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April 23, 2009

Council on Academic Affairs

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Agenda for the April 23, 2009 CAA Meeting

Items approved: 09-43, Class Attendance Policy (Revised IGP)
09-44, MAT 4920, Concepts of Algebra for Elementary and Middle Level Teachers (Revised Course)

Items Pending: 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion
09-40R, CMN 2920, Introduction to Public Relations (New Course)
09-41, Communication Studies: Public Relation Option (Revised Option)
09-45, BIO 1001G, Biological Principles and Issues (Revised Course)
09-46, INT 1323, Computers for Applied Engineering and Technology (New Course)
09-47, Industrial Technology (Revised Program)
09-48, Request to change the program name for "Industrial Technology" to "Applied Engineering and Technology" and the course prefix from "INT" to "AET."
09-49, FCS 3810, Child Care Issues (Revised Course)
09-50, FCS 4240, Child Advocacy (Revised Course)
09-51, FCS 4246, Curriculum for Child Care Homes/Centers (Revised Course)
09-52, FCS 4680, Family Systems and Their Impact on Child Care (Revised Course)
Professor Laureate Guidelines
Senior Seminar Review Committee, reconstituted 1/22/09 (Ongoing)

**Council on Academic Affairs
Minutes
April 23, 2009**

The April 23, 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. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Reid, Dr. Sterling, and Dr. White.

Members Absent: Ms. Adeniyi, Ms. Alexander, Dr. Hyder, and Dr. Lucas.

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

Guests Present: Dr. Andrews, Math & Computer Sciences; Dr. Baker, Health Services; Dr. Bishop, Math & Computer Sciences; Ms. Drake, Health Services; Dr. Holly, Sociology/Anthropology and Ad Hoc Committee on Cultural Diversity; Dr. Lassak, Math & Computer Sciences; Dr. Meadows, Family & Consumer Sciences and Ad Hoc Committee on Cultural Diversity; Ms. Miller, College of Arts & Humanities; Dr. Sanders, CASL; Dr. Taylor, Family & Consumer Sciences, CASL, and Ad Hoc Committee on Cultural Diversity; Dr. Throneburg, CASL; and Dr. Tidwell, Journalism.

I. Approval of the April 16, 2009 CAA Meeting Minutes.

The minutes of April 16, 2009 were approved as written.

II. Communications:

a. College Curriculum Committee Minutes:

1. Minutes of the April 10, 2009 College of Sciences Curriculum Committee.
2. Minutes of the April 13, 2009 Lumpkin College of Business & Applied Sciences Curriculum Committee. *Dr. Reid drew the council's attention to the item in the LCBAS Curriculum Committee minutes regarding Dr. Tim Taylor's discussion of the proposal to add a new requirement for graduation: Writing-Intensive and/or Writing Centered course completion (CAA agenda item 09-13). The minutes indicate that the LCBAS College Curriculum Committee will discuss the proposal and provide feedback to Dr Taylor by mid-October. As a result, Dr. Reid noted that it will be sometime after that before Dr. Taylor will present the item to CAA.*
3. Minutes of the April 17, 2009 College of Arts & Humanities Curriculum Committee meeting.

b. Executive Action Requests:

1. April 10, 2009 memorandum from Dean Hoadley, LCBAS, requesting executive action to clarify the prerequisites for FCS 2000, 3000, and 4000.

c. Other:

1. April 20, 2009 memorandum from Dr. James Tidwell, Chair of Journalism, concerning CMN 2920 (agenda item 09-40).

III. Committee Reports:

1. Supplemental Report from the Ad Hoc Committee on Cultural Diversity.
Dr. Meadows, Dr. Holly, and Dr. Taylor provided an explanation of the report and the cultural diversity course guidelines created by the Ad Hoc Committee on Cultural Diversity. In addition, they answered questions. Dr. Sterling motioned and Ms. Dilworth seconded the motion to accept the report. Dr. Bower thanked the Ad Hoc Committee for their hard work. At next week's CAA meeting, the council will review and discuss whether to revise the cultural diversity course guidelines that were outlined in the report.

IV. Items Added to the Agenda:

1. 09-46, INT 1323, Computers for Applied Engineering and Technology (New Course)
2. 09-47, Industrial Technology (Revised Program)
3. 09-48, Request to change the program name for "Industrial Technology" to "Applied Engineering and Technology" and the course prefix from "INT" to "AET."
4. 09-49, FCS 3810, Child Care Issues (Revised Course)
5. 09-50, FCS 4240, Child Advocacy (Revised Course)
6. 09-51, FCS 4246, Curriculum for Child Care Homes/Centers (Revised Course)
7. 09-52, FCS 4680, Family Systems and Their Impact on Child Care (Revised Course)
8. 09-53, CAA Bylaws (Revised Bylaws)

Ms. Dilworth moved and Dr. Hendrickson seconded the motion to add these items to the agenda.

V. Items Acted Upon:

1. 09-43, Class Attendance Policy (Revised IGP)

Ms. Drake and Dr. Baker presented the proposal, distributed handouts, and answered questions of the council.

Dr. Reid moved and Dr. Campbell seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: Bower, Campbell, Dilworth, Hendrickson, Reid, Sterling, White.
No: None.
Abstain: Green.

The proposal (**See Attachment A**) was approved, effective Fall 2009, *pending President's Council approval. 5/29/09 – Item not yet approved by the President, pending discussion with the General Counsel.*

2. 09-44, MAT 4920, Concepts of Algebra for Elementary and Middle Level Teachers (Revised Course)

Dr. Andrews and Dr. Bishop presented the proposal and answered questions of the council.

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

The proposal was approved, effective Spring 2010, *pending CGS approval.*

4920 MAT. Concepts of Algebra for Elementary and Middle Level Teachers. (3-0-3) F, S. The investigation of the conceptual foundation of algebra relevant to elementary and middle level teaching. Algebraic reasoning, generalization of mathematical patterns, models for real world phenomena, representations of algebraic ideas, and algebraic tools for mathematical problem solving. Prerequisites: MAT 1420 and MAT 2420G, both with a grade of C or better.

Ms. Dilworth left the meeting. At this point, the council lost its quorum. However, the meeting continued since the remaining items on the agenda did not require action by the council.

VI. Karla Sanders and Rebecca Throneburg – Discussion of CASL activities and EWP data.

Dr. Sanders and Dr. Throneburg distributed the following reports to the council: Fall 2008 Electronic Writing Portfolio Readings Report Executive Summary, Fall 2008 Electronic Writing Portfolio Submission Report (preliminary report), and Fall 2008 At-Risk Electronic Writing Portfolio Submissions. They provided details and an explanation of the data shown on each report. In addition, they answered questions of the council.

VII. Pending:

1. 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion
2. 09-40, CMN 2920, Introduction to Public Relations (New Course)
3. 09-41, Communication Studies: Public Relation Option (Revised Option)
4. Professor Laureate Guidelines (Ongoing)
5. 09-45, BIO 1001G, Biological Principles and Issues (Revised Course)
6. Senior Seminar Review Committee, reconstituted 1/22/09 (Ongoing)

VIII. Other:

1. Dr. Reid explained that Dr. Les Hyder had emailed council members earlier today regarding two items for the agenda – one pertaining to the academic calendar and the other is a report from the Senior Seminar Review Committee. The council requested that the item pertaining to the academic calendar be added to the list of communications on next week's meeting agenda. Also, the council asked that the Senior Seminar Review Committee Report be added to the list of committee reports on next week's agenda.
2. Dr. Sterling distributed copies of a document from the Professor Laureate Selection Committee containing suggested revisions for the professor laureate criteria and nomination process guidelines. The document will be added to next week's meeting agenda.

The next meeting will be held Thursday, April 30, 2009.

The meeting adjourned at 3:45 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 *****

April 23, 2009

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

Agenda:

1. 09-40R, CMN 2920, Introduction to Public Relations (New Course)
2. 09-41, Communication Studies: Public Relation Option (Revised Option)
3. 09-46, INT 1323, Computers for Applied Engineering and Technology (New Course)
4. 09-47, Industrial Technology (Revised Program)
5. 09-48, Request to change the program name for "Industrial Technology" to "Applied Engineering and Technology" and the course prefix from "INT" to "AET."
6. 09-49, FCS 3810, Child Care Issues (Revised Course)
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9. 09-52, FCS 4680, Family Systems and Their Impact on Child Care (Revised Course)
10. 09-53, CAA Bylaws (Revised Bylaws)

Approved Executive Actions:

None.

Pending Executive Actions:

BAS

Effective Fall 2009

1. Revise the prerequisites for FCS 2000.

2000 FCS Family Perspectives. (3-0-3) F, S. Perspectives to understanding and analyzing family structure and function, interpersonal dynamics, individual family roles, the role of the family in society, and the formative influences of heritage and culture. Prerequisite: FCS 1000 **with a grade of C or better.** WI

2. Update the prerequisites for FCS 3000.

3000 FCS Family Resource Management. (3-0-3) F, S. Family resource management and management theory and application, including individual and family decision-making behavior related to acquisition and allocation of resources in socially responsible ways. Prerequisite: FCS 1000 and FCS 2000 **each with a grade of C or better.** WI

3. Change the prerequisites for FCS 4000.

4000 FCS Professional Focus of Family and Consumer Sciences. (2-0-2) F, S. Professional integrative focus on the discipline of family and consumer sciences and preparation for professional practice. Prerequisite: FCS 1000, FCS 2000, FCS 3000 **each with a grade of C or better** and completion of 75 hours.

Attachment A

REVISION TO THE CURRENT CLASS ATTENDANCE POLICY

IGP Number: 43

*(See also the class attendance policy on pages 19-20 of the current Undergraduate Catalog.)*CLASS ATTENDANCE

Students are expected to attend class meetings as scheduled. When an absence does occur, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence.

Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, participation in an official University activity, or participation in volunteer emergency work); and such absences will not militate against students in classes in which attendance is used directly in determining final grades. It is the student's responsibility to initiate plans for make-up work and to complete it promptly. If in the instructor's judgment the duration or number of absences renders make-up unfeasible, the instructor may contact the Vice President for Student Affairs and the Department Chairperson to determine an appropriate action.

Except for the above stipulations, each instructor sets his or her own policy with respect to class attendance and make-up work; and excuses for absences are handled between the instructor and the student. At the beginning of each grading period, the instructor shall announce, in writing, his or her policy regarding absence, make-up and late work. Instructors planning to use attendance directly in determining final grades must have written department approval and must indicate this intention and the reason, in writing, on the first day of class.

~~If the instructor believes verification of an illness treated by the University Health Service is warranted, the instructor must ask the student to sign a release at the Health Service so that the instructor can call for verification.~~ **A student whose instructor requests verification of an illness treated by the University Health Service may request a copy of his or her medical records to share with the faculty member.** If a student establishes a record or pattern of absences of concern to the instructor, the instructor may ask of the Vice President for Student Affairs that inquiries concerning the absences be made. The Vice President for Student Affairs also serves as the University contact person when catastrophic events result in extended student absences.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by a faculty member regarding that instructor's absence policy shall have the right to appeal through the department Chairperson, or in the event the instructor is the Chairperson, through the appropriate Dean.

Approved:

President

June 27, 2007

Fall 2009

Monitor: Vice President for Academic Affairs