

8-27-2009

August 27, 2009

Council on Academic Affairs

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## Agenda for the August 27, 2009 CAA Meeting

**Items approved:** None.

**Items Pending:** 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing  
09-62, Cultural Diversity Course Criteria (Suggested Revisions)  
09-63, Report & Recommendations of the Senior Seminar Ad Hoc Committee  
09-64, Family & Consumer Sciences Merchandising Concentration (Revised Concentration)  
09-65, Undergraduate Academic Waiver Rules (Revised Waiver Rules)

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### Council on Academic Affairs Minutes

August 27, 2009

The August 27, 2009 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Room 4440, Booth Library.

**Members Present:** Dr. Bower, Dr. Campbell, Ms. Green, Dr. Hendrickson, Mr. Lambert, Dr. Mitchell, Dr. Reid, Ms. Ruholl, Dr. Shelton, Dr. Sterling, and Dr. White.

**Members Absent:** None.

**Staff Present:** Provost Lord, Dr. Herrington-Perry, and Ms. Fopay.

**Guests Present:** Dr. DePetro, Philosophy; Dean Hanner, College of Sciences; Dean Hoadley, Lumpkin College of Business & Applied Sciences; Dean Irwin, Honors College; Dean Jackman, College of Education & Professional Studies; Dean Lynch, College of Arts & Humanities; Ms. Miller, and College of Arts & Humanities.

#### I. Orientation for CAA members

*Council members introduced themselves. Next, Dr. Hendrickson gave an orientation to the council highlighting some of the items found in the information packets given to each council member and explained what council members should do if they can't attend a meeting. Also, he briefly explained electronic meetings and Turning Point voting. Finally, several council members indicated that they would like printed copies of the undergraduate catalog after Dr. Hendrickson indicated the Provost's Office was willing to print copies for any council member wanting one. The printed catalogs will be available to those members at next week's CAA meeting.*

#### II. Approval of the May 6, 2009 CAA Meeting Minutes.

The minutes of May 6, 2009 were approved as written.

#### III. Communications:

##### a. College Curriculum Committee Minutes:

1. Minutes from the May 4, 2009 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

##### b. Executive Action Request:

1. August 20, 2009 memorandum from Dean Hoadley, LCBAS, requesting executive action to revise the prerequisites & notes for COS 4820, 4825, 4830, 4845, 4855 and remove a restriction from COS 4275, effective Spring 2010.

*Ms. Fopay noted that prior to the meeting today Dr. Hawkins, Career & Organizational Studies, clarified some of the executive requests. COS 4830 will be offered during the fall semester, rather than both fall and spring as it is shown in the proposed catalog copy on the executive action request. He said that the F, S was included in the proposed catalog copy by mistake. Also, even though it was not listed in the action request, the statement "Course may not be repeated." can be removed from the course descriptions COS 4825, 4845, and 4855. This was clarified because the "Course may not be repeated." statement appeared in the current catalog copy on the executive action request, but not the proposed catalog copy.*

**c. Waiver Reports:**

1. Academic Waiver Reports for April 2009 from the College of Sciences.
2. Academic Waiver Reports for May 2009 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
3. Academic Waiver Reports for June 2009 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
4. Academic Waiver Reports for July 2009 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
5. Spring 2009 Waiver Appeals Report from Ms. Judy Kopp, Office of the Registrar.  
*Dr. Reid inquired about waiver appeals requests to waive .34 hrs of general education credit. She asked whether this type of waiver appeal would always be approved by UAWAC. Dr. Hanner, Dean of the College of Sciences and Chair of UAWAC, explained that waiver appeals of that type wouldn't necessarily be approved by UAWAC; the committee handles each waiver on a case by case basis.*

**d. College Grade Appeals Report:**

1. Spring 2009 Grade appeals reports from the College of Education & Professional Studies and College of Sciences.

**e. Committee Appointments:**

1. May 8, 2009 email from Ms. Monica Zeigler, Academic Advising Center, indicating that Ms. Lora Green was unanimously selected to serve another three years as the Academic Advising Center representative on CAA.  
*Dr. Hendrickson congratulated Ms. Green for her selection to serve another term on CAA.*
2. July 21, 2008 email from Ms. Sue Harvey requesting an appointment to the Office of the Registrar's Advisory Committee for the Academic Year 2009-10.  
*Dr. Julie Campbell was willing to extend her appointment on the Office of the Registrar's Advisory Committee, so she will serve as CAA's representative to that committee for the Academic Year 2009-10.*
3. July 21, 2009 email from Ms. Carol Miller, Textbook Rental Service, requesting a two-year appointment to the Textbook Rental Service Advisory Committee for Academic Years 2009-11.  
*Dr. Anita Shelton volunteered to serve as CAA's representative to the Textbook Rental Service Advisory Committee for the Academic Years 2009-11.*
4. July 28, 2009 memorandum from Provost Lord requesting a one-year appointment to the Enrollment Management Advisory Committee for the Academic Year 2009-10.  
*Dr. Kathleen Bower volunteered to serve as the CAA's representative to the Enrollment Management Advisory Committee for the Academic Year 2009-10.*
5. August 3, 2009 memorandum from Dr. Mary Herrington-Perry, Assistant Vice President for Academic Affairs, seeking approval for a replacement on the Committee on Reinstatement.  
*The council accepted the recommendation that Professor Jean Wolski replace Dr. Jerry Eisenhower, who is retiring, on the Committee on Reinstatement.*
6. August 6, 2009 email from Ms. Cheryl Gilbert, Office of External Relations, requesting a one-year appointment to the University Naming Committee for the Academic Year 2009-10.  
*Dr. Grant Sterling was willing to extend his appointment on the University Naming Committee, so he will serve as CAA's representative to that committee for the Academic Year 2009-10.*

7. August 12, 2009 email from Dr. Michael Hoadley, Assistant Vice President for Academic Technology, requesting a two-year appointment to the Technology Enhancement and Management (TEAM) Grants Council for the Academic Years 2009-11.

*No one volunteered for this appointment. Therefore, Dr. Hendrickson will contact Dr. Mark Borzi to see if he'd be willing to continue his appointment on the TEAM Grants Council for another term. Dr. Hendrickson will report back to the council at next week's CAA meeting.*

**f. Other:**

1. August 6, 2009 email from Dr. Mary Herrington-Perry, Assistant Vice President for Academic Affairs, explaining that the attendance policy (IGP 43) was revised August 3, 2009 by the President's Council to reflect the University Counsel's suggestion that the documentation to be provided to the student should be for that particular visit, not his or her whole health history. (Note: *The attendance policy was approved by CAA, pending President's Council approval, at its 4/23/09 CAA meeting.*)

**IV. Items Added to the Agenda:**

1. 09-62, Cultural Diversity Course Criteria (Suggested Revisions)
2. 09-63, Report & Recommendations of the Senior Seminar Ad Hoc Committee
3. 09-64, Family & Consumer Sciences Merchandising Concentration (Revised Concentration)
4. 09-65, Undergraduate Academic Waiver Rules (Revised Waiver Rules)

Dr. White moved and Dr. Bower seconded the motion to add these items to the agenda.

**V. Items Acted Upon:**

None.

**VI. Integrative Learning Presentation by Provost Lord**

*Provost Lord gave a PowerPoint presentation to the council regarding integrative learning. Also, during the presentation, Dean Irwin, upon being asked by Provost Lord, highlighted some things that the Honors College is doing in the Presidential Scholars Program to promote integrated academic and personal development. In conclusion, Provost Lord asked council members to possibly consider what CAA's role might be in integrative learning and the curricular development/approval process at EIU, such as:*

- *Can college curriculum committees be asked to consider integrative learning as they look at course proposals?*
- *Can there be particular expectations of General Education proposals for intentional inclusion of integrative learning?*
- *Could there be a review of General Education with an eye on integrative learning?*

*There were no questions after the presentation. The PowerPoint presentation will be linked from the CAA Web site so that the council members have the option to review it, time to reflect upon it, and to consider whether the topic of integrative learning should be revisited by the council at some point in the future.*

**VII. Pending:**

1. 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion

The next meeting will be held Thursday, September 3, 2009.

The meeting adjourned at 2:55 p.m. –Minutes prepared by Ms. Janet Fopay, 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 the <http://www.eiu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the subscribe box. An email will be

sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*

September 3, 2009

Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda:**

1. 09-62, Cultural Diversity Course Criteria (Suggested Revisions)
2. 09-63, Report & Recommendations of the Senior Seminar Ad Hoc Committee
3. 09-64, Family & Consumer Sciences Merchandising Concentration (Revised Concentration)
4. 09-65, Undergraduate Academic Waiver Rules (Revised Waiver Rules)

**Approved Executive Actions:**

CAH

Effective Spring 2010

1. Revise the prerequisites for THA 3334.

**3334 THA Performing Voice. (2-2-2) S.** A continuation of the work begun in Basic Acting with a focus on vocal production. Emphasis on developing an audible, resonant voice; clear diction; and a relaxed and properly aligned body, all in the context of acting/performance. Prerequisite: THA 1134 and **junior standing** or permission of instructor.

2. Change the prefix for PHI 1200G to RLS 1200G.

**1200G PHI. RLS. Introduction to Religious Studies. (3-0-3) On Demand.** This course provides an introduction to world religions such as Buddhism, Judaism, Christianity and Islam. Students will examine various ways of understanding world religions and gain an appreciation for the nature and variety of religious experience. Course may not be repeated.

3. Change the prefix for PHI 1290G to RLS 1200G.

**1290G PHI. RLS. Introduction to Religious Studies, Honors. (3-0-3) On Demand.** Introduction to world religions such as Buddhism, Judaism, Christianity and Islam. Students will examine various ways of understanding world religions and gain an appreciation for the nature and variety of religious experience. Students cannot receive honors credit for both **PHI RLS** 1290G and HIS 1590G. Prerequisites: Admission to the University Honors College. WI

**Pending Executive Actions:**

LCBAS

Effective Spring 2010

1. Remove the restriction from COS 4275 of one-semester hour of internship per semester.

**4275 COS Career and Organizational Studies Internship. (Arr.-Arr.-1-15 sem hrs.) (Credit/No Credit)** Experience includes job skills and knowledge, management-worker relations, supervised instruction, conferences and evaluations. One semester hour **per semester**, up to a maximum of 15 semester hours, will be awarded for directed work experience internships.

2. Remove the prerequisites from COS 4820.

**4820 COS Change Strategies in Organizations. (3-0-3) F.** A study, from the worker's perspective, of how technology affects social processes in occupational environments; human resource development; open systems theories; diagnosing occupational systems; change strategies; and the worker's adaptation of occupational settings to changing environmental demands. **Prerequisite: Three semester hours in psychology, sociology or management, or permission of the program coordinator.** WI

3. Remove the prerequisites from COS 4825.

**4825 COS Ethical Behavior in Organizations. (3-0-3) S.** This course will encompass the major issues surrounding and affecting ethics within an organization, including recognizing ethical issues, making ethical judgments in organizations, and understanding the importance of organizational ethics programs. ~~Restriction: Admission to the COS major or permission of the program coordinator. Course may not be repeated.~~

4. Remove the prerequisites from COS 4830.

**4830 COS Organizational Perspectives: Past, Present and Future. (3-0-3) F.** This course involves the study of the nature of organizations from varying perspectives including historical, philosophical, technological, psychological and sociological with prospects and directions for the future. ~~Prerequisite: Six semester hours of education, sociology and/or history, or permission of the program coordinator. WI~~

5. Revise the course description for and remove the restriction from COS 4845.

**4845 COS Improvement in Organizations. (3-0-3) F.** This course is designed to acquaint students ~~with~~ ~~on~~ methods ~~for understanding and improving~~ ~~to understand and improve~~ organizational performance. Included in this course are techniques for identifying problems, philosophies and techniques ~~for~~ addressing problems, and planning for measurable improvement. ~~This course will be an introduction to the advanced material covered in TEC 5213 enhancing curricular integration between the Career & Organizational Studies Program with the Master in Technology graduate program. Restriction: Admission to the Career & Organizational Studies (COS) Program or COS Program Coordinator permission. Course may not be repeated.~~

6. Remove the restriction from COS 4855.

**4855 COS Web-Based Training and Instruction. (3-0-3) F.** This course provides an overview of the fundamental theory and principles of how to design, develop, and manage web-based training (WBT) programs for adult learners within industry, service, and other organizations. Participants will design, develop and implement a web-based course. ~~Restriction: Admission to the COS major or permission of the program coordinator. Course may not be repeated.~~