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April 10, 2003

Council on Academic Affairs

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Council on Academic Affairs
Minutes
April 10, 2003

The April 10, 2003 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Mr. Deedrick, Dr. Dietz, Dr. Fewell, Ms. Grenda, Dr. Helsel, Dr. Methven, Dr. Owen, Ms. Samuels, Ms. Sartore, Dr. Tidwell

Members absent: Dr. Marlow

Staff present: Dr. Herrington-Perry, Dr. Lord, Ms. McDivitt

Guests present: Dr. Augustine, Dr. Carpenter, Ms. Gartley, Dr. Hohengarten, Mr. Micks, Dr. Swenson, Dr. Wandling, Ms. Witsman

I. Minutes

The minutes of April 3, 2003 were approved as written.

II. Communications:

1. Academic Waiver Reports for March 2003 from the College of Arts and Humanities, Lumpkin College of Business and Applied Sciences, College of Education & Professional Studies, and College of Sciences.
2. April 2, 2003 memorandum from Dean Hohengarten, Enrollment Management & Registrar, requesting a CAA representative for a three-year term on the Committee on Reinstatement. *Dr. Methven will submit a recommendation for the College of Sciences representative to serve on the Committee on Reinstatement.*
3. April 2, 2003 memorandum from Dean Hohengarten, Enrollment Management & Registrar, requesting a CAA representative for a one-year term on the Enrollment Management Advisory Committee. *Dr. Bock was appointed to serve on the Enrollment Management Advisory Committee.*
4. March 28, 2003 memorandum from Dean Johnson, College of Arts & Humanities, requesting executive action regarding Music Major Performance and Jazz Studies Option.

III. Items to be Added to the Agenda:

1. 03-37, MUS 0010-0063, Introduction Applied Study
2. 03-38, MUS 1110-1163, Intermediate Applied
3. 03-39, MUS 3310-3363, Advanced Applied Study
4. 03-40, MUS 0541, Music Theory Rudiments
5. 03-41, MUS 1308, Class Instruction in Woodwinds
6. 03-42, MUS 1309, Class Instruction in Brass
7. 03-43, MUS 2155, Conducting I
8. 03-44, MUS 2441, Introduction to Elementary General Music Methods
9. 03-45, MUS 2442, Introduction to Instrumental Music Methods
10. 03-46, MUS 3155, Choral Conducting
11. 03-47, MUS 3156, Instrumental Conducting & Literature
12. 03-48, MUS 3400, Methods & Materials of Teaching Instrumental Music
13. 03-49, MUS 3440, Methods & Materials of Teaching Vocal & General Music

14. 03-50, MUS 3541, Music Analysis I: Music of the Common Practice Period
15. 03-51, MUS 3542, Music Analysis II: Music of the Post-Tonal Period
16. 03-52, Music Program Overview and Catalog Copy

Mr. Deedrick moved and Dr. Dietz seconded the motion to add these items to the agenda.

IV. Items Acted Upon:

1. 02-48, IGP #46, Incomplete Grade Policy

Dr. Augustine presented the proposal and answered questions of the council. The motion passed unanimously.

This agenda item is approved, *effective Fall 2003*. A copy of the approved incomplete Grade Policy is attached.

2. 02-51, Policies for Awarding Undergraduate Course Credit (revision)

Dr. Helsel indicated that the responses from the colleges are incomplete regarding course credit. This agenda item will resume when responses are complete.

3. 02-35, Proposal to Restructure the Reporting Line of the Writing Across the Curriculum Committee (revision)

Dr. Markelis presented the proposal and answered questions of the council. The motion passed unanimously.

This agenda item is approved, *effective immediately*.

4. 03-36, Revision of Political Science PLS 2211, PLS 2611, and PLS 2512.

Dr. Wandling presented the proposal and answered questions of the council. Because of the controversial nature of PLS 2211 and PLS 2611, the Political Science Department agreed to withdraw.

On advice of the council, Dr. Wandling and Dr. Swenson agreed to revise the course credit for PLS 2512 from 0-4-2 to 1-Arr-1. The motion passed unanimously.

This agenda item is approved, *effective Fall 2003*.

The meeting adjourned at 2:30 p.m. Submitted by Julie McDivitt, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>.
In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

ANNOUNCEMENT OF NEXT MEETING

April 17, 2003

Arcola/Tuscola Room @ 2:00 p.m.

Agenda

1. 02-11r3, Technology-Delivered Courses or Section (*follow-up*) (pending)
2. 02-51, Policies for Awarding Undergraduate Course Credit (revision) (pending)
3. 03-19, Bylaws of the Council on Academic Affairs Bylaws (revision) (pending)
Discussion scheduled during the May 1, 2003 meeting.
4. 03-37, MUS 0010-0063, Introduction Applied Study
5. 03-38, MUS 1110-1163, Intermediate Applied
6. 03-39, MUS 3310-3363, Advanced Applied Study
7. 03-40, MUS 0541, Music Theory Rudiments
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18. 03-51, MUS 3542, Music Analysis II: Music of the Post-Tonal Period
19. 03-52, Music Program Overview and Catalog Copy

Approved

LBAS

Effective Fall 2003

Change prerequisite for ACC 3100 as follows:

From: Prerequisites: MAT 2110G and MAT 2120G with grades of C or better; admission to the Accounting program or permission of the Associate Chair, School of Business. Students are strongly advised to take ACC 3100 and ACC 3200 concurrently.
WI

To: Prerequisites: MAT 2110G and MAT 2120G with grades of C or better; admission to *the School of Business* or permission of the Associate Chair, School of Business. Students are strongly advised to take ACC 3100 and ACC 3200 concurrently.
WI

Change prerequisite for ACC 3200 as follows:

From: Prerequisite: Admission to the Accounting program or permission of the Associate Chair, School of Business. Students are strongly advised to take ACC 3100 and ACC 3200 concurrently.

To: Prerequisite: Admission to the *School of Business* or permission of the Associate Chair, School of Business. Students are strongly advised to take ACC 3100 and ACC 3200 concurrently.

Change prerequisite for ACC 3250 as follows:

From: Prerequisites: BUS 3710, ACC 3200, each with grade of C or better; admission to Accounting program or permission of the Associate Chair.

To: Prerequisites: BUS 3710, ACC 3200, each with grade of C or better; admission to the *School of Business* or permission of the Associate Chair.

Change prerequisite for ACC 3300 as follows:

From: Prerequisites: MAT 2110G, MAT 2120G, and ACC 3100, each with the grade of C or better; admission to Accounting program or permission of the Associate Chair, School of Business.

To: Prerequisites: MAT 2110G, MAT 2120G, and ACC 3100, each with the grade of C or better; admission to *School of Business* or permission of the Associate Chair, School of Business.

Pending

AH

Fall 2003

- Music with Performance Option

Delete the following courses from Applied Study as follows:

MUS 0054 & 3354 (Harp), 0062 & 3362 (Harpsichord), 0070 & 3370 (Composition),
0071 & 3371 (Organ Service Playing)

MUS 2221 Keyboard Pedagogy I

MUS 2222 Keyboard Pedagogy II

MUS 3221 Keyboard Pedagogy III

MUS 3222 Keyboard Pedagogy IV

MUS 4221 Pedagogy Recital Project

Renumber courses as follows:

From: MUS 2103 Sophomore Recital

MUS 3103 Junior Recital

MUS 4103 Senior Recital

To: MUS 2101 Sophomore Recital: Performance Option (15 minutes)

MUS 3101 Junior Recital: Performance Option (25 minutes)

MUS 4101 Senior Recital: Performance Option (50 minutes)

Change course number and title as follows:

From: MUS 0070, Composition and MUS 3370, Composition

To: MUS 1570, Composition and MUS 3570, Composition

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o Music with Jazz Studies Option

Delete the following courses from Applied Study as follows:

MUS 0070 Applied Study (Composition)

MUS 2360 Instrumental Conducting

MUS 3260 Instrumental Conducting

Change course number and title as follows:

From: MUS 0070, Composition

To: MUS 1570, Composition

Renumber courses as follows:

From: MUS 2103 Sophomore Recital

MUS 3103 Junior Recital

MUS 4103 Senior Recital

To: MUS 2102 Sophomore Recital: Jazz Studies Option (25 minutes)

MUS 3102 Junior Recital: Jazz Studies Option (25 minutes)

MUS 4102 Senior Recital: Jazz Studies Option (50 minutes)

Attachment

**Incomplete Grade Policies
Council on Graduate Studies and Council on Academic Affairs
March 24, 2003**

*(Proposed Incomplete Grade Policy for Both Undergraduate and Graduate Students.
Italicized words appearing in parenthesis would appear only in the Graduate Catalog.)*

Incomplete for Courses Earning Letter Grades

The grade "I" or "incomplete" for (*graduate*) courses in which letter grades are earned is given only by the course instructor when, because of illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. Procedures for assigning and removing incomplete grades are outlined below.

- **Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" are required to submit the Assignment of Incomplete/Alternate Grade Form to the Records Office. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default if the instructor fails to provide a default. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair (*or graduate coordinator*).
- **Submission of a Completion Plan:** The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair (*or graduate coordinator*) by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- **Decision on Completion of the Required Course Work:** Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair (*or coordinator*). If the work is successfully completed, the instructor also submits a Grade Correction Form to the Records Office no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued. (*Graduate students admitted on or after the Fall of 2003 may not be certified for degree completion if any grades of "I" remain on the transcript.*)

Assigning and Removing Incomplete Grade Procedures

This document outlines the procedures for assigning and removing an incomplete grade. As each step is completed a copy of this document along with the plan for completing the required course work is submitted to the program chair (*or graduate coordinator*). Refer to the (*Graduate*) Catalog for a description of the policies related to assigning an incomplete grade.

Step 1: Assignment of Incomplete and Default Grade.

The instructor completes this section and submits the Assignment of Incomplete/Alternate Grade Form to the Records Office.

Student Name:

Course & Section Number:

Instructor:

Term and Year Incomplete Assigned:

Reason for Incomplete:

Default Grade:

Date the Default Grade was Submitted to the Records Office:

Date the Student was Notified of the Default Grade:

Date the Chair (*or Coordinator*) was Notified of the Incomplete and Default Grade:

Step 2: Submission of a Completion Plan.

The instructor and student complete this section and develop a Completion Plan that describes how the course requirements will be met and provides a timeline for completing the work. The deadline for submitting the plan is mid-term of the next term the student is in residence or no later than mid-term of one calendar year from the end of the term in which the grade of "I" was received.

Date the Completion Plan was Approved by Instructor:

Date the Completion Plan was Submitted to Chair (*or Coordinator*):

Step 3: Decision on Completion of Required Course Work.

The instructor decision regarding successful completion of the course requirements is recorded in this section. If the work is successfully completed, the instructor also submits the Grade Correction Form to the Records Office. The deadline for completion of the course requirements is the Last Class Day published in the Class Schedule of the next term the student is in residence or no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received.