

3-26-2009

March 26, 2009

Council on Academic Affairs

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**Agenda for the March 26, 2009 CAA Meeting**

**Items approved:** 09-16, Removal of Incomplete, X, and Deferred Credit Grades Prior to Certification for Graduation (Revisions to the Academic Standing – Grades Section of the Undergraduate Catalog)  
09-17, Degrees with Distinction for Post-Baccalaureate Students (Revision to the Degrees with Distinction Section of the Undergraduate Catalog)

**Items Pending:** 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion  
09-18, MUS 0054, Guitar (New Introductory Applied Study Course)  
09-19, MUS 1154, Guitar (New Intermediate Applied Study Course)  
09-20, MUS 3354, Guitar (New Advanced Applied Study Course)  
09-21, PLS 3253, International Criminal Law (New Course)  
09-22, Political Science (Revised Major)  
09-23, Political Science: International Studies Option (Revised Option)  
09-24, FCS 3233, Apparel and Textiles Merchandise Budgeting (Revised Course)  
09-25, FCS 3740, Professional Hospitality Meeting Management (New Course)  
09-26, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Concentrations)  
09-27, B.S.B. in Business Administration (Revised Program)  
09-28, Career & Organizational Studies (Revised Program)  
09-29, Request to change the program name for “Career & Organizational Studies” to “Organizational and Professional Development” and the course prefix from “COS” to “OPD.”  
09-30, RN to BS in Nursing Program (Revised Major)  
Charge to the Ad Hoc Committee on Cultural Diversity to propose guidelines for cultural diversity designated courses  
Professor Laureate Committee (Ongoing)  
Senior Seminar Review Committee, reconstituted 1/22/09 (Ongoing)

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**Council on Academic Affairs**

**Minutes**

*March 26, 2009*

The March 26, 2009 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Room 4440, Booth Library.

**Members Present:** Ms. Adeniyi, Ms. Alexander, Dr. Bower, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Dr. Lucas, Dr. Reid, Dr. Sterling, and Dr. White.

**Members Absent:** Dr. Campbell.

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

**Guests Present:** Ms. Harvey, Office of the Registrar; Ms. Betsy Miller, College of Arts & Humanities; Ms. Stack, Office of the Registrar; and Dr. Storm, Physics/Pre-Engineering.

**I. Approval of the March 12, 2009 CAA Meeting Minutes.**

The minutes of March 12, 2009 were approved as written.

**II. Communications:**

**a. College Curriculum Committee Minutes:**

1. Minutes from the March 9, 2009 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

**b. Executive Action Request:**

1. March 23, 2009 executive action request from Dr. Kathleen Bower, CAA Chair, to CAA and CGS regarding the procedure for all proposed new courses that will be technology delivered and existing courses, that are not technology delivered, with proposed new sections that are to be technology delivered. *Dr. Bower distributed copies of the executive action request explaining that she had made some minor revisions to it since the item was originally linked from the CAA agenda. In addition, she provided an explanation of the executive action request and answered questions of the council. Note: The executive action request was also submitted to CGS for its review and approval.*

**c. Other:**

1. March 23, 2009 email from Dr. Dianne Nelson, Nursing, requesting that the following agenda items be withdrawn from the CAA agenda:
  - 09-10, NUR 3403, Cultural Competence in Health Care (New Course)
  - 09-11, RN to BS in Nursing Program (Revised Major)

Note: A new proposal to revise the RN to BS in Nursing Major is included below under the list of “Items Added to the Agenda.”

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

1. 09-18, MUS 0054, Guitar (New Introductory Applied Study Course)
2. 09-19, MUS 1154, Guitar (New Intermediate Applied Study Course)
3. 09-20, MUS 3354, Guitar (New Advanced Applied Study Course)
4. 09-21, PLS 3253, International Criminal Law (New Course)
5. 09-22, Political Science (Revised Major)
6. 09-23, Political Science: International Studies Option (Revised Option)
7. 09-24, FCS 3233, Apparel and Textiles Merchandise Budgeting (Revised Course)
8. 09-25, FCS 3740, Professional Hospitality Meeting Management (New Course)
9. 09-26, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Concentrations)
10. 09-27, B.S.B. in Business Administration (Revised Program)
11. 09-28, Career & Organizational Studies (Revised Program)
12. 09-29, Request to change the program name for "Career & Organizational Studies" to "Organizational and Professional Development" and the course prefix from "COS" to "OPD."
13. 09-30, RN to BS in Nursing Program (Revised Major)

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

**IV. Items Acted Upon:**

1. **09-16, Removal of Incomplete, X, and Deferred Credit Grades Prior to Certification for Graduation (Revisions to the Academic Standing – Grades Section of the Undergraduate Catalog)**

Ms. Harvey presented the proposal and answered questions of the council. In addition, she noted a correction to one of the sentences under the heading "Grades of I, DC, and X" on the proposal. The corrected text is shown below.

**Grades of I, DC, and X**

Students may not be certified for graduation so long as a grade of I, DC or X remains on their academic record. Students also should be aware that changing an I, DC, or X to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors. If a Grade Correction Form is not submitted, then any "X" or "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Students also should be aware that changing an "I", "X" or "DC" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Dr. Hyder arrived at 2:10 p.m.

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

Yes:	Adeniyi, Bower, Dilworth, Green, Hendrickson, Hyder, Lucas, Reid, Sterling, White
No:	None
Abstain:	Alexander

The proposal (**See Attachment A**), with a revision, was approved, effective Spring 2009.

2. **09-17, Degrees with Distinction for Post-Baccalaureate Students (Revision to the Degrees with Distinction Section of the Undergraduate Catalog)**

Ms. Harvey presented the proposal. There were no questions.

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

The proposal (**See Attachment B**) was approved, effective Spring 2009.

**V. Program Review Presentation****1. B.S. in Engineering (Cooperative) Program Review Presentation**

Dr. Storm distributed a handout and gave an overview of the B.S. in Engineering (Cooperative) Program addressing questions listed on the document "Questions to Guide CAA's IBHE Program Review Discussion." In addition, he answered questions of the council.

**VI. Pending:**

1. 09-13, Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion
2. Charge to the Ad Hoc Committee on Cultural Diversity to propose guidelines for cultural diversity designated courses
3. Professor Laureate Committee (Ongoing)
4. Senior Seminar Review Committee, reconstituted 1/22/09 (Ongoing)

**VII. Other:**

1. Dr. Hyder reported on the Senior Seminar Review Subcommittee and indicated that the committee should have something for the council in the next week or two.
2. Dr. Sterling reported on the status of the Professor Laureate nominations. The deadline for individuals to submit nominations to the Professor Laureate Selection Committee is Friday, March 27, 2009.
3. Dr. Bower indicated that the Ad Hoc Committee on Cultural Diversity has been working on the guidelines for cultural diversity designated courses and should have something to the council in April.
4. Dr. Reid noted that the agenda item 09-13 (Proposal to Add a New Requirement for Graduation: Writing-Intensive and/or Writing Centered Course Completion) is still pending.

The next meeting will be held Thursday, April 2, 2009.

The meeting adjourned at 2:35 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 2, 2009

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

**Agenda:**

1. 09-18, MUS 0054, Guitar (New Introductory Applied Study Course)
2. 09-19, MUS 1154, Guitar (New Intermediate Applied Study Course)
3. 09-20, MUS 3354, Guitar (New Advanced Applied Study Course)
4. 09-21, PLS 3253, International Criminal Law (New Course)
5. 09-22, Political Science (Revised Major)
6. 09-23, Political Science: International Studies Option (Revised Option)
7. 09-24, FCS 3233, Apparel and Textiles Merchandise Budgeting (Revised Course)
8. 09-25, FCS 3740, Professional Hospitality Meeting Management (New Course)
9. 09-26, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Concentrations)
10. 09-27, B.S.B. in Business Administration (Revised Program)
11. 09-28, Career & Organizational Studies (Revised Program)
12. 09-29, Request to change the program name for "Career & Organizational Studies" to "Organizational and Professional Development" and the course prefix from "COS" to "OPD."
13. 09-30, RN to BS in Nursing Program (Revised Major)

**Approved Executive Actions:****CEPS****Effective Fall 2009**

1. Revise the course description for ELE 2321.

**2321 ELE Child Growth and Development. (3-1-3) F, S.** A study of characteristics of children from before birth to ~~the middle grades~~ **age eight**. Ways for teachers and other caregivers to respond to their needs and learning styles. Fifteen clock hours of clinical experience in preschool through primary level classrooms and child care centers. **ECE 912**

**COS****Effective Fall 2009**

1. Update the course description for ECN 2800G.

**2800G ECN Economics of Social Issues. (3-0-3)** ~~Uses the economic way of thinking to examine social issues. Illuminates fundamental economic features common to human conflicts across societies and across time. Examines institutional structures built by various societies to address fundamental economic problems.~~ **This is an applied economics course It analyzes current social issues using concepts, principles, and models from economic theory.** Not equivalent to ECN 2801G or ECN 2802G and may not be counted as part of the 36 semester-hour requirement for an economics major, ~~or nor~~ **or nor** the 21 semester-hour requirement for an economics minor, ~~or nor~~ **or nor** the Option in Economics with International Studies.

2. Modify the course description for ECN 3450.

**3450 ECN Game Theory. (3-0-3) S.** ~~Analysis~~ **The analysis** of strategic choice problems. Introduces solution techniques for sequential and simultaneous games, development of pure and random strategies, and the concept of equilibrium. Applications to economic, social, political, and biological sciences including coordination and collective action problems, voting strategies and coalitions, and evolutionarily stable strategies. Prerequisite: MAT 1271; may not be taken concurrently. ~~Restriction: Sophomore standing or above.~~

3. Revise the course description and prerequisites for ECN 3720.

**3720 ECN Sports Economics. (3-0-3) F.** ~~Applies~~ **The application of** the principles of economics to evaluate professional and amateur sports, focusing on issues such as league structure, team decision-making, labor relations, stadium financing, and the role of public policy. Prerequisites: ECN ~~2801G and 2802G.~~ ~~Restriction: Sophomore standing or above. Course may not be repeated.~~

4. Update the course description and prerequisites for ECN 3780.

**3780 ECN Industrial Organization. (3-0-3) S.** ~~Provides a~~ **A** survey of Industrial Organization, a branch of applied microeconomics which examines the causes and effects of different market structures on pricing and product choices. Students will analyze strategic economic interaction among consumers, firms, and government as it relates to subjects such as price discrimination, advertising, contracting, and anti-trust policy. Prerequisites: ~~ECN 2801G and ECN 2802G or permission of the department chairperson.~~ ~~Restriction: Sophomore standing or above. Course may not be repeated.~~

5. Modify the course description and prerequisite for ECN 3891.

**3891 ECN International Economics, Honors. (3-0-3) F.** ~~An exploration of the principles~~ **Principles** of foreign trade and finance; **foreign exchange markets**, balance of payments, **effects on GDP, trade theory**, tariffs, quotas, and commercial policies of major countries. Prerequisite: ECN 2802G ~~or ECN 2892G~~ and admission to the University Honors College.

6. Add a prerequisite to ECN 3970.

**3970 ECN Study Abroad. (Arr.-Arr.-1-15)** See STA 3970. May not be counted as part of the 21 semester-hours requirement for economics minor. **Prerequisite: approval of the department chairperson.**

7. Revise the course description for ECN 3971.

**3971 ECN Statistics Applied to Economics I. (3-0-3) F, S.** Measures of central tendency and dispersion, statistical distributions, regression, and hypothesis testing with applications to economics. Prerequisite: ECN 2802G or permission of the instructor. No credit toward graduation for a student with credit in **BUS 2810, MAT 3701, or another other equivalent introductory** statistics course.

8. Update the course description for ECN 4840.

**4840 ECN Money and Banking. (3-0-3) F, S.** ~~Money and banking in the modern economy; history and theory of monetary policy.~~ **A thorough examination of the financial system along with the instrumental role it plays in a modern economy. Emphasis is placed on the structure of the financial system by analyzing money, financial instruments, financial institutions, financial markets, and the functions of the Central Bank.** Prerequisite: ECN 2802G.

#### Pending Executive Actions:

CAA

Effective Immediately

##### Revised Procedure:

All new proposed courses to be technology delivered and all previously approved courses without technology delivery seeking to add sections that are technology delivered must submit to CGS or CAA a New/Revised Course Proposal Form including the three questions assuring student learning through technology-delivered format (Part II, 4, a, b, and c). These requests for approval for technology delivery are agenda items to be routed in the normal fashion through department curriculum committees, college curriculum committees, etc. Any instructors of technology delivered courses/sections must submit proof of having completed the EIU Online Learning Modules, the Online Course Development Institute (OCDI), or another documented and equivalent training activity before teaching the courses/sections for the first time.

## Attachment A

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### Academic Standing

#### Grades

The grades given in courses are as follows:

<u>Grade</u>	<u>Description</u>	<u>Value</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
NF	Failure--None-Attendance	0
CR	Credit	--
NC	No Credit	--
NNC	No Credit--Non-Attendance	--
AU	Audit	--
DC	Deferred Credit	--
I	Incomplete	--
W	Withdrew-- No Grade	--
X	No Grade Submitted	--

#### Grades of I, DC, and X

Students may not be certified for graduation so long as a grade of I, DC or X remains on their academic record. Students also should be aware that changing an I, DC, or X to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors. If a Grade Correction Form is not submitted, then any "X" or "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Students also should be aware that changing an "I", "X" or "DC" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

#### Deferred Credit

Students in undergraduate courses such as field-experience, independent study, thesis, or research requiring work of a continuing nature over several terms before the final project is completed may receive the grade of "DC" or "Deferred Credit." "Deferred Credit" designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor will file a "Grade Correction Form" with the Office of the Registrar and Enrollment Management no later than four days prior to the official close of the term published in the Class Schedule. If a Grade Correction Form is not submitted, then any "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Undergraduate students ~~admitted in or after Spring 2004~~ may not be certified for degree completion if any grades of "DC" remain on the transcript.

#### Policy on Incomplete Grades

##### Incomplete for Courses Earning Letter Grades

The grade "I" or "incomplete" for undergraduate courses in which letter grades are earned is given only by the course instructor when, because of documented illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- **Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" are required to submit the "Assignment of Incomplete/Alternate Grade Form" to the Office of the Registrar and Enrollment Management. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor fails to provide a default grade. The instructor also completes step 1 of the "Assignment of Incomplete/Alternate Grade Form" and provides a copy to the program chair.
- **Submission of a Completion Plan:** The instructor and student complete step 2 of the "Assignment of Incomplete/Alternate Grade Form" and develop a completion plan. Copies should be submitted to the program chair by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.

- **Decision on Completion of the Required Course Work:** Students receiving a grade of "I" should execute the completion plan by the last class day published in the class schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes step 3 of the "Assignment of Incomplete/Alternate Grade Form" and provides a copy to the program chair. If the work is successfully completed, the instructor also submits a "Grade Correction Form" to the Office of the Registrar and Enrollment Management no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with Internal Governing Policy 95, "Student Withdrawal for Military Service."



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**Attachment B****Degrees with Distinction**

To be eligible for a degree with distinction, a student must have completed at least 56 semester hours of course work at EIU, including at least 40 semester hours of graded courses (exclusive of work taken on the Credit/No Credit Option). The 56 semester hours at EIU and the 40 semester hours of graded courses may not be waived.

Eligible students who have a cumulative grade-point average of 3.90 to 4.00 are graduated **summa cum laude**; those with a cumulative grade-point average of 3.80 through 3.89 are graduated **magna cum laude**; and those with a cumulative grade-point average of 3.65 through 3.79 are graduated **cum laude**. Students who qualify for degrees with distinction wear an appropriate chevron as part of their academic attire at commencement and their names appear in the commencement program as being awarded Degrees with Distinction. All grades earned at EIU are counted in computing the cumulative GPA. Grades earned during the final grading period are not used for compiling the tentative list developed for commencement. Transcript notations of graduating **cum laude**, **magna cum laude**, and **summa cum laude** are based on the student's total cumulative grade-point average, including the final grading period.

**Post-Baccalaureate Students:** Post-baccalaureate students earning a second bachelor's degree are eligible to receive a degree with distinction based on their post-baccalaureate grade point average if they meet the criteria stated above. All undergraduate and post-baccalaureate hours taken at Eastern will be used to determine if the completed and graded hours requirements have been met. Students may not have distinction applied retroactively to any previous degrees earned at Eastern.

Note: The calculation of GPA for degrees with distinction will be based only on work taken at EIU.