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September 4, 2008

Council on Academic Affairs

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Agenda for the September 4, 2008 CAA Meeting

Items approved: 08-55, HIS 3801, U.S. Rural History (New Course)
08-68, HIS 3540, Medieval and Renaissance Italy (New Course)
08-69, Dean's List, Honor's List, and Provost's List (Revised Catalog Copy)
08-70, CAA Bylaws (Revised Bylaws)

Items Pending: 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
Senior Seminar Review Committee (Ongoing)
Ad Hoc Committee on Cultural Diversity (Ongoing)
Ad Hoc Fact-Finding Committee to Review and Study the Foreign Language Requirement (Ongoing)

**Council on Academic Affairs
Minutes**

September 4, 2008

The September 4, 2008 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, Mr. Darby, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Ms. Kostelich, Dr. Reid, Dr. Schroeder, Dr. Sterling, and Dr. White.

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

Guests Present: Dr. Birk, History; Ms. Brownson, Faculty Senate; Dr. Canfield, Foreign Languages; Dean Hanner, College of Sciences; Ms. Amy Lynch, College of Sciences; Associate Dean Jeff Lynch, College of Arts & Humanities; and Dr. Shelton, History.

Dr. Bower introduced Ms. Alison Kostelich who will serve as a student representative on CAA this year.

I. Approval of the August 28, 2008 CAA Meeting Minutes.

The minutes of August 28, 2008 were approved as written.

II. Communications:

1. Academic Waiver Report for August 2008 from the College of Arts & Humanities.

III. Committee Reports:

None.

IV. Items Added to the Agenda:

None.

Note: There will not be a face-to-face meeting next week due to a lack of agenda items. If necessary, an electronic meeting will be held.

V. Items Acted Upon:

1. 08-55, HIS 3801, U.S. Rural History (New Course)

Dr. Reid presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Dilworth moved and Dr. Hendrickson seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2009.

HIS 3801. U.S. Rural History (3-0-3) On Demand. Study of historic issues related to society, culture and agriculture in the rural United States from contact to the present. Course may not be repeated. WI, US

2. 08-68, HIS 3540, Medieval and Renaissance Italy (New Course)

Dr. Birk presented the proposal and answered questions of the council. The college curriculum committee approval date was missing from the proposal. As a result, the council requested that it be added.

Ms. Dilworth moved and Dr. Hyder seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with one revision, was approved, effective Fall 2009.

HIS 3540. Medieval and Renaissance Italy – North and South. (3-0-3) On Demand. Medieval and Renaissance Italy. This course surveys Italian history, from the fifth century collapse of Roman imperial authority in the west, through the rise of the powerful city-states in the fifteenth century. It illuminates the divergent histories of Italy's north and south, and explains how one becomes among the most intellectually and economically sophisticated areas in Western Europe, while the other is effectively colonized by foreign rulers. Course may not be repeated. WI

3. 08-69, Dean's List, Honor's List, and Provost's List (Revised Catalog Copy)

Provost Lord presented the proposal and answered questions of the council. A council member questioned the following statement found in the proposal: "Dean's Lists and Honor's Lists are not generated during the Summer Terms." Provost Lord explained that the statement is part of the existing policy and was not a proposed addition to the proposal presented today. He indicated that he would consult with and seek advisement from the college deans about whether the lists could be generated during the summer terms. He will report back to the council at a future CAA meeting.

Ms. Dilworth moved and Mr. Darby seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment A**) was approved, effective Fall 2008.

4. 08-70, CAA Bylaws (Revised Bylaws)

Dr. Bower presented the proposal and answered questions of the council. The council discussed the bylaws and requested several revisions to the document.

In addition, Dr. Hyder moved and Dr. Hendrickson seconded the motion to add the words "and affairs" to the end of the sentence under Article II of the bylaws.

The motion failed by acclamation.

Dr. Hyder moved and Ms. Dilworth seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, (**See Attachment B**) was approved, effective immediately, **pending President Perry's approval.**

- VI. Discussion of President Perry's April 28, 2008 memorandum to CAA requesting further discussion and consideration by the council of the proposal to modify the EIU Foreign Language Graduation Requirement.** Dr. Bower explained the options, based on *Robert's Rules of Order*, the council has in response to the president's request. She asked the council for its input on what direction the group should take in this situation. In addition, she suggested that the council could consider creating an ad hoc committee that would review and study the ramifications of increasing the foreign language requirement. The council discussed it.

Ms. Dilworth moved and Dr. Schroeder seconded the motion to create an Ad Hoc Fact-Finding Committee to discuss, study, and gather information on the ramifications of increasing the foreign language requirement.

The motion passed unanimously.

Ms. Dilworth left the meeting.

Next, the council discussed who should serve on the new ad hoc committee and derived the following committee composition.

- Current CAA members representing each college
Note: Those CAA members are:
 - Dr. Darren Hendrickson representing the College of Sciences
 - Dr. Les Hyder representing the College of Arts & Humanities
 - Dr. Lucia Schroeder representing the College of Education & Professional Studies
 - Dr. Larry White representing the Lumpkin College of Business & Applied Sciences
- A student representative
Note: At the meeting today, Ms. Alison Kostelich volunteered to serve as the student representative on the committee
- An academic advising representative
Note: Today, Lora Green indicated that she was willing to serve on the committee.

In addition, the council requested that the ad hoc committee seek input and information from the following individuals or offices:

- Dr. Stephen Canfield, Chair of the Foreign Languages Department
- Rita Pearson, Transfer Relations
- School of Continuing Education
- Admissions Office
- Associate Deans
- College Curriculum Committee
- Faculty Senate

Dr. Bower requested that the ad hoc committee provide a report to CAA by November 6, 2008.

VII. Other:

1. Dr. Bower mentioned that she received a document from Provost Lord regarding integrative learning and the integrated academic and personal development of students. The document, currently a draft, was created in response to President Perry's initiative to make Eastern students first choice. Provost Lord plans to submit a formal document to the council in the future for discussion and input.
2. Dr. Bower explained that she is not able to serve on the Committee for the Assessment of Student Learning (CASL) for the academic year. She is seeking a replacement from CAA to serve on that committee. Anyone interested, should contact Dr. Bower.
3. Dr. Julie Campbell volunteered to serve on the Records and Registration Advisory Committee for Academic Year 08-09.
4. Dr. Darren Hendrickson volunteered to serve on the Textbook Rental Service Advisory Committee for Academic Years 08-10.
5. Dean Hanner introduced Ms. Amy Lynch, who is the new College of Sciences' Assistant to the Dean.

VII. Pending:

1. 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
2. 08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
3. 08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
4. Senior Seminar Review Committee (Ongoing)

5. Ad Hoc Committee Review of Writing Across the Curriculum (Ongoing)

There will not be a face-to-face meeting on Thursday, September 11, 2008. If necessary, an electronic meeting will be held.

The meeting adjourned at 3:36 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 *****
To be announced.

Attachment A

Revisions to page 18 of the *2008-09 Undergraduate Catalog*:

Dean's List

The Dean's List at Eastern Illinois University recognizes undergraduates with a declared major whose academic performance has been excellent. Students who achieve a GPA of 3.80 – **4.00** (on a 4.00 scale) while completing a minimum of 12 graded semester hours, excluding credit/no credit grades, in a fall or spring semester will be named to the Dean's List.

Honor's List

The Honor's List at Eastern Illinois University recognizes undergraduates with an undeclared major whose academic performance has been excellent. Students who achieve a GPA of 3.80 – **4.00** (on a 4.00 scale) while completing a minimum of 12 graded semester hours, excluding credit/no credit grades, in a fall or spring semester will be named to the Honor's List.

Provost's List

~~The Provost's List recognizes undergraduates with a declared major who demonstrate excellent academic performance. Students who achieve a GPA of 4.00 (on a 4.00 scale) while completing a minimum of 12 graded semester hours, excluding credit/no credit grades, in a fall or spring semester will be named to the Provost's List.~~

Dean's Lists, ~~Provost's Lists~~, and Honors Lists are not generated for Summer Terms.

Attachment B**BYLAWS OF THE COUNCIL ON ACADEMIC AFFAIRS****ARTICLE I****Name**

The name of this council shall be The Council on Academic Affairs.

ARTICLE II**Object**

The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations.

ARTICLE III**Members**

A. The Council shall consist of:

1. The Vice President for Academic Affairs as an ex officio member without vote.
2. Nine members (with voting privileges), one from each academic college (Arts & Humanities, Education and Professional Studies, Lumpkin College of Business and Applied Sciences, and Sciences) elected by the faculty of the respective colleges, and five elected from the faculty at large. The council members will serve three-year, overlapping terms. Elections are conducted by the Faculty Senate and newly elected members shall take office at the first meeting of the Fall semester after the election.
3. Three student members with voting privileges appointed by ~~the Student Body President with the advice and consent of the~~ Student Senate. An alternate student member shall be appointed in the same manner. Students serving on the Council must carry at least 12 semester hours of course work in each of the semesters they serve. If a student serves during the Summer Term, the student must carry at least 3 semester hours. If student members and the alternate are not enrolled during the summer term, Student Government Executive Officers or their appointee(s) may serve to achieve the full complement of three enrolled student representatives.
- ~~4. An advisor from the Academic Advising Center, without vote, selected by the Center's staff.~~
4. One member (with voting privileges) from the Academic Advising Center selected by the Center's staff representing the Campus Advising Network.

B. Replacements, in case of resignations or absences, shall be made as follows:

1. If a replacement is required among the elected **faculty** members of the Council, the **alternate replacement** shall be the person receiving the next highest number of votes from the list of remaining nominees in the election which decided the original member, **providing that person received at least 75% of the votes cast for the third-seated Council member**. If there is no qualifying **alternate replacement**, a special election must be held.
2. **If a replacement is required among the appointed student voting members, the alternate shall serve in that student's stead. Any additional replacements required among the appointed student voting members shall be appointed in the same manner as provided in Article III.A.3.**
3. **If a replacement is required for the Academic Advising Center member, an alternate shall be appointed in the same manner as provided in Article III.A.4.**
4. If a member of the Council is to be absent from the campus for one school term or more, his/her place shall be filled by an alternate for the length of his/her absence.
5. Replacement by an alternate should be effected within a month of the time of the resignation or the start of the member's absence from campus.

ARTICLE IV**Officers**

- A. The Vice President for Academic Affairs shall serve as Executive Officer.
- B. At the last meeting held in the spring semester, the seated council shall elect a Chairperson and Vice Chairperson. Only members who have served the previous year on the Council are eligible to serve as Chairperson. Election shall be by a majority vote. The term of office for both the Chairperson and the Vice Chairperson shall be one year, beginning at the first meeting in the fall semester. It shall be the duty of the Chairperson, and in his/her absence the Vice Chairperson, to call and preside over the meetings of the Council. The Chairperson retains the right to vote.
- C. The Executive Officer of the Council shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.

ARTICLE V**Executive Committee**

The Executive Committee shall consist of the Chairperson, the Vice Chairperson, and the Executive Officer or his/her designee. The duties of the Executive Committee are to set the agenda for meetings, to serve as spokespersons for Council actions, and to make committee assignments on behalf of the Council when time constraints prohibit consultation with the full Council.

ARTICLE VI**Committees**

The Council may have standing committees, subcommittees, ad hoc committees, and any other committees deemed necessary by the Council.

ARTICLE VII**Jurisdiction and Procedures****A. Jurisdiction and Duties of the Council on Academic Affairs.****1. Curriculum**

- a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to:
 - (1). Changes in undergraduate degrees or degree requirements other than for teacher preparation.
 - (2). Addition, deletion, or revision of all undergraduate programs other than teacher preparation programs which fall under the jurisdiction of the Council on Teacher Education.
 - (3). Addition, deletion, or revision of courses numbered below 5000. The recommendations may include content, credit value, descriptions, titles and related aspects.
- b. Periodically the Council shall review undergraduate courses and programs, other than teacher preparation programs, and, if deemed necessary, make appropriate recommendations.
- c. Concerns of the Council on Academic Affairs include:
 - (1). Proliferation of courses.
 - (2). Duplication of content involving courses.
 - (3). Maintenance of desirable standards.

2. General Academic Policies, Requirements, and Regulations for Undergraduates.

- a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations and requirements, including:
 - (1). Admission, retention, dismissal, and reinstatement standards.
 - (2). General education requirements for all undergraduate degrees.
 - (3). Requirements for graduation.
 - (4). Student academic load.
 - (5). Grading systems.
 - (6). Other pertinent issues and problems.

3. Communication and Implementation of Actions taken by the Council.

- a. Minutes of the Council, including recommendations, shall be posted on the CAA web site within three working days following the meeting.
- b. All actions shown in the minutes shall be considered as recommendations to the President for implementation.
- c. If the Vice President for Academic Affairs does not agree with the recommendations of the Council, he/she may submit an analysis and recommendation to the President.
- d. The President may:
 - (1). Approve, disapprove, or modify the Council's recommendations.
 - (2). Return recommendations to the Council for further study.
 - (3). Forward appropriate recommendations to the Board of Trustees for its consideration.
- e. The President has ten working days to act on recommendations contained in the Council minutes. If the President is away during the ten day period, the period will be increased by the number of days he/she is away.

4. Procedures of the Council on Academic Affairs
 - a. Meetings
 - (1). Meetings of the Council shall be called by the Chairperson, or in his/her absence by the Vice Chairperson, or in their absence by the Executive Officer, and in his/her absence by the Chair's designee.
 - (2). A quorum shall consist of eight voting members.
 - (3). All meetings shall adhere to the provisions of the Illinois Open Meetings Act.
 - (4). Electronic meetings may be held when the Council determines that all items on the agenda are non-controversial.
 - b. Agenda
 - (1). The agenda of each meeting shall be available to all members of the Council in advance of the meeting. It is recommended that this be published as a supplement to the minutes of the previous meeting or with the notice of the next meeting.
 - (2). Responsibility for preparation of the agenda rests with the Executive Officer and/or the Chairperson of the Council.
 - (3). By consensus, changes may be made in the agenda before or during the meeting and any member may request the addition of an item to the agenda.
 - (4). Although proposals will be added to the agenda in the order in which they are received, circumstances may make it desirable to consider items in other than their assigned order.
 - c. Voting
 - ~~(1). The Council shall record all its votes by roll call ballot with the exception of matters which can be settled by common consent.~~
 - ~~(2). The roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call. The only votes that may be cast are: yes, no, and abstain.~~
 - (1). Except in matters which can be settled by common consent, the Council shall record all its votes either by electronic ballot using an audience response system or by roll call ballot. Unless otherwise determined at the beginning of a Council meeting, electronic ballot shall be used.
 - (2). The only votes that may be cast are yes, no, and abstain.
 - (3). If electronic ballot using an audience response system is used, each Council member shall be assigned a unique keypad (clicker) at the beginning of each meeting. When a vote is taken, each member will record his or her vote on the keypad. Voting will remain open until all members present have completed their vote. Immediately after voting is closed, the results shall be displayed showing each member's vote. If any member disputes the accuracy of his/her vote, the electronic vote shall be considered invalid and the entire vote shall be retaken using roll call ballot as described in VII, A. 4. c.
 - (4).
 - (4). If roll call ballot is used, the roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call.
 - (5). Any member of the Council may request publication of the explanation of his/her vote, but not the explanation of his/her abstention from voting.
 - (6). All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast based on attendance with a minimum of five (5) majority votes (excluding abstentions).
 - d. Handling of Proposals
 - (1). All proposals to the committee should be submitted in electronic form to the Executive Officer.
 - (2). Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Council, or students. The Council reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the university for recommendation prior to giving the proposal extended consideration.
 - (3). Each item received for the agenda shall be identified with a permanent number designating both the calendar year and the order in which the items are received, beginning with the number one for the first item in January. (For example, the first item added to the agenda in January 2003 was identified as 03-1).
 - (4). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
 - (5). In order to be placed on the agenda, a proposal must be moved and seconded by a member of the Council. The agenda item is then published in the minutes of the Council and is voted upon in a subsequent meeting.

- (6). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
- (7). Where a proposal has been referred to a given department or curriculum committee and no action is reported after a reasonable time, the person with which the proposal originated may request the Council to consider the proposal.
- (8). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
- (9). When a department has a proposal which is part of a program, or a service to a program other than its own, the proposal must bear the approval signature of the appropriate dean(s), as well as the signatures of the appropriate department chairpersons and the departments' curriculum committee chairpersons.
- (10). If the Council requires major changes in a proposal from a college or department, the proposal is returned to the proposing unit for revision.

If the Council requires only minor changes, and those changes are acceptable to the department concerned, the proposal need not be returned to its originator for revision.

- (11). Final action may be taken on a proposal ruled non-controversial by the Executive Officer and the Chairperson after the item has appeared on the agenda without the motion having been published in the minutes. In some exceptional cases, final action on a proposal which has been declared non-controversial by the Executive Officer and the Chairperson may be taken before it has appeared on the agenda of the Council, if the Council by a two-thirds vote of those present, suspends this rule to take immediate action.

A motion and a second may be accepted on a proposal that is ruled controversial by either the Executive Officer or the Chairperson but final action may not be taken until the motion has appeared in the minutes. This rule may not be suspended.

e. Executive Decisions

- (1). The Executive Officer may make decisions upon request from either a Dean or a Department Chairperson concerning the following:
 - (a). Minor changes in course titles and course descriptions, where course content remains generally the same.
 - (b). Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.
 - (c). Changes in course prerequisites.
 - (d). Catalog changes which merely clarify the Council's intent.
 - (e). Deletion of courses.
 - (f). Changes in course credits.
 - (g). Approval of technology-delivered sections of previously approved courses provided that the request has followed the procedures and includes all information required by the CAA/CGS Policy for Approval of Technology-Delivered Sections of Previously Approved Courses.
- (2). Changes which are approved by the Executive Officer will be reported to the Council and are subject to discussion and revocation by the Council. The changes will be published in the minutes.
- (3). No executive action is permitted concerning General Education Program Requirements or Graduation Requirements.

ARTICLE VIII

Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting