

4-30-2009

April 30, 2009

Council on Academic Affairs

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**Agenda for the April 30, 2009 CAA Meeting**

**Items approved:** 09-40R, CMN 2920, Introduction to Public Relations (New Course)  
09-41, Communication Studies: Public Relation Option (Revised Option)  
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)  
09-53, CAA Bylaws (Revised Bylaws)

**Items Pending:** 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing  
09-54, ENG 4400, Independent Study (New Course)  
09-55, Revisions to ENG 3604 and the B.A. in English  
09-56, RLS 3900, Special Topics in Religious Studies (New Course)  
09-57, Religious Studies Interdisciplinary Minor (New Interdisciplinary Minor)  
09-58, Philosophy (Revised Program)  
09-59, Revisions to the Professor Laureate Criteria and Nomination Process Guidelines  
Report and Recommendations of the Senior Seminar Ad Hoc Committee

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**Council on Academic Affairs**

**Minutes**

*April 30, 2009*

The April 30, 2009 meeting of the Council on Academic Affairs was held at 2:07 p.m. in Room 4440, Booth Library.

**Members Present:** Dr. Bower, Dr. Campbell, Ms. Dilworth, Ms. Green, Dr. Hyder, Dr. Reid, Dr. Sterling, and Dr. White.

**Members Absent:** Ms. Adeniyi, Ms. Alexander, Dr. Hendrickson, and Dr. Lucas.

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

**Guests Present:** Dr. Borzi, Communication Studies; Ms. Coonce, Family & Consumer Sciences; Ms. Crone, Kinesiology & Sports Studies; Dr. Gill, Communication Studies; Dr. Guccione, School of Technology; Associate Dean Lynch, College of Arts & Humanities; Dr. McDonald, School of Technology; Ms. Miller, College of Arts & Humanities; Ms. Newby, Office of the Registrar; Dr. Painter, Family & Consumer Sciences; Dr. Tidwell, Journalism; and Dr. Woodley, School of Technology.

**I. Approval of the April 23, 2009 CAA Meeting Minutes.**

The minutes of April 23, 2009 were approved as written.

**II. Communications:**

**a. College Curriculum Committee Minutes:**

1. Revised minutes from the April 17, 2009 College of Arts & Humanities Curriculum Committee meeting.
2. Minutes from the April 22, 2009 College of Arts & Humanities Curriculum Committee meeting.

**b. Executive Action Requests:**

1. April 24, 2009 email from Associate Dean Lynch, College of Arts & Humanities, requesting executive action to add prerequisites to CMN 3500 and CMN 3960, and revise the prerequisites for CMN 4920. *The executive action request was contingent on the approval of CMN 2920 course proposal (agenda item 09-40R) which was approved later in the meeting (See page 3.)*
2. April 24, 2009 email from Dean Hanner, College of Sciences, requesting executive action to revise the prerequisites for CHM 3455, 3910, 4400, 4750, 4800, 4900, 4915, and change the course title & prerequisites for CHM 4860.

**c. Other:**

1. April 1, 2009 document from Dr. Les Hyder regarding the academic calendar and the possible creation of an academic calendar taskforce.  
*Dr. Bower explained that currently there is a formula that is used by the Registrar to put together the calendar. The Registrar first submits the calendar to the Faculty Senate for approval and then it*

goes to Provost Lord. Dr. Bower indicated she contacted Dr. John Pommier, Chair of Faculty Senate, regarding Dr. Hyder's document and he suggested Provost Lord be responsible for forming an academic calendar taskforce. She indicated that Provost Lord was willing and agreed to initiate the taskforce.

Dr. Hyder clarified that the proposal wasn't from him, rather it had been created with consultation from others and he had hoped it would serve as a catalyst to initiate a review of the calendar. He explained that he had been on the last committee that reviewed the calendar.

2. April 20, 2009 email from Dr. Jeffrey Stowell regarding the February 20, 2009 ATAC meeting minutes and reports.  
*Dr. Stowell arrived after the council got to this communication. Therefore, the item was held until later in the meeting (See page 5) at which time Dr. Stowell gave a report.*
3. April 22, 2009 email from Associate Godson Obia, College of Sciences, requesting that the BIO 1001G course proposal (agenda item 09-45) be withdrawn from the CAA agenda.

**d. Communications regarding agenda item 09-40, CMN 2920 (New Course):**

1. April 20, 2009 memorandum from Dr. James Tidwell, Chair of Journalism
2. April 24, 2009 memorandum from Dr. Mark Borzi, Chair of Communication Studies.

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

1. 09-54, ENG 4400, Independent Study (New Course)
2. 09-55, Revisions to ENG 3604 and the B.A. in English
3. 09-56, RLS 3900, Special Topics in Religious Studies (New Course)
4. 09-57, Religious Studies Interdisciplinary Minor (New Interdisciplinary Minor)
5. 09-58, Philosophy (Revised Program)
6. 09-59, Revisions to the Professor Laureate Criteria and Nomination Process Guidelines

Dr. Sterling moved and Ms. Green seconded the motion to add these items to the agenda.

The council will hold a meeting next week to act upon these items. That meeting will be held Wednesday, May 6 at 2:45 p.m. in Room 4440, Booth Library.

**IV. Items Acted Upon:**

**1. 09-49, FCS 3810, Child Care Issues (Revised Course)**

Dr. Painter and Dr. Coonce presented the proposal and answered questions of the council.

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

The proposal was approved, effective Fall 2009. The approval of this proposal allows the department to have technology-delivered sections of this course.

**3810 FCS. Child Care Issues. (1-0- 1) On Demand.** Introductory exploration of the need for child care, emotional reactions to child care, developmental perspectives in child care, what to look for in a provider, agencies and programs to assist with child care, and facts about abuse and neglect in child care settings. Prerequisites: Admission to Bachelors of Arts in General Studies, Option in Childcare Education (ABC program) or permission of instructor.

**2. 09-50, FCS 4240, Child Advocacy (Revised Course)**

Dr. Painter and Dr. Coonce presented the proposal. There were no questions.

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

The proposal was approved, effective Fall 2009. The approval of this proposal allows the department to have technology-delivered sections of this course.

**4240 FCS. Child Advocacy. (1-0-1) On Demand.** Overview of the legislative process and public policy affecting young children aged birth to eight years with specific focus on how advocacy relates to the child care industry. Prerequisites: Admission to Bachelors of Arts in General Studies, Option in Childcare Education (ABC program) or permission of instructor.

**3. 09-51, FCS 4246, Curriculum for Child Care Homes/Centers (Revised Course)**

Dr. Painter and Dr. Coonce presented the proposal. There were no questions.

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

The proposal was approved, effective Fall 2009. The approval of this proposal allows the department to have technology-delivered sections of this course.

**4246 FCS. Curriculum for Child Care Homes/Centers. (3-0-3) On Demand. Curr for Child Care Home/Centers.** Examination of early childhood program curriculum models, including curriculum development, implementation, and evaluation appropriate for family child care homes and centers. Focus on the components of the early childhood program base, importance of determining or selecting a program base, and the use of the program base to develop a program rationale and the program goals. Prerequisites: Admission to Bachelors of Arts in General Studies, Option in Childcare Education (ABC program) or permission of instructor.

**4. 09-52, FCS 4680, Family Systems and Their Impact on Child Care (Revised Course)**

Dr. Painter and Dr. Coonce presented the proposal. There were no questions.

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

The proposal was approved, effective Fall 2009. The approval of this proposal allows the department to have technology-delivered sections of this course.

**4680 FCS. Family Systems and Their Impact on Child Care. (3-0-3) On Demand. Family Systems in Child Care.** Overview of the diversity of family systems and their impact on the child care industry. Specific focus on the traditional and non-traditional family systems and their influence on the young child, the fundamental relationships within which children live, how those relationships impact the caregiving environment, and ways in which to develop positive interactions between families and caregivers while identifying and utilizing community resources. Prerequisites: Admission to Bachelors of Arts in General Studies, Option in Childcare Education (ABC program) or permission of instructor.

**5. 09-40R, CMN 2920, Introduction to Public Relations (New Course)**

This agenda item was originally presented at the April 16, 2009 CAA meeting. At that meeting the council returned the item and requested the following:

1. Clarification of the course rationale in Part IV, 1, of the course proposal (agenda item 09-40)
2. Discussion between Journalism and Communication Studies regarding possible overlap of JOU 2920, JOU 3920, and CMN 3920.
3. Completion of Part IV, 3, of the course proposal (agenda item 09-40) explaining how CMN 2920 is similar to JOU 3920, and how it differs from CMN 3920.

After the meeting, Dr. Borzi submitted a revised course proposal incorporating the revisions requested by the council. In addition, he submitted a memorandum (**See Attachment A**) dated April 21, 2009 addressing each item listed above. Additionally, Dr. James Tidwell, Chair of Journalism, submitted a memorandum (**See Attachment B**) dated April 20, 2009 regarding the course proposal and indicating

that the Journalism Department was not opposed to it.

Today, Dr. Borzi presented the revised proposal, addressed both his and Dr. Tidwell's memorandums concerning the course proposal, and answered questions of the council. Dr. Tidwell also provided input. A statement in the course description was revised to read "Credit will not be given for both CMN 2920 and **CMN/JOU 3920.**"

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

Yes: Bower, Campbell, Green, Reid, Sterling, White.

No: Dilworth, Hyder.

The amended proposal was approved, effective Fall 2009.

**2920 CMN. Introduction to Public Relations. (3-0-3) F, S. Intro to Public Relations.** This course surveys the history, growth, and practice of the public relations field while addressing the major issues public practitioners face today. It is designed to provide students with the necessary background of the public relations field a practitioner needs to be successful in our program and in the job market. It addresses public relations' dominant paradigm and major approaches while illuminating important issues faced by the field and the industry. Credit will not be given for both CMN 2920 and CMN/JOU 3920.

**6. 09-41, Communication Studies: Public Relation Option (Revised Option)**

Dr. Borzi presented the proposal and answered questions of the council.

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

Yes: Bower, Campbell, Dilworth, Green, Reid, Sterling, White.

No: Hyder.

The proposal (**See Attachment C**) was approved, effective Fall 2009.

**7. 09-46, INT 1323, Computers for Applied Engineering and Technology (New Course)**

Dr. McDonald, Dr. Guccione, and Dr. Woodley 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 Fall 2009, *pending course fee approval.*

**1323 INT. Computers for Applied Engineering and Technology. (2-2-3) F, S. Computers for App Engr/Tech.** An introduction to the use of computers in technological environments. Students will learn computer hardware systems and software applications used by industry, commercial operations, production and related types of organizations.

**8. 09-47, Industrial Technology (Revised Program)**

Dr. McDonald, Dr. Guccione, and Dr. Woodley presented the proposal and answered questions of the council. Dr. McDonald noted a typo on the proposal – the course number INT 1413 was incorrectly typed as INT 1414.

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

The proposal (**See Attachment D**), with revisions, was approved, effective Fall 2009.

**9. 09-48, Request to change the program name for “Industrial Technology” to “Applied Engineering and Technology” and the course prefix from “INT” to “AET.”**

Dr. McDonald, Dr. Guccione, and Dr. Woodley presented the proposal and answered questions of the council.

Dr. Reid moved and Dr. Campbell seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2010.

The program name will change:

From: Industrial Technology

To: Applied Engineering and Technology

The course prefix will change:

From: INT

To: AET

The degree title in the Undergraduate Catalog will change:

From: B.S. in Industrial Technology

To: B.S. in Applied Engineering and Technology

The agenda order was revised.

**V. Communication:**

1. April 20, 2009 email from Dr. Jeffrey Stowell regarding the February 20, 2009 ATAC meeting minutes and reports.

*The council returned to the Dr. Jeffrey Stowell’s communication that was held earlier in the meeting (See page 2.) Dr. Stowell gave a report on ATAC and answered questions of the council.*

**VI. Item Acted Upon:**

**1. 09-53, CAA Bylaws (Revised Bylaws)**

Dr. Bower presented the proposal and answered questions of the council. The council requested revisions to Article III, 1, 2, and 3, and to Article VII, 4, d, 3. In addition, the council discussed whether to reduce the CAA student membership from three student members to two students. No action was taken on it. Rather, the council would like student input before proceeding with that change.

Dr. Reid moved and Ms. Green seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment E**), with revisions, was approved, effective immediately, *pending approval by President Perry.*

Ms. Dilworth left the meeting at 3:25 p.m. As a result, the council lost its quorum.

**VII. Committee Reports:**

1. Report and Recommendations of the Senior Seminar Ad Hoc Committee.

*Dr. Bower explained that this item will be held until the academic deans can provide input and will be addressed during the fall semester.*

*Next, Dr. Hyder said the Senior Seminar Ad Hoc Committee did a thorough and good job at addressing the issues, looking at a lot of data, and updating that data. Also, he noted that he did find some mechanical problems that probably need to be cleared up and he presumed the Council would deal with that next year. He expressed unhappiness that the report had been held by the CAA Executive Committee for a few weeks before including it on the CAA agenda.*

**VIII. Criteria for Cultural Diversity Courses**

1. At last week's meeting, the council accepted the Supplemental Report from the Ad Hoc Committee on Cultural Diversity. At that time, Dr. Bower indicated that the CAA Executive Committee felt that the guidelines were a little difficult to understand and asked the council to revisit the item at today's meeting to discuss whether to revise the criteria. After that meeting, the CAA Executive Committee met and included suggested revisions to the cultural diversity definition on this week's meeting agenda.

Since there wasn't a quorum, Dr. Bower requested that the council members look over the report from the ad hoc committee and the suggested revisions to the cultural diversity definition from the CAA Executive Committee. If anyone has suggestions, send them to Dr. Bower. The item will be included on next week's meeting agenda.

**IX. 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 Wednesday, May 6, 2009.

The meeting adjourned at 3:30 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 6, 2009  
Conference Room 4440 – Booth Library @ 2:45 p.m.

**Agenda:**

1. 09-54, ENG 4400, Independent Study (New Course)
2. 09-55, Revisions to ENG 3604 and the B.A. in English
3. 09-56, RLS 3900, Special Topics in Religious Studies (New Course)
4. 09-57, Religious Studies Interdisciplinary Minor (New Interdisciplinary Minor)
5. 09-58, Philosophy (Revised Program)
6. 09-59, Revisions to the Professor Laureate Criteria and Nomination Process Guidelines

**Approved 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.

#### Pending Executive Actions:

##### CAH

##### Effective Spring 2010

1. Add prerequisites to CMN 3500.

**3500 CMN Electronic Media Relations. (2-2-3) On Demand.** An exploration of the electronic media tools used by public relations professionals and communication strategies employed to establish credible relationships with the press. **Prerequisite: CMN 2920 or permission of instructor.**

2. Add prerequisites to CMN 3960.

**3960 CMN Advocacy and Message and Design. (3-0-3) On Demand.** This course is intended to introduce students to advocacy and message design. It is an applied course designed to develop essential writing skills for a career in advertising, corporate communication, public relations or other areas in communication. **Prerequisite: CMN 2920 or permission of instructor.** WI

3. Revise the prerequisites for CMN 4920.

**4920 CMN Case Studies in Public Relations Problems. (3-0-3) On Demand.** Public relations case problems in industry, business, labor, education, government, social welfare and trade associations; the application of public relations techniques. Prerequisites: Completion of CMN 2010, 2020, 2030, 2040 with a grade of "C" or better, and CMN ~~4919~~ **3960** or permission of instructor. Credit will not be given for both CMN 4920 and JOU 4920.

##### COS

##### Effective Spring 2010

1. Revise the prerequisites for CHM 3455.

**3455 CHM Biochemistry Laboratory. (0-6-2) S.** Introduction to experimentation with biochemical systems, processes, and compounds including protein purification, enzyme kinetics, and recombinant DNA techniques. Prerequisites: ~~CHM 2730 and 3450.~~ **CHM 2730 and CHM 3450 (or CHM 3300 if a Chemistry major) or instructor permission.**

2. Change the prerequisites for CHM 4400.

**4400 CHM Undergraduate Research. (Arr.-Arr.-1-6)** Laboratory or theoretical research in which the student works under the supervision of a faculty member. A written report is required. Prerequisites: ~~cumulative GPA of at least 2.50; permission of the instructor and department chairperson. Prerequisite or co-requisite: CHM 3500; May be repeated for credit.~~ **Cumulative GPA of at least 2.50 (2.00 for chemistry majors with senior standing); permission of the instructor and department chairperson; CHM 3500 or concurrent enrollment therein. May be repeated for credit. Maximum of 3 semester hours may be used toward chemistry major requirements.**



3. Modify the prerequisites for CHM 4915.

**4915 CHM Advanced Laboratory. (1-6-3) S.** An interdisciplinary laboratory course featuring experiments in inorganic, organic, and organometallic chemistry. Experiments will emphasize advanced techniques of chemical research, including the synthesis and characterization of important classes of inorganic, organic, and organometallic compounds. Prerequisites: ~~CHM 2845, 3780, 3915, and 4900.~~ **CHM 2840, 2845, 3780, and 4900. Prior completion of CHM 3915 recommended.** WI

## COS

### Effective Fall 2010

1. Update the prerequisites for CHM 3910.

**3910 CHM Chemical Thermodynamics and Kinetics. (3-0-3) F.** A study of the principles governing chemical change, including thermodynamics and kinetics. Prerequisites: ~~CHM 2730 (or concurrent enrollment therein); MAT 2442; PHY 1361 and 1362.~~ **Prior completion of or concurrent enrollment in CHM 2730, MAT 2442, PHY 1361 and 1362. Note: Prior completion of requisite MAT and PHY courses strongly recommended.**

2. Revise the prerequisites for CHM 4750.

**4750 CHM Environmental Chemistry. (3-0-3) On Demand.** The chemistry of environmental processes and chemical contaminants in the hydrosphere, atmosphere, and biosphere; the impact of energy generation on the global environment; the toxicology of specific chemical compounds. Prerequisites: ~~CHM 2730; CHM 3910 or permission of the instructor. CHM 3450 recommended.~~ **CHM 2730; CHM 2430 or CHM 2840.**

3. Amend the prerequisites for CHM 4800.

**4800 CHM Selected Topics in Chemistry. (Arr.-Arr.-1-3) On Demand.** A course in a selected area of chemistry. May be repeated for credit if a different topic is taught. Prerequisite: ~~CHM 3910 or permission of the instructor.~~ **Variable depending on topic.**

4. Change the course title and prerequisites for CHM 4860.

**4860 CHM Advanced Biochemistry III. (3-0-3) F.** Topics may include protein structure and function, enzyme mechanisms, transcription, DNA replication, regulation of DNA expression, and cellular signaling pathways. Prerequisite: ~~CHM 3460.~~ **CHM 3460 or 3450 with instructor permission.**

5. Revise the prerequisites for CHM 4900.

**4900 CHM Inorganic Chemistry II. (3-0-3) F.** Bonding, structures, and reactivity of inorganic, organometallic, and bioinorganic compounds. Prerequisites: ~~CHM 2310, 3910, and 3920.~~ **CHM 2310 with a grade of C or better; CHM 3910 (or concurrent enrollment therein).**

**Attachment A**

# Memorandum

## Department of Communication Studies

Mark Borzi \* Phone: 581.2016 \* mgborzi@eiu.edu \* Fax: 581.5718

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TO: Kathleen Bower  
Chair, CAA

From: Mark Borzi  
Chair

DATE: April 21, 2009

RE: CAA motion related to item 09-40

The motion related to item 09-40 asked the department to address three items.

1. Clarification of the course rationale in Part IV, 1, of the course proposal (agenda item 09-40)

*The course rationale was revised and now includes references to multiple sources that support the proposed changes. As a side note, Tim Coombs, a faculty member in Communication Studies was a member of the commission that developed these recommendations.*

2. Discussion between Journalism and Communication Studies regarding possible overlap of JOU 2920, JOU 3920, and CMN 3920.

*Discussions as requested have occurred between Journalism and Communication Studies. You should receive an email from James Tidwell, Chair of Journalism, indicating support for the proposal. Further explanations of the differences between CMN 2920, JOU 3920 and CMN 3920 are included as part of the attached revised course proposal and the explanation included below.*

*The inclusion of the language "credit will not be given for CMN 2920 and JOU 3920" is included in the spirit of university citizenship since Journalism requested such an exclusion. Including this language is not an acceptance by Communication Studies that the courses are similar. The Department of Communication Studies' view is that CMN 2920 and CMN/JOU 3920 are different courses.*

*The question of the relationship between CMN 3920 and JOU 3920 is more open to consideration as explained below. The department is willing to again cross-list CMN 3920 and JOU 3920.*

3. Completion of Part IV, 3, of the course proposal (agenda item 09-40) explaining how CMN 2920 is similar to JOURNALISM 3920, and how it differs from CMN 3920.

*An explanation of the differences are now a part of the revised course proposal.*

As part of a motion related to CAA item 09-40, the department was asked to clarify the relationship between CMN3920 and JOURNALISM 3920. Since this request is not related to the CMN 2920 proposal, I have separated my response from that course proposal.

In order to understand the issues associated with this course, some history is important. In 2002, after lengthy discussions a decision was made to allow the two departments to move forward with public relations programs as long as the two continued to maintain a different focus or emphasis. As a result of this decision, Journalism developed a Concentration in Public Relations and Communication Studies developed an Option in Public Relations.

As part of this process, Communication Studies removed the cross listing of classes (CAA executive actions 2/13/2003) and revised the option in Public Relations (03-22). Another marker of this independence of development occurred in 2007 when Journalism further revised its curriculum. As part of the revision it created JOURNALISM 2950 with the prerequisite limiting the course to Journalism majors and minors (CAA 07-65). Thus, it eliminated Communication Studies majors from taking public relations courses in Journalism as JOURNALISM 2950 is a prerequisite for these courses. The revisions also added JOURNALISM 3920 which was described by the chair of Journalism as the “first course in the concentration” based upon the advice from an accrediting visit.

There is certainly precedent for independent development of similar programs and courses in the University. Perhaps the most visible of this situation is the Organizational and Professional Development (the old Career and Organizational Studies) and the School of Business. There are however, multiple programs that have overlapping courses including Art, Journalism, and Industrial Technology; Recreation, Health studies, and Kinesiology and Sports Studies; Geology and Biological Sciences; Geology, Political Science and Economics.

The uncross-listing of CMN 3920 and JOURNALISM 3920 was the result of the decision to allow the two programs to develop. For six years the courses have been independently taught. It was not until this past week, in reviewing the two courses that the departments realized that the two were taught in a similar fashion. The use of the term “introductory course” on the part of Journalism did not imply a difference in audience or focus but simply the first in a sequence. The impression that Communication Studies had about JOURNALISM 3920 was that it was to be oriented toward practitioners as a first course.

Therefore, the Department of Communication Studies is more than willing to move forward with an executive action to again cross-list the classes. This proposal has been discussed with the chairs of both Journalism and Communication Studies and with the Dean of Arts and Humanities. All are amenable to this course of action.

**Attachment B**

To: Kathleen Bowyer  
Chair, Council on Academic Affairs

From: James Tidwell  
Chair, Department of Journalism

Subject: CMN 2920 Proposal

Date: April 20, 2009

Please be advised that the Journalism Department is not opposed to the Communication Studies Department's new course proposal—CMN 2920: Introduction to Public Relations. Since the course is designed for future PR practitioners, we concur with Comm. Studies' position that the audience and focus of the course distinguishes it from CMN 3920 and JOU 3920. The 3920 courses focus on the impact of public relations on individuals and on society; their audience is made up primarily of students who are not planning for careers in public relations.

The Journalism Department has concluded that JOU 3920 can serve as both an introduction to the PR profession for those interested in a career in PR as well as a survey of the societal impact of public relations. However, Communication Studies' decision to split the audience and focus into two different courses certainly has merit, and we have no objection to that approach.

However, because there are a number of similarities, we would ask that the following be added to the course description: "Credit will not be given for both CMN 2920 and CMN/JOU 3920."

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**Attachment C****B.A. in Communication Studies: Public Relations Option**

The field of public relations demands a variety of skills in all forms of communication, analysis, critical thinking and technology from its professional practitioners. Professionals must be responsive in a complex and diverse organizational environment to multiple and often competing demands. The public relations option prepares students to function effectively in this dynamic environment. Program emphasis is in preparing students for corporate, agency, nonprofit and other public relations positions.

Total Semester Hours: 45

**Department Core**

Total Semester Hours: 12

CMN 2010 - Introduction to Communication Theories. Credits: 3

CMN 2020 - Communication Research. Credits: 3

CMN 2030 - Applied Communication. Credits: 3

CMN 2040 - Argumentation and Critical Thinking. Credits: 3

**Option Core**

Total Semester Hours: 21

CMN 2520 - Introduction to Mass Communication. Credits: 3

CMN 2650 - Introduction to Organizational Communication. Credits: 3

**CMN 2920 – Introduction to Public Relations. Credits: 3**

CMN 3100 - Persuasion. Credits: 3

CMN 3500 - Electronic Media Relations. Credits: 3

CMN 3960 - Advocacy and Message and Design. Credits: 3

~~CMN 4919 - Public Relations Techniques. Credits: 3~~

CMN 4920 - Case Studies in Public Relations Problems. Credits: 3

**Electives**

Total Semester Hours: 12

Selected in consultation with an advisor.

**Attachment D****B.S. in Industrial Technology**

The Industrial Technology program provides a broad education that emphasizes the study of materials, processes, and management. The program is designed to prepare technical or technical management-oriented professionals for employment in business, industry, and government. Individuals interested in working with people, materials, and processes will find Industrial Technology provides an excellent foundation for a challenging career. \*\*

**Summary of Industrial Technology Program Requirements**

5 courses in Introduction to Technological Studies.....	15 hrs
3 courses in Technical Development.....	9 hrs
4 courses in Professional Development.....	12 hrs
1 course in Economics.....	3 hrs
2 courses in Mathematics/Statistics.....	6 - 9 hrs
3 - 4 courses in Physical Sciences.....	8 hrs
<b>Total Core Hours.....</b>	<b>53 - 56 hrs</b>
15 Concentration Hours.....	15 hrs
<b>Total Major Hours.....</b>	<b>68 - 71 hrs</b>

**Major**

Industrial Technology comprises the following courses, as well as 15 hours of course work from one of the concentrations listed below.

BUS 3010 – Management and Organizational Behavior. Credits: 3  
 CHM 1310G – General Chemistry I. Credits: 3  
 CHM 1315G – General Chemistry Laboratory I. Credits: 1  
 ENG 3005 – Technical Communication. Credits: 3  
 HST 3350 – Industrial Safety. Credits: 2  
 INT 1263 – Materials Technology. Credits: 3  
 INT 1413 – Technological Systems. Credits: 3  
 INT 2043 – Computer Aided Engineering Drawing. Credits: 3  
 INT 2324 – Electronic Control Systems. Credits: 3  
 INT 3703 – Machine Design. Credits: 3  
 INT 4002 – Materials Testing. Credits: 3  
 INT 4843 – Statistical Quality Assurance. Credits: 3  
 INT 4943 – Manufacturing Management. Credits: 3

**One of the following:**

ECN 2800G – Economics of Social Issues. Credits: 3  
 ECN 2801G – Principles of Macroeconomics. Credits: 3

**One of the following:**

BUS 1950 – Computer Concepts and Applications for Business. Credits: 3  
 MAT 2170 – Computer Science I. Credits: 4  
 MIS 2000 – Information Systems Careers and Logic Skills. Credits: 3

**Mathematics:****Either**

MAT 1340 – Analytic Geometry. Credits: 3  
 MAT 2110G – Brief Calculus with Applications. Credits: 3

**Or**

MAT 1441G – Calculus and Analytic Geometry I. Credits: 5

**Physics:****Either**

PHY 1151G – Principles of Physics I. Credits: 3  
 PHY 1152G – Principles of Physics I Laboratory. Credits: 1

~~PHY 1161 – Principles of Physics II. Credits: 3~~

~~PHY 1162 – Principles of Physics II Laboratory. Credits: 1~~

**Or**

~~PHY 1351G – General Physics I. Credits: 3~~

~~PHY 1352G – General Physics I Laboratory. Credits: 1~~

~~PHY 1361 – General Physics II. Credits: 3~~

~~PHY 1362 – General Physics II Laboratory. Credits: 1~~

### **Introduction to Technological Studies (15 hrs)**

- INT 1263 – Materials Technology. Credits: 3
- INT 1323 – Computers for Applied Engineering and Technology. Credits: 3
- INT 1413 – Technological Systems. Credits: 3
- INT 2324 – Electronic Control Systems. Credits: 3
- INT 3703 – Machine Design. Credits: 3

### **Technical Development (9 hrs outside of declared concentration)**

- INT 1363 – Graphic Communication Technologies. Credits: 3
- INT 2043 – Computer-Aided Engineering Drawing. Credits: 3
- INT 2253 – Construction Equipment and Materials. Credits: 3
- INT 2523 – Introduction to Routing and Switching. Credits: 3
- INT 3103 – Robots and Control Systems. Credits: 3
- INT 3113, Manufacturing Machine Processes. Credits: 3
- INT 4002 – Materials Testing. Credits: 3
- INT 4853 – Polymers and Composites. Credits: 3

### **Professional Development (12 hrs)**

- BUS 3010 – Management and Organizational Behavior. Credits: 3
- INT 4823 – Facility Security. Credits: 3
- INT 4843 – Statistical Quality Assurance. Credits: 3
- INT 4943 – Manufacturing Management. Credits: 3

### **One of the following:**

- ECN 2800G - Economics of Social Issues. Credits: 3
- ECN 2801G - Principles of Macroeconomics. Credits: 3

### **Mathematics:**

- MAT 2120G – Finite Mathematics. Credits: 3

**Or**

- MAT 1441G - Calculus and Analytic Geometry I. Credits: 5

### **And**

- BUS 2810 – Business Statistics I. Credits: 3

**Or**

- MAT 2250G – Elementary Statistics. Credits: 4

### **Physical Sciences – Students need eight hours from the courses listed below:**

- CHM 1040G – World of Chemistry. Credits: 4
- CHM 1310G – General Chemistry I. Credits: 3
- CHM 1315G – General Chemistry I Lab. Credits: 1
- PHY 1052G – Adventures in Physics. Credits: 3
- PHY 1053G – Adventures in Physics Lab. Credits: 1
- PHY 1151G – Principles of Physics I. Credits: 3
- PHY 1152G – Principle of Physics I Lab. Credits: 1
- PHY 1161G – Principles of Physics II. Credits: 3
- PHY 1162G – Principles of Physics II Lab. Credits: 1
- PHY 1351G – General Physics I. Credits: 3

- PHY 1352G – General Physics I Lab. Credits: 1
- PHY 1361G – General Physics II. Credits: 3
- PHY 1362G – General Physics II Lab. Credits: 1

### INT Electives

Students must select 9 semester hours from any INT courses, other than the required INT core courses, INT Senior Seminar courses, and INT General Education courses. Courses from outside the major or transfer courses that support technical management may be considered as INT electives, upon departmental approval to meet the required 9 semester hours. Courses will not double count for concentration and to meet INT elective hours.

**And 15 hours of course work from one of the concentrations listed below:**

#### Automation and Control Technical Concentration

A minimum of **15** hours of course work may include study in the areas of programmable logic controllers, robotics with human machine interfacing, automated control through sequentiation and regulation, automatic ID, computerized interfacing and data acquisition, and industrial-based routing and switching telecommunications.

**Automation and Control Technical Concentration students must take INT 3103 – Robots and Controls Systems (3 credits) plus 12 hours from the following courses:**

- INT 2523 - Routing and Switching Fundamentals. Credits: 3
- INT 3073 - Programmable Logic Controllers. Credits: 3
- ~~INT 3103 – Robots and Control Systems. Credits: 3~~
- INT 3153 - Advanced Routing and Switching. Credits: 3
- INT 4183 - Microcomputer Interfacing and Data Acquisition. Credits: 3
- INT 4274 - Automation and Control Systems. Credits: 4
- INT 4833 - Automatic Identification and Data Capture. Credits: 3

#### Construction Technical Concentration

A minimum of **15** semester hours of course work may include study in the areas of architectural drafting and blueprint reading, surveying, cost estimating, construction practices, construction materials, construction specifications, and business law. **Construction Technical Concentration students must take INT 2253 – Construction Equipment and Materials (3 credits) plus 12 hours from the following courses:**

- BUS 2750 - Legal and Social Environment of Business. Credits: 3
- ~~INT 2253 - Construction Equipment and Materials. Credits: 3~~
- INT 3213 - Surveying and Site Planning. Credits: 3
- INT 3223 - Architectural Drafting and Blueprint Reading. Credits: 3
- INT 3603 - Mechanical Systems in Residential and Commercial Buildings. Credits: 3
- INT 4223 - Construction Cost Estimating. Credits: 3
- INT 4243 - Construction Project Management. Credits: 3

#### Digital Printing, Imaging, and Web Technology Technical Concentration

A minimum of **15** semester hours of course work may include study in the areas of digital printing, imaging, and web technology. This concentration is designed to provide students with the knowledge and skills necessary to function in the printing and publishing industries, and in imaging and web technology careers. **Course work includes photography, digital printing, multimedia and web technology as listed below: Digital Printing, Imaging, and Web Technology Technical Concentration students must take INT 1363 – Graphic Communication Technologies (3 credits) plus 12 hours from the following courses:**

- ~~INT 1363 - Graphic Communication Technologies. Credits: 3\*~~
- INT 2123 - Digital Photography and Imaging. Credits: 3
- INT 3343 - Digital Media Technologies. Credits: 3\*
- INT 4123 - Advanced Digital Capture for WEB and Print Publishing. Credits: 3
- INT 4353 - Print and Digital Media Production. Credits: 3\*
- INT 4813 - Advanced Digital Media Technologies. Credits: 3\*



INT 4863 - Packaging Design, Specialty Inks, and Coatings. Credits: 3

INT 4953 - Color Management Applications: Print, Textiles, Web, and other Substrates. Credits: 3

**Note:**

\* These courses can be used for the Advertising Interdisciplinary Minor. INT 1363 and INT 3343 are required courses for the Advertising Minor.

**Production Technical Concentration**

A minimum of **15** semester hours of course work may include study in the areas of metrology, drafting and design, CAD, CNC, metallurgy, casting, machining technology, fabrication, material handling, robotics, and automation. The concentration must include a minimum of six hours of course work related to industrial processes. **Production Technical Concentration students must take INT 3113 - Manufacturing Machine Processes\* (3 credits) plus 12 hours from the following courses:**

INT 3012 - Metrology and Inspection Procedures. Credits: 2

INT 3063 - 3-D Modeling. Credits: 3

INT 3103 - Robots and Control Systems. Credits: 3

~~INT 3113 - Manufacturing Machine Processes. Credits: 3\*~~

INT 3143 - Manufacturing Fabrication Processes. Credits: 3\*

INT 3203 - Computer Numerical Control Programming. Credits: 3\*

INT 4023 - Manufacturing Automation. Credits: 3

INT 4274 - Automation and Control Systems. Credits: 4

INT 4602 - Physical Metallurgy. Credits: 3\*

INT 4673 - Work Measurement and Method Design. Credits: 3

INT 4803 - Plant Layout and Material Handling. Credits: 3

INT 4853 - Polymers and Composites. Credits: 3\*

**\*Industrial processes course.**

**General Concentration**

A minimum of **15** semester hours of course work from any **two** of the above concentrations. A maximum of six (6) of the required fifteen (15) hours may be met with Technical Development courses within the two concentrations. Cross-listed courses will not be counted twice.

**Footnotes:**

Depending on Foreign Language and Math Placement, additional electives may be needed to meet 120 semester hours.

General Education selections must meet cultural diversity and electronic writing portfolio requirements.

~~\*Industrial processes course.~~

(Major GPA based on all Industrial Technology courses taken at EIU.)

**\*\* Of the 120 semester hours required to complete the degree, at least 42 semester hours of courses from EIU must be included.**

**Attachment E****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 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. One member (with voting privileges) from the Academic Advising Center selected by the Center's staff representing the Campus Advising Network **for a three-year term.**

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 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. If there is no qualifying replacement, a special election must be held.~~ **If a replacement is required among the elected faculty members of the Council, the alternate shall be chosen according to Faculty Senate procedures.**
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.~~ **If a replacement is required among the student members of the Council, the alternate shall be chosen according to Student Senate procedures.**
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.~~ **If a replacement is required from the Academic Advising Center, the alternate shall be chosen according to Academic Advising Center procedures.**
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). Except in matters which can be settled by common consent, the Council shall record all its votes either by electronic ballot or by roll call ballot.
    - (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 his or her 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). Proposals submitted to the Council regarding changes in undergraduate general education and university graduation requirements must have university-wide public discussion by faculty and administration before consideration by the Council. This requires, at the minimum, discussion of such proposals before the college curriculum committees, faculty senate, student senate, and other appropriate administrative bodies before such proposals, along with the results of the discussion, are considered by the Council.**
- (4). 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).
  - (5). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
  - (6). 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.
  - (7). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
  - (8). 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.
  - (9). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
  - (10). 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.
  - (11). 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.

- (12). 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