Minutes   Council on Academic Affairs

4-24-2008

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The April 24, 2008 meeting of the Council on Academic Affairs was held at 2:07 p.m. in Room 4440 Booth Library.

Members Present: Dr. Campbell, Dr. Dietz, Ms. Green, Dr. Hendrickson, Dr. Hyder, Ms. Kostelich, Dr. Reid, Dr. Roszkowski, Dr. Stowell, and Ms. Wyatt.

Members Absent: Dr. Bower and Ms. Montleon.

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

Guests Present: Ms. Garcia, *Daily Eastern News*; Dean Hanner, College of Sciences; Dr. Hawkins, School of Technology; Dr. Hogan, School of Technology; Dr. Murray, English; Dr. Tim Taylor, English; Mr. Cole Rogers, Student Government; and Ms. Kristen Smith, Elementary Education Undergraduate Student.

I. Approval of the April 17, 2008 CAA Meeting Minutes.
The minutes of April 17, 2008 were approved as written.

II. Communications:
1. April 16, 2008 memorandum from Dean Hoadley, LCBAS, requesting executive action to revise the course description for COS 4800.
2. April 17, 2008 memorandum from Stacey Knight-Davis, CASL Chair, regarding the Writing Across the Curriculum Committee.
    This item was held until later in the meeting when agenda item 08-50 was discussed.
3. April 18, 2008 memorandum from Dean Hanner, COS, requesting executive action to delete SOC 3801 from the catalog.
4. April 21, 2008 memorandum from Dean Hanner, COS, requesting executive action for the completed technology-delivered questionnaire for PSY 3690, Controversial Topics in Psychology.
    Dr. Roszkowski noted she plans to make some suggestions in the future concerning the process of handling the technology-delivered questionnaires.

Additional Communication:
Immediately preceding the meeting, Dr. Roszkowski distributed copies of an email **(See Attachment A)** from Dr. William Weber, Academic Affairs, in response to her email concerning a request for information from Dr. Hyder about summer school. At the meeting Dr. Roszkowski gave an

explanation of the communication and Dr. Hyder identified the information he was seeking. Dr. Herrington-Perry indicated that there is a report individuals can assess through Reportal that contains everything offered semester by semester. Dr. Roszkowski asked that Dr. Weber's communication be included in the minutes **(See Attachment A)** so that council members would have a chance to review it and, if they chose to, submit comments prior to or at next week's meeting.

III. Other:
1. Last week the council approved a proposal (agenda item 08-35) to change the foreign language requirement. Today, Provost Lord indicated that he will recommend to President Perry that he neither accept nor reject the proposal at this time. Rather, he will recommend that the President return it to the council for further discussion of logistical and practical issues that were not fully discussed at last week's meeting.

IV. Committee Reports:
None.

V.   Items Added to the Agenda:
1. 08-51, CDS 4600, Senior Seminar in Communication Disorders & Sciences (New Course)
2. 08-52, CDS 4690, Honors Senior Seminar in Communication Disorders & Sciences (New Course)
3. 08-53, Communication Disorders & Sciences (Revised Major)
4. 08-54, Communication Disorders & Sciences Honors Program (Revised Program)
5. 08-55, HIS 3801, U.S. Rural History (New Course)
6. 08-56, PHI 1200G, Introduction to Religious Studies (Revised Course)
7. 08-57, PLS 2001, Introduction to Research Methods in Political Science (New Course)
8. 08-58, Political Science (Revised Major)
9. 08-59, Political Science with International Studies Option (Revised Option)
10. 08-60, Political Science Honors Program (Revised Program)

The proposals listed above were on this week's agenda. Since the agenda was posted additional items, which are listed below, were submitted to CAA with the request that the council consider adding the proposals to the next meeting agenda. Dr. Roszkowski distributed copies of those proposals to the council members.

1. 08-61, MIS 2000, Information Systems Career and Logic Skills (Revised Course)
2. 08-62, Accountancy (Revised Major)
3. 08-63, COS 4815, Conflict in Organizations (New Course)
4. 08-64, COS 4825, Ethical Behavior in Organizations (New Course)
5. 08-65, COS 4845, Improvement in Organizations (New Course)
6. 08-66, COS 4855, Web-Based Training and Instruction (New Course)

Ms. Dilworth moved and Dr. Hyder seconded the motion to add all of these items, including the additional proposals, to the agenda. Therefore, agenda items 08-51 thru 08-66 will be added to the next meeting agenda under "items to be acted upon."

A council member questioned the course title for CDS 4600 (agenda item 08-51). Dr. Roszkowski will contact Dr. Richard, CDS Chair, about it.

VI. Other Business:
Dr. Roszkowski noted that at the next meeting the council will elect a chair and vice chair for 2008-09 academic year.

VII. Items Acted Upon:
1. 07-83, Proposal for Electronic Voting at CAA Meetings
The proposal was originally presented to the council by Dr. Stowell at the December 3, 2007 CAA meeting. At that time, the council postponed voting on the proposal until it had a chance to experiment with Turning Point and electronic voting. The council experimented with it at the March 27, 2008 meeting. No voting took place at that meeting.

Today, Dr. Stowell presented the proposal and answered questions of the council.

Ms. Wyatt arrived at 2:15 p.m.

Dr. Dietz moved and Ms. Wyatt seconded the motion to approve the proposal. The motion passed with the following vote.

> Yes: Campbell, Dietz, Hendrickson, Hyder, Kostelich, Roszkowski, Wyatt
> No: Dilworth, Reid
> Abstain: Stowell

The proposal was approved, effective Fall 2008, pending revision to the CAA bylaws.

> ### Approved Proposal
> Using TurningPoint, or another audience response system, each CAA member will have a unique keypad (clicker) assigned to them, which they receive at the beginning of each meeting. When a motion is ready to be voted on, each CAA member will press a number on their keypad that corresponds to their choice, which will be displayed on a computer screen (1=Yes, 2=No, 3=Abstain). Voting will remain open until all members who are present have the opportunity to vote. When electronic voting is closed, the computer will display each member's vote, which the member can then either confirm or dispute. The CAA secretary will record each member's vote to be published in the CAA minutes.

2. **08-36, Revised CAA Bylaws regarding Electronic Voting (Addendum to Agenda Item 07-83, Proposal for Electronic Voting at CAA Meetings)**
   This item was tabled and removed from the agenda at the request that certain variables, such as disputes over votes, a need to re-open voting, etc., could be reviewed and possibly be incorporated into the CAA bylaws. A subcommittee, consisting of Dr. Roszkowski and Dr. Dietz, was formed to review the CAA bylaws and to incorporate revisions pertaining to electronic voting, as well as other matters approved by the council this year, such as the Academic Advising Center representative becoming a voting member. The subcommittee will review the bylaws over the summer and at the beginning of the fall semester submit proposed revisions to the council.

3. **08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)**
   At the April 10, 2008 CAA meeting, Mr. Cole Rogers, on behalf of the Cultural Awareness Ad Hoc Committee of Student Government, presented this proposal. No voting on the agenda item took place that day.

   The council revisited the item today. Prior to the meeting, Dr. Roszkowski distributed copies of an email from Ms. Donna Dawson, School of Technology, which had been included on the previous meeting agenda and is concerning the proposal currently under consideration.

   At the meeting today, Mr. Rogers continued his presentation of the proposal and answered questions of the council. The council discussed the possibility of forming an Ad Hoc committee which would take a look at the issue in greater detail.

   Ms. Wyatt moved and Dr. Hyder seconded the motion to approve the proposal. No voting took place today. Instead, the item was postponed until the May 1 CAA meeting in which Dr. Roszkowski will submit a formal charge to the council proposing that an Ad Hoc committee be formed. The charge would include the composition and responsibilities of that committee.

The agenda order was revised.

4. **08-50, Proposal to have the Writing Across the Curriculum Committee (WAC) resume direct reporting to CAA.**
Dr. Markelis presented the proposal and answered questions of the council. The council requested that WAC submit it bylaws to CAA.

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

The proposal **(See Attachment B)** was approved, effective Fall 2008. WAC will submit its bylaws to CAA so that the council can review it at the first Fall 2008 CAA meeting.

Note: According to a memorandum, dated April 17, 2008, from Stacey Knight-Davis, CASL Chair, to CAA, "CASL members unanimously supported WAC's request to report directly to CAA. CASL has no objections to this change. As the CASL bylaws stipulate that the Chair of WAC have a seat on CASL, WAC will continue to have a voice in shaping assessment efforts at EIU."

5. **08-49, Strategic Plan for Improving Writing at EIU prepared by CAA's Ad Hoc Committee to Address the Importance of Writing Across the Curriculum.**
Dr. Reid, as a member of the Ad Hoc Committee to Address the Importance of Writing Across the Curriculum, addressed the strategic plan created by that committee and answered questions of the council. The agenda item was not an action item so the council did not vote on it. Instead, the council accepted it

Dr. Roszkowski asked that the Writing Across the Curriculum Committee (WAC) report to CAA at the first fall CAA meeting so that the council may review the WAC bylaws and listen to WAC recommendations.

VIII. Other:
1. Provost Lord gave two plaques to Dr. Roszkowski in appreciation of her service as CAA Chair during the 2006-07 and 2007-08 academic years.

IX. Pending:
1. 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
2. Senior Seminar Review Committee (Ongoing)
3. Ad Hoc Committee Review of Writing Across the Curriculum (Ongoing)

The next meeting will be held for Thursday, May 1, 2008.

The meeting adjourned at 3:10 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/.

********** ANNOUNCEMENT OF NEXT MEETING **********
May 1, 2008
Conference Room 4440 – Booth Library @ 2:45 p.m.

Agenda:
1. 08-51, CDS 4600, Senior Seminar in Communication Disorders & Sciences (New Course)
2. 08-52, CDS 4690, Honors Senior Seminar in Communication Disorders & Sciences (New Course)
3. 08-53, Communication Disorders & Sciences (Revised Major)
4. 08-54, Communication Disorders & Sciences Honors Program (Revised Program)
5. 08-55, HIS 3801, U.S. Rural History (New Course)
6. 08-56, PHI 1200G, Introduction to Religious Studies (Revised Course)
7. 08-57, PLS 2001, Introduction to Research Methods in Political Science (New Course)
8. 08-58, Political Science (Revised Major)

9.   08-59, Political Science with International Studies Option (Revised Option)
10.   08-60, Political Science Honors Program (Revised Program)
11.   08-61, MIS 2000, Information Systems Career and Logic Skills (Revised Course)
12.   08-62, Accountancy (Revised Major)
13.   08-63, COS 4815, Conflict in Organizations (New Course)

14.   08-64, COS 4825, Ethical Behavior in Organizations (New Course)
15.   08-65, COS 4845, Improvement in Organizations (New Course)
16.   08-66, COS 4855, Web-Based Training and Instruction (New Course)

Approved Executive Actions:
     None.

Pending Executive Actions:
   BAS
   Effective Spring 2009
      1.   Revise the course description for COS 4800.

         4800 COS Strategies and Processes of Teaching and Training. (3-0-3) Application of
         strategies of teaching and training, presentation skills, lesson planning, and instructional
         technologies such as experiential learning, problem solving, simulation, computerized
         instruction, and ~~lecturettes~~ **micro-teaching** for ~~vocational~~ **career and technical** teachers
         and human resource development trainers.

   COS
   Effective Summer 2008
      1.   A Technology-Delivered Sections of Previously Approved Courses Questionnaire **(See
           Attachment C)** for PSY 3690, Controversial Topics in Psychology.

   COS
   Effective Fall 2008
      1.   Delete SOC 3801 from the catalog.

         ~~**3801 SOC Rural Sociology. (3-0-3) On Demand.** Study of patterns of land settlement,
         social interaction, social structure and function, and social problems unique to the rural
         way of life. Prerequisite: SOC 2710G.~~

Attachment A

From: Weber, William
Sent: Wednesday, April 23, 2008 9:05 AM
To: Roszkowski, Christie
Cc: Lord, Blair M.; Herrington-Perry, Mary; Fopay, Janet
Subject: RE: CAA
Attachments:

4- and 6-wk modules.xls   enrollment analysis SU 2006.pdf   distribution analysis SU 2006.pdf

Christie:

Regarding the scheduling of on-campus summer courses, the short answer is that, like the fall and spring semesters, scheduling is handled by the Chairs. I provide scheduling modules (attached) to help minimize time conflicts across courses, but Chairs are allowed to deviate from these if necessary as long as the minimum number of contact hours is met. The Chairs and Deans monitor enrollments, and we typically will not offer a course with fewer than 8 students unless it's really essential for the program or for graduating seniors.

I have a centralized budget for on-campus summer instruction that I allocate to the Colleges. The allocation is formula-driven, based on past student-credit-hour production and pre-retirement summer assignments in the Colleges. The Deans determine how to allocate those funds to the Departments.

The on-campus summer instructional budget has not seen an increase in many years, and as faculty salaries continue to rise, the number of on-campus summer courses we can offer continues to fall. Last year and this year, I have been running a pilot program to explore using a tuition recovery model to try and increase our on-campus summer course offerings.

(Aside: The latest AAUP salary survey shows that salaries for all tenure-track faculty ranks at EIU now are above the 50th percentile relative to other Masters comprehensive universities nationwide. See http://www.aaup.org/AAUP/pubsres/academe/2008/MA/sal/sal.htm for details.)

Because of the conversion to Banner, I have not yet learned how to access the class demographic information requested. One could explore the online course catalog to get a feeling for what classes are being offered and when they are being offered. I've attached some information from Summer 2006 to give you the sense of what summer enrollments typically look like.

I hope this information helps.

Bill

William Weber
Associate VPAA

From: Roszkowski, Christie
Sent: Tuesday, April 22, 2008 11:45 AM
To: Weber, William
Cc: Lord, Blair M.; Herrington-Perry, Mary
Subject: CAA

Hi Bill:

As I mentioned in our phone conversation, one of the members of CAA has asked me to invite you and Will Hine to report to CAA about summer school classes. Below I have tried to

summarize the types of information that this faculty member requested. I thought that it probably would be better just to initially contact you and let you determine whether Will Hine should be involved.

At this point, I would appreciate an answer from you that I could take to CAA this Thursday as to 1) whether you would like to provide a report to CAA and 2) if so, when would be a reasonable time for you to provide the info. We have only two meetings left this semester and both are very tightly scheduled. CAA usually has few things on its agenda at the beginning of the fall semester so it might be better to report then.

Here is the information that was requested:

Information about the scheduling process

- How summer school classes are funded;
- How student need/demand is determined;
- Allocation of funds by college and department;
- How the summer session in which specific classes are offered is determined; and
- Whether faculty are assigned to summer classes which they have not previously taught.

Also requested was more specific information on summer classes (I assume those being offered this summer)

- Number of classes offered;
- Number of classes that are gen ed, major classes, and senior sems;
- Number of classes that are technology delivered;
- Number of classes that are offered on campus, at each off-campus location;
- Class size; and
- Times and dates when classes are offered.

Thanks much for your help.

Christie L. Roszkowski
Undergraduate Coordinator and Associate Professor

School of Business   217-581-6924 (office)
Eastern Illinois University   217-398-0746 (home)
3617 Lumpkin Hall
600 Lincoln Avenue
Charleston, IL 61920

Attachment B

MEMORANDUM

To: CAA
From: Daiva Markelis, Director of Writing Across the Curriculum
Date: April 16, 2008
Subject: Proposal to have Writing Across the Curriculum Committee Resume Direct
                 Reporting to CAA

In the name of the Writing Across the Curriculum Committee, I ask that WAC be released from its responsibilities as a subcommittee of CASL and revert to its original status as a committee under the jurisdiction of CAA. This is in keeping with the suggestions offered by the Ad Hoc CAA Committee on Improving Writing at EIU in its forthcoming Strategic Plan, the wishes of concerned members of the English Department as expressed in their letter of February 29th to CAA, and the desires of members of both WAC and CASL, who have voted unanimously to have WAC resume direct reporting to CAA.

Although WAC members have engaged in important work as a subcommittee of CASL—reading sample portfolios, helping to construct and evaluate both student and faculty surveys concerning the EWP, and, perhaps most importantly, working to revise the EWP process and procedures—their time on these activities has taken them away from WAC's original purposes: 1) to serve as a resource for instructors across disciplines wishing to incorporate and more effectively utilize writing in their classrooms, and 2) to promote the idea that writing is best taught—and most fully understood—in the context of the distinct goals and requirements of each discipline. A return to its original status as a committee under the jurisdiction of CAA would allow WAC to more effectively implement these important goals.

Attachment C

Proposal for technology-delivered section of PSY 3690

Before a technology-delivered section of a course* previously approved as a traditional face-to-face course can be offered a department must seek approval from its College Curriculum Committee, the Council on Academic Affairs and/or the Council on Graduate Studies. The following information must be submitted to the curriculum bodies:

1. A copy of the most recent course proposal approved by CAA/CGS or a copy of the most recent course syllabus.
    See attached syllabus of Psy 3690 "Controversial Topics in Psychology".

2. A rationale for offering a technology-delivered section of the course.
    The Psychology Department offers several other online courses. However, there is a growing demand for online courses, especially for upper-division psychology courses that students in the School of Continuing Education can use towards their degree or towards a minor in psychology. Furthermore, native students are also starting to take advantage of the flexibility in scheduling that online courses allow.

3. A description of how the format/technology will be used to support and assess students' achievements of the specified learning objectives
    The technology used in the course allows student to communicate with each other through e-mail, discussion boards, and chat. The writing assignments will be submitted and graded in WebCT or Blackboard. Online tests will be administered in WebCT. For the online version of the course, debates will be done through writing rather than oral presentations. However, they may be presented orally in the future using web conferencing software such as Elluminate.

4. A description of how the integrity of student work will be assured.
    The course syllabus includes a statement about academic dishonesty. The tests can only be taken once and are time-constrained. Many of the test questions require comparing and contrasting of ideas and higher level critical thinking skills, which can not be directly found in the textbook. Student work can only be submitted through WebCT, where the identity of the sender is known to the instructor.

5. A description of provisions for and requirements of instructor-student and student-student interaction, including the kinds of technologies that will be used to support the interaction (e.g., e-mail, web-based discussions, computer conferences, etc.)
    Instructor-student and student-student interaction may be facilitated by e-mail, discussion boards, chat, and synchronous web conferencing software.

6. An explanation of how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described in the original course proposal approved by CAA/CGS.
    The same text and supplementary materials that are being used in the face to face section will be used for the online section. The test questions, research paper requirement, and grading criteria are similar as well. The amount of work for this 3 credit course is comparable to that done for the course taught on campus.

Date approved by College of Sciences Curriculum Committee: April 18, 2008