:

Monitoring: How the designated administrator will audit the instructor websites to ensure all courses have the most recently updated syllabus for each undergraduate course offered for college credit by the first day of classes for the semester or academic term in which the undergraduate course is offered.

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Timeline: Your internal deadline for instructors to upload materials (e.g., "5 business days before the term starts").

[TYPE RESPONSE HERE — BOX WILL EXPAND]

Retention: How the instructor will maintain these records for the required **two-year period**.

[TYPE RESPONSE HERE — BOX WILL EXPAND]

X Option 2: Institution-Maintained (ORC 3345.029(C)(2))

2.1 Syllabus Content: Posting a course syllabus for each course on the institution's publicly accessible website that includes: (a) The name of the course instructor; (b) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered; (c) A list of any required or recommended readings for the course; (d) The course instructor's professional qualifications.

2.2 Accessibility: Each course syllabus shall be: (a) Accessible from the main page of the state institution's website by use of not more than three links; (b) Searchable by keywords and phrases; and (c) Accessible to the public without requiring user registration of any kind.

2.3 Retention: Syllabi must remain posted for at least two years after the initial posting date.

2.4 Website: Institution's website hyperlink: [<https://catalog.yzu.edu/course-search/>] - The public-facing syllabus website will be titled "*YSU Faculty Syllabi*." The planned location for the link is within the footer of the YSU Homepage, ensuring visibility and accessibility within a single click from the main university webpage.

The link is not currently active; however, the anticipated go-live date is **August 10, 2026**.

2.5 Verification: Describe how the designated administrator will ensure the requirements of ORC 3345.029 have been met, including the following:

Monitoring: How the designated administrator will audit the website to ensure all courses have the most recently updated syllabus for each undergraduate course offered for college credit by the first day of classes for the semester or academic term in which the undergraduate course is offered.

The designated administrator will monitor compliance with ORC 3345.029 through YSU's Syllabus Management System and its live Syllabus Report feature. The Syllabus Report provides a real-time status report for all course sections within a given term and identifies which sections have created, published, or not yet submitted and/or published a syllabus. Because the report is live and downloadable, compliance can be monitored regularly leading up to and through the first day of classes for each semester or academic term.

Through frequent monitoring of the YSU Syllabus weblink, the designated administrator will also verify the Syllabus Report results against what is published within the Syllabus Repository to ensure that the publicly accessible version reflects the most recently approved syllabus for each undergraduate course offered for college credit. Any syllabus that appears as "in workflow" indicates that the most recent version has not yet been approved or published. This process will allow the designated administrator to identify outstanding approvals and confirm that the most recently approved syllabus is publicly available by the first day of classes for the applicable semester or academic term.

Timeline: Your internal deadline for instructors to upload materials (e.g., "5 business days before the term starts").

Starting Fall 2026, all syllabi must be entered into YSU's syllabus management system no later than five business days prior to the start of the semester. This timeline is necessary to allow Chairs and School Directors sufficient time to review, approve, and ensure syllabi are posted to the publicly accessible site no later than the first day of classes for each semester or academic term in which the course is offered.

**For Fall 2026, syllabi must be entered into the syllabus management system by August 17, 2026, as classes begin on August 24, 2026.*

Retention: How the system will maintain these records for the required **two-year period**.

Within YSU's Syllabus Management System, we will plan to archive each term once it is completed. Archiving preserves all syllabus records associated with the term and freezes the data so that syllabi can no longer be edited, while still allowing users to view archived syllabi and utilize them with the copy-from feature for future terms. Archived terms will not be removed from the Syllabus Management System. This process will comply with the required two-year retention period.

Option 3: General Syllabus (ORC 3345.029(C)(3)) - Community Colleges Only

3.1 Syllabus Content: Posting a general syllabus for a course on the institution's publicly accessible website that includes: (a) a calendar for the course outlining what materials and topics will be covered and when during the course they will be covered; and (b) a list of any required or recommended readings for the course.

3.2 Accessibility: Each general syllabus shall be: (a) Accessible from the main page of the institution's website by use of not more than three links; (b) Searchable by keywords and phrases; and (c) Accessible to the public without requiring user registration of any kind.

3.3 Retention: Syllabi must remain posted for at least two years after the initial posting date.

3.4 Website:

Institution's website hyperlink: [INSERT URL]

If not available – anticipated go-live date: [INSERT DATE] N/A – System Live

3.5 Verification: Describe how the designated administrator will ensure the requirements of ORC 3345.029 have been met, including the following:

Monitoring: How the designated administrator will audit the website to ensure all courses have the most recently updated syllabus for each undergraduate course offered for college credit by the first day of classes for the semester or academic term in which the undergraduate course is offered.

[TYPE RESPONSE HERE — BOX WILL EXPAND]

Timeline: Your internal deadline for instructors to upload materials (e.g., "5 business days before the term starts").

[TYPE RESPONSE HERE — BOX WILL EXPAND]

Retention: How the system will maintain these records for the required **two-year period**.

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SECTION 3: RELIGIOUS ACCOMMODATIONS

Note: Per [ORC 3345.026](#), all syllabi must include the required language regarding reasonable accommodations for sincerely held religious or spiritual beliefs and practices.

SECTION 4: VERIFICATION AND SIGNATURE

[\[Youngstown State University\]](#) verifies that the information provided is truthful and accurate. ODHE may request additional documentation, and the institution will comply with the request by the deadline set by ODHE.



[Jennifer Adams, PhD, MPH](#) | Provost & VP for Academic Affairs

Date: [\[June 30, 2026\]](#)