

10-20-2005

October 20, 2005

Council on Academic Affairs

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Agenda for the October 20, 2005 CAA Meeting

- Items approved:** 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)
05-31, Minor (Catalog Revisions to the Definition of Terms and the Requirements for Minors)
05-32, STA 3960, Study Abroad: EIU Exchange Program (Revised Course)
05-33, STA 3961, Study Abroad: One-Way Program (Revised Course)
05-34, STA 3962, Study Abroad: Non-EIU Program (New Course)
05-35, STA 3970, Study Abroad: Faculty-Led Program (Revised Course)
05-36, STA 3990, Study Abroad: Study Abroad Honors College (New Course)
05-37, STA 4275, Study Abroad Internship (New Course)
05-38, Study Abroad (The addition of a Study Abroad section to the Undergraduate Catalog)
05-40, PLS 2033, Research Methods in Political Science (New Course)
05-41, Political Science Major (Revised Program)
05-42, Political Science Major with International Studies Option (Revised Program)
05-43, Political Science Honors Program (Revised Program)
05-44, HIS 3340, Medieval and Imperial Russia (New Course)
05-45, HIS 3350, Twentieth Century Russia (Revised Course)
05-46, HIS 4930, Public History: Mean and Method (New Course)
05-47, FLS 3300, Hispanic Cinema (New Course)
- Items Pending:** 05-48, Discussion of the University Mission Statement
05-49, ART 3440, Art for Teachers in the Elementary Grades (New Course)
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Council on Academic Affairs Minutes

October 20, 2005

The October 20, 2005 meeting of the Council on Academic Affairs was held at 3:00 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Bower, Dr. Carwell, Mr. Collier, Dr. Dietz, Ms. Dilworth, Ms. Fredrick, Dr. French, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, and Mr. Tracy.

Members absent: Dr. Upadhyay.

Staff present: Dr. Weber and Ms. Fopay.

Guests present: Dean Augustine; Graduate School; Ms. Boyer, Academic Success Center; Dr. Canfield, Foreign Languages; Dean Johnson, College of Arts & Humanities; Associate Dean Lynch, College of Arts & Humanities; Dr. Mueller, Political Science; Dr. Shelton, History; Dr. Routt, Foreign Languages; Ms. Whitney, *Daily Eastern News*; and Ms. Williamson, Study Abroad.

I. Approval of the October 13, 2005 Minutes.

The minutes of October 13, 2005 were approved as written.

At the October 13, 2005 meeting the council requested that the learning objectives for CMN 3950 be revised. Dr. Reid announced that she had received a copy of those revisions from the department.

II. Communications:

1. Minutes from the October 10, 2005 Lumpkin College of Business & Applied Sciences Curriculum Committee Meeting.
2. October 13, 2005 e-mail from Associate Dean Lynch, CAH, requesting executive action to designate both JOU 4444 and 4644 as writing intensive courses.
3. October 13, 2005 e-mail from Associate Dean Lynch, CAH, requesting executive action to revise PHI 4400.
4. Minutes from the October 12, 2005 College of Arts & Humanities Curriculum Committee Meeting.

III. Committee Reports:

1. Dr. Stowell reported on the ATAC Committee. He indicated that he is chairing a subcommittee which is discussing the course management software WebCT. He explained that there are two issues regarding WebCT. One, the licensing fee for the software has increased. Therefore the subcommittee is trying to determine whether the University should continue to use WebCT or choose another course management software. Secondly, there's a possibility WebCT may be acquired by Blackboard. The merger is contingent upon regulatory and other approvals.
2. Dr. Reid reported on CASL. She said that the group has been meeting regarding the global diversity assessment of objectives. Also, she said, the group has been meeting with the Writing Across the Curriculum Committee, the Chair of the Council of Chairs, and the Faculty Senate Chair to get clarification about the writing across the curriculum. Finally, readings of writing portfolios are taking place and data from that should be available soon.

IV. Item Added to the Agenda:

1. 05-49, ART 3440, Art for Teachers in the Elementary Grades (New Course)

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

V. Items Acted Upon:

1. **05-22a-R, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)**

Dr. Roszkowski and Ms. Boyer presented the proposal and answered questions of the council. The council requested minor revisions to the proposal.

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

The proposal, with minor revisions, (**See Attachment A**) was approved, effective Fall 2006.

2. **05-31R, Minor (Catalog Revisions to the Definition of Terms and the Requirements for Minors)**

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

Dr. Carwell moved and Dr. Stowell seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment B**) was approved, effective Fall 2006

3. **05-32, STA 3960, Study Abroad: EIU Exchange Program (Revised Course)**

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. They distributed a brochure with information about the Study Abroad Program. The council requested minor revisions to the course proposal.

Dr. French moved and Dr. Roszkowski seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2006.

STA 3960. Study Abroad: EIU Exchange Program. (Arr.-Arr.-1-18) F, S, SU. EIU Exch SA. Enrollment in a partner exchange program abroad. Students pay tuition to EIU. Approval from the Office of Study Abroad is required.

4. 05-33, STA 3961, Study Abroad: One-Way Program (Revised Course)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested minor revisions to the course proposal.

Dr. French moved and Dr. Roszkowski seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2006.

STA 3961. Study Abroad: EIU One-Way Program. (Arr.-Arr.-1-18) F, S, SU. EIU One-Way SA. Enrollment in a partner institution abroad or in a non-partner institution via a partner third-party company or organization. Approval from the Office of Study Abroad is required.

5. 05-34, STA 3962, Study Abroad: Non-EIU Program (New Course)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested minor revisions to the course proposal.

Dr. French moved and Dr. Roszkowski seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2006.

STA 3962. Study Abroad: Non-EIU Program. (Arr.-Arr.-1-18) F, S, SU. Non-EIU SA. Enrollment in a non-EIU program until transfer credit is earned. A Petition for Program Approval and authorization from the Office of Study Abroad is required.

6. 05-35, STA 3970, Study Abroad: Faculty-Led Program (Revised Course)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested minor revisions to the course proposal.

Dr. Roszkowski moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2006.

STA 3970. Study Abroad: Faculty-Led Program. (Arr.-Arr.-1-6) F, S, SU. Faculty-Led SA. Enrollment in a travel course led by an EIU faculty member. Consists of a mix of lectures, exercises, excursions, and group time. Approval from the Office of Study Abroad is required.

7. 05-36, STA 3990, Study Abroad: Study Abroad Honors College (New Course)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested minor revisions to the course proposal.

Dr. Carwell moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, was approved, effective Spring 2006.

STA 3990. Study Abroad Honors College. (Arr.-Arr.-1-18) F, S, SU. Honors SA. Enrollment of Honors College students in an Honors-specific study abroad course of program with criteria specifically designed for Honors students. Approval from the Office of Study Abroad is required.

8. 05-37, STA 4275, Study Abroad Internship (New Course)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested a minor revision to the course proposal.

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

The proposal, with one revision, was approved, effective Spring 2006.

STA 4275. Study Abroad Internship. (Arr.-Arr.-1-6) F, S, SU. Internship SA. Enrollment in a study abroad or other international internship for credit. Approval from the Office of Study Abroad is required.

9. 05-38, Study Abroad (The addition of a Study Abroad section to the Undergraduate Catalog)

Dean Augustine and Ms. Williamson presented the proposal and answered questions of the council. The council requested minor revisions to the catalog copy.

Dr. French moved and Dr. Roszkowski seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, (**See Attachment C**) was approved, effective Spring 2006.

10. 05-40, PLS 2033, Research Methods in Political Science (New Course)

Dr. Mueller presented the proposal and answered questions of the council. The council requested minor revisions to the course proposal.

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

The proposal, with revisions, was approved, effective Fall 2006. **NOTE: PLS 2033 will replace PLS 2003 and PLS 2053, effective Fall 2006.**

PLS 2033. Research Methods in Political Science. (3-0-3) F, S. RESEARCH METHODS. The goal of this course is to introduce students to research methods in Political Science. Students will learn both qualitative and quantitative methods for carrying out political science research. Students also will learn how to use scholarly research literature to support their analysis and how to write research papers in Political Science. Prerequisites: Students who are not Political Science majors or Social Science Teaching majors with a Political Science Designation must have permission of the instructor. WI

11. 05-41, Political Science Major (Revised Program)

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

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

The proposal (**See Attachment D**) was approved, effective Fall 2006.

12. 05-42, Political Science Major with International Studies Option (Revised Program)

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

Dr. Carwell moved and Dr. French seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment E**) was approved, effective Fall 2006.

13. 05-43, Political Science Honors Program (Revised Program)

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

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

The proposal (**See Attachment F**) was approved, effective Fall 2006.

14. 05-44, HIS 3340, Medieval and Imperial Russia (New Course)

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

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

The proposal, was approved, effective Spring 2006.

HIS 3340. Medieval and Imperial Russia. (3-0-3) On Demand. Med/Imp Russia. Studies the political, social, cultural and economic history of Russia 860- 1917. WI

15. 05-45, HIS 3350, Twentieth Century Russia (Revised Course)

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

Dr. French moved and Dr. Roszkowski seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, was approved, effective Spring 2006.

HIS 3350. 20th C. Russia. (3-0-3) On Demand. 20th C. Russia. Studies the political, social, cultural and economic history of Russia 1917-present. WI

16. 05-46, HIS 4930, Public History: Mean and Method (New Course)

Dr. Reid presented the proposal and answered questions of the council. She noted two corrections to the proposal.

1. The effective date should be changed from Fall 2006 to Summer 2006
2. The terms offered should be changed from F, S, SU to On Demand.

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

The proposal, with revisions, was approved, effective Summer 2006.

HIS 4930. Public History: Meaning and Method. (3-0-3) ~~F, S, SU~~. On Demand. Public History. An introduction to public history that explores how conflicting interpretations of the past promoted by local amateurs, museum professionals, documentary producers and academic historians shape the public's understanding of the past. WI

17. 05-47, FLS 3300, Hispanic Cinema (New Course)

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

Ms. Dilworth moved and Dr. Roszkowski seconded the motion to approve the proposal.

The motion passed with the following vote:

Yes: Bower, Carwell, Collier, Dietz, Dilworth, Fredrick, French, Reid, Roszkowski, Tracy.
No: None.
Abstain: Stowell.

The proposal, was approved, effective Spring 2006.

FLS 3300. Hispanic Cinema. (2-3-3) On Demand. HISP CINEMA. Introduction to the cinematic work of Latin American, Spanish and U.S.-Hispanic-Latino film artists. Development of critical and interpretative skills that enhance appreciation of films. Prerequisites: FLS 3000 or equivalent, or permission of department chair. WI

VI. Pending:

1. 05-48, Discussion of the University Mission Statement
Discussion of the University Mission Statement will be held at next week's meeting.

VII. Future Items:

1. Summer Workload (catalog copy - by Nov. 11)
2. General Education
Courses proposed as revised or new:
 - Humanities
 - add HIS 2010G; HIS 2090G; HIS 2020G; HIS 2091G
 - Physical Sciences
 - revision to ESC/GEL 3010G: Environmental Physical Sciences
 - Social & Behavioral Sciences
 - drop PLS 1153G; PLS 1193G and HIS 3600; HIS 3690 as requirements; retain same in Social & Behavioral Science electives
 - add HST 2200G: Health Citizenship
3. Assessment (revision of University Assessment Plan part of CASL agenda for AY 05-06; ongoing data analysis)

The next meeting will be held Thursday, October 27, 2005.

The meeting adjourned at 3:25 p.m. *--Minutes prepared by 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 <http://www.edu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, October 27, 2005
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 05-49, ART 3440, Art for Teachers in the Elementary Grades (New Course)
2. 05-48, Discussion of University Mission Statement

Approved Executive Actions:**BAS****Effective Spring 2006**

1. Delete BUS 1950 as a prerequisite for BUS 2101, Financial Accounting:
BUS 2101 - Financial Accounting.
 (3-0-3) A study of the principles and procedures used to prepare and communicate financial information to the firm's managers and to external parties. Topics include

 the accounting principles, processes, and data systems used by service/manufacturing firms in the preparation, use and interpretation of financial statements. BUS 903

Prerequisites and Course Notes
 Completion of 30 semester hours ~~and BUS 1950 or its equivalent.~~
2. Modify course description and prerequisites for BUS 2102, Managerial Accounting
BUS 2102 - Managerial Accounting.
 (3-0-3) The course examines the use of accounting information for decision making by managers of business organizations. Topics include cost terminology, product costing, quality management, profit planning, control of operations, segment reporting profitability analysis, and relevant costs for decision making. **Students will use appropriate software, including spreadsheets, to organize and analyze information.** BUS 904

Prerequisites and Course Notes
BUS 1950, and BUS 2101 with a grade of C or better.
3. Revise of the footnote to the description and catalog copy for the Interdisciplinary Minor in Advertising (approved by Chairs of Communications Studies and School of Technology):
 (Page 146 of current catalog)

Advertising Minor**Footnotes:**

~~* Marketing majors may not use BUS 2750, MAR 3720, MAR 3780 or MAR 3860 to satisfy both the marketing major and the advertising minor. Accounting majors may not use BUS 2750 to satisfy both the accounting major and the advertising minor. Computer Information Systems majors may not use BUS 2750 or CIS 3530 to satisfy both the computer information systems major and the advertising minor. Finance majors may not use BUS 2750 to satisfy both the finance major and the advertising minor. Management majors may not use BUS 2750 or MAR 3720 to satisfy both the management major and the advertising minor. *Students majoring in business (Accounting, Computer Information Systems, Finance, Management or Marketing) may not count BUS 2750 as an elective in the advertising minor. Computer Information Systems majors may not use CIS 3530 to satisfy both the computer information systems major and the advertising minor; management majors may not use MAR 3720 to satisfy both the management major and the advertising minor; Marketing majors may not use MAR 3720, MAR 3780, MAR 3860, JOU 3820, or CMN/JOU 3920 to satisfy both the marketing major and the advertising minor.~~

COS**Effective Spring 2006**

1. Designate ANT 3691 as writing intensive.

Pending Executive Actions:

CAH

Effective Fall 2005

1. Designate JOU 4444 and 4644 as writing intensive.

CAH

Effective Fall 2006

1. Revise the prerequisites for PHI 4400.

4400 PHI. Independent Study. (Arr.-Arr.1-6) Intensive individual study of a topic in philosophy selected by the student under supervision of the instructor. Prerequisites: Approval of the department chairperson. **The student must submit a study plan for approval by the department chair and faculty supervisor prior to registration.** May be taken more than once for credit with the permission of the department chairperson. Credit for up to six semester hours may be applied to the Philosophy major or minor with permission of the department chairperson.

Attachment A

Proposal for Intervening with Students Who Have Been Re-Instated Following Academic Dismissal

Issue: Currently there is no mandatory program/intervention for students who have been reinstated to Eastern following academic dismissal. The catalog states: "Any student dismissed from EIU for academic reasons should enroll in GST 1000 during the term in which he or she re-enters the University as a condition of reinstatement" (p. 46 2004-2005 Undergraduate Catalog). These students' academic records are an indication of their lack of motivation, goals, academic skills, time management, and other skills necessary to succeed at Eastern.

Because Eastern has no required intervention for these students, they are at-risk of continued academic failure and attrition. Of the 53 students who were reinstated to the university fall 2002, 22 were dismissed a second time. In fall 2003, 51 students were reinstated and 22 of them were subsequently dismissed again. These two years reflect an average recidivism rate of 42.5%. These students were not required to address the academic preparation deficits and or behaviors that resulted in their dismissal, so they fell into the same poor academic habits that resulted in their first academic dismissal. An intrusive intervention should correlate to a more successful student.

Students who were academically dismissed in AY04 came to Eastern with comparable high school ranks and ACT scores to those students in academic good standing. Of the nonpersisters in academic trouble from Spring 2004 to Fall 2004, 11.46% were in the top 25% of their high school class and 77.6% were in the top 50% of their high school class. ACT scores for non-persisters in academic difficulty averaged 21.32. From Spring 2004 to Fall 2004, 44.55% of these students did not persist. These data indicate that while students are coming to Eastern with the academic background to succeed, some are failing for a variety of reasons.

Proposal: In an effort to increase retention and academic success of students who have been reinstated to the university following academic dismissal, all students reinstated after academic dismissal should be required to meet with the Assistant Director of the Academic Success Center and enter into a formal plan as part of the term of their reinstatement.

Students would initially be assessed in the areas of study skills, note-taking, time management, test-taking, motivation, goal setting, self-responsibility and college involvement. A plan would be developed addressing the needs of each individual student as determined by the Assistant Director. Needs would be determined through diagnostic measures, such as The Study Behavior Inventory, College Success Factors Index, the College Student Inventory, and the Nelson-Denny Reading Test as well as an interview with the Assistant Director of the Academic Success Center. Individual academic plans offer the opportunity to diagnose the student's academic malaise and prescribe academic and behavioral interventions that meet the needs of the individual student. These interventions could include: time management instruction, note-taking techniques, test-taking skills, goal-setting exercises, informal counseling, referral to Career Services, Counseling Center, Financial Aid, Health Education Resource Center and tutoring. A copy of the academic plan would be shared with the students' academic advisor.

A pilot study of this program was conducted Fall 2004 for some students who were reinstated to the university and were unable to enroll in GST 1000. Students who completed the contract averaged a term GPA increase of .84 over their previous semester. This individualized approach proved very successful. Each student received a combination of academic and behavioral strategies to increase his/her academic success.

Failure to complete the *plan* would result in an academic hold being placed on the student's record if they were not adhering to the plan by midterm of the semester in which they are reinstated; holds would be lifted once the student had completed the plan or satisfied The

Assistant Director of the Academic Success Center that he/she possessed the skills necessary to continue as a student. Holds may be lifted by the Assistant Director of the ASC. Appeal of this action is to the Director of CASA whose decision is final.

Expected Outcomes:

- Increased student retention
- Increased student grade point average
- Increased revenue due to student retention

This proposal has the potential to help students succeed who have a track record of failure at the institution. It will also allow Eastern to monitor their progress to gather better data on which students are good risks for reinstatement. This plan better serves the specific needs of students in this population than the current suggestion in the catalog.

PROPOSED CATALOG COPY APPROVED (P. 54)**Readmission Following Academic Dismissal**

Students who have been academically dismissed must remain out of the University for at least one regular semester. After the inactive semester, students who have been academically dismissed for the first time are automatically eligible for readmission provided that they meet the following conditions:

- The student applies for readmission at least 10 calendar days prior to the first class day of the term for which readmission is sought;
- Prior to the first class day of the term for which readmission is sought, the student, with the assistance of the Assistant Director of the Academic Success Center, prepares a written academic plan signed by both the student and Assistant Director of the Academic Success Center; and
- If, since the date of academic dismissal, the student has attempted course work at a regionally accredited college or university, the student provides an official transcript for the coursework showing a composite GPA in the course work of at least 2.00 on a scale of 4.00 (or, if the student is attending the regionally accredited college or university at the time of application for readmission, a statement from that institution indicating that the student is earning at least a 2.00 on a scale of 4.00 for coursework attempted by that student subsequent to academic dismissal from Eastern Illinois University will suffice until the official transcript can be sent at the end of the term).

Students who have been academically dismissed are eligible for readmission only at the beginning of a spring or fall term; they are not allowed to re-enter during a summer term.

If the student fails to satisfactorily complete the requirements of the written academic plan by midterm of the semester of readmission, a hold will be placed on the student's record that will be removed upon the student's satisfactory completion the requirements of the written academic plan.

Readmitted students re-enter the University with the cumulative GPA they had upon dismissal and are placed on academic probation. This probationary status will continue so long as the student satisfies the conditions specified in the section on "Academic Probation." Students who fail to make satisfactory progress will be dismissed and may not be reinstated except by approval of the Academic Reinstatement Committee.

Reinstatement Following Second Academic Dismissal

Students who have been academically dismissed for a second time may be reinstated only if they submit a readmission form and a written petition for reinstatement and the petition is granted by the Academic Reinstatement Committee. Petition forms are available on the University's web site and from the Enrollment Management Office. The petition for reinstatement must be submitted to the Enrollment Management Office no later than the third Monday in June (seeking reinstatement for the Fall semester) or the second Monday in September (seeking reinstatement for the Spring semester); no petitions are accepted for the Summer term.

This copy should be included following the paragraph titled "Academic Dismissal" (page 54 of the current catalog).

It also should be included or cross-referenced in the section titled "Readmission" (page 45 of the current catalog). The copy should replace the third, fourth, and fifth paragraphs under that heading.

Attachment B**Definition of Terms****Minor**

A minor is a part of a student's curriculum which allows that student to formally participate in a discipline or field of study outside his or her major. Most degree programs do not require a minor. In order to declare a minor or minors, a student should either go to the Registration Office, or declare the minor on their Application for Graduation. Once the Application for Graduation has been made, a student who wishes to drop a minor or minors must reapply for graduation.

For students in teacher certification programs who wish to be certified in more than one teaching discipline, teacher certification minors are available. These minors are NOT available to students enrolled in majors that are not teacher certification programs. Completion of a teacher certification minor does not guarantee that the individual will be granted an endorsement to teach in that field. Individuals must meet all requirements (including state tests) as set forth by the Illinois State Board of Education to be granted an endorsement in a second teaching field. Once the appropriate Dean indicates that the student has met the catalog requirements for the program, the teaching minor will be entered on the applicant's permanent record.

A student should plan a minor or teaching minor program in consultation with an appropriate advisor or Department Chairperson. If a student wishes to add a minor after having applied for graduation, he or she must reapply and note the addition on the reapplication for graduation.

Requirements for Minors

- a. Students should declare their minor as soon as possible.
- b. No courses in the minor can be taken credit/no credit unless they are courses which are designated as credit/no credit (such as internship).
- c. At least six (6) semester hours of the coursework in the minor must be completed in residence. These six (6) hours must also be taken for a grade in order to establish a grade point average for the minor.
- d. Minor GPA is computed from grades earned in minor courses taken at EIU only.
- e. Semester hours earned in independent study, research, internship, or study abroad may be used toward minor requirements at the discretion of and with the approval of the minor department(s).
- f. In order for the minor to appear on a student's permanent transcript, students must have a cumulative grade-point average of at least 2.00 in a non-teaching minor. Students with teaching minors who entered Fall 2002 and thereafter must earn a GPA of at least 2.65 in order for the minor to appear on their permanent transcript.

Attachment C
Structure of Study Abroad Programming
 Two Paths: EIU Programs & Non

I. EIU Programs (Partnerships)

EIU Programs have been evaluated and approved by the Office of Study Abroad to meet the needs of EIU students, the goals of academic departments, and the mission/strategic plan of EIU at large. EIU Programs have current agreements on file and are maintained on a regular basis and evaluated for academic quality, service, and satisfaction. Before an EIU Program begins, between 5 and 20 host courses are “mapped” to EIU course equivalencies/substitutes. These “maps” are added to the Study Abroad Course Database (online) and will be considered pre-approved for all participants in the Program. If students wish to take courses in the Program that are not already pre-approved in the online database, then they will seek approval from the appropriate Dept. Chair(s), via the *Course Approval Form*. The approved courses will then be added to the online database, and will be considered pre-approved for future participants.

One study abroad course at any partner institution may be functional for multiple EIU equivalencies and/or substitutes. While one student may need the course to count towards his/her major, another may need it to count towards his/her general education requirement. In order to accommodate individual needs, all students are required to turn in a *Course Approval Form*. For a course that has already been mapped/approved and is in the online study abroad course database, the student (in cooperation with his/her advisor) only needs to fill in the first four columns on the Form and a Chair’s signature would not be required. For a course that is not approved, or is not approved for what the student would like it to count towards, then the student would be required to secure approval from the corresponding Department Chair, authorizing the new, additional equivalency/substitute.

Study abroad courses in EIU Programs are not placeholders. A student who studies abroad on an EIU Program is pre-registered for an STA course number according to a total anticipated number of semester hours (ex. STA 3960, 12 cr). Upon completion of the program, when either the EIU faculty director has completed evaluations or an official transcript is received from the Partner, the STA course number and total anticipated credits will be divided accordingly and will appear on the student’s transcript for each course taken on the study abroad program. The title that will appear alongside the course number will either be the title of the faculty-led program/course or the title of the host institution course. A program/country indicator will identify the section of courses that pertain to this particular study abroad program. See examples below:

Example 1 – Faculty-Led Program by Department

John Doe’s Transcript			Summer, 2005
[Maastricht Center for Transatlantic Studies, The Netherlands]			
BUS 3970	International Environment of Business	3	A

Example 2 – Faculty-Led Program Non-Specific

John Doe’s Transcript			
[France, Spain, Germany, Italy]			
STA 3970	Grand Tour of Europe	3	A

Example 3 – Non-Faculty-Led EIU Programs

John Doe’s Transcript			Fall, 2005
[Veritas University, Costa Rica]			
STA 3961	Costa Rica Culture and Civilization	3	A
STA 3961	Advanced Spanish	3	A
STA 3961	Politics and Government of Costa Rica	3	A
STA 3961	Latin American History	3	B

Every transcript that is processed is accompanied by a *Course Approval Form* completed by the student during the registration process. Authorizations of course approvals may be verified by the appropriate Chair's signature on the Form or via the online database at www.eiu.edu/~edabroad/courses (which is affirmed on the Form by the Study Abroad Director). In the case that no Form is present, the students' coursework will be considered as elective credit.

Students have the option to take study abroad courses on EIU programs for a grade, credit/no credit, or audit through the initial registration phase according to standard University requirements. This means that major, minor, and general education credit must be taken for a grade and electives may be taken for credit/no credit if the student wishes to do so. If no selection is made before classes commence, graded credit will be granted by default. Evaluation options cannot be changed once a student has commenced classes.

II. Non-EIU Programs (Non-Partnerships)

Study abroad courses are placeholders only, and students receive transfer credit which may count towards major, minor, general education, or elective requirements. A student who goes abroad on an "approved" program (which is not EIU-sponsored) is registered for one of the placeholder courses (STA 3962 or 5962) while he/she is absent. The reason for this pre-registration process is to keep him/her enrolled while away. When the student's transcript is received, the placeholder course is removed from a student's record and replaced with transfer credit. The transcript will appear with the name of the program/country and total number of credits received.

Example 4 – Non-EIU Program

John Doe's Transcript

Fall, 2005

Universidad Central, Ecuador

12 transfer credit

Study Abroad

International academic experiences help students develop the personal and professional skills required to become effective and viable global citizens in a diverse world. Eastern Illinois University recognizes study abroad as a fundamental component of excellence in higher education and encourages all students to take advantage of the fine opportunities available. It is the desire of the University to move study abroad from the exception to the norm and to emerge as a leader of international education within Illinois, the nation, and the world.

Office of Study Abroad

The Office of Study Abroad, in consultation with the International Programs Advisory Council, establishes and monitors policies and procedures for credit-bearing activities and programs that take place outside of the United States. The Office of Study Abroad is dedicated to providing EIU students with affordable, high quality international academic opportunities that allow them to develop the knowledge and skills necessary for leadership in an interdependent world. A resource center and full range of comprehensive services are available for students seeking to integrate an international experience into their studies at Eastern Illinois University. Campus-wide events and weekly information meetings are offered to provide additional information.

Program Options

Programs are offered all over the world and range in length from two weeks to an academic year. Program costs vary, but students are able to study abroad for less than it costs to study and live on campus. Students are encouraged to explore opportunities early in their academic career.

EIU Programs are posted at www.eiu.edu/~edabroad. These programs have been evaluated and approved to meet the goals of academic departments and the mission/strategic plan of the Institution at large. These programs offer EIU credit toward a variety of major, minor, and general education requirements. Deadlines are March 1st for Summer or Fall programs and October 1st for Spring programs.

Non-EIU Programs must be approved by the Office of Study Abroad. These programs offer transfer credit and may satisfy major, minor, and general education requirements if approval is granted by the appropriate Department Chairs. Unlike EIU Programs, the individual courses that a student takes do not appear on the transcript; rather, they are brought in as simple transfer credit.

Program Types

EIU Exchange Programs

Eastern Illinois University and a partner institution abroad swap one or more students for a semester or academic year; the students pay their home institution tuition. This type of program keeps administrative costs low and is one of the most economical ways to study abroad. In order to keep balances in check, the number of students who can participate is limited. This makes exchange programs more competitive than others.

EIU One-Way Programs

Students enroll in a partner institution abroad that has an agreement with Eastern Illinois University. This institution has been evaluated and approved by the Office of Study Abroad and is monitored for quality academics and service. Since there is no intermediary, costs are kept to a minimum. The University works with counterparts at these institutions to provide an on-site orientation and student support services.

EIU Third Party Providers

Students enroll in an institution abroad via an approved company or organization that is in the business of facilitating study abroad programs in a variety of locations around the world. Many of these Providers have

resident directors available 24/7 and include tuition, housing, insurance, and excursions as a package deal. Because they are for-profit, they are usually the most expensive option in any given country. They do have a reputation of taking good care of students from picking them up at the airport to handling a wide variety of issues that may arise.

EIU Faculty-Led

Departments may offer courses that have a study abroad component. These travel courses are usually more structured than the programs above and are offered during the summer. They are led by a faculty member and tend to last between two to six weeks. Faculty members are with the students throughout the duration of the trip and arrange a mix of lectures, exercises, excursions, and group time. Apply for a faculty-led program through the School of Continuing Education.

Non-EIU Programs

For any Non-EIU Program, a student must submit a *Petition for Program Approval* to the Office of Study Abroad. The likelihood for approval is high as long as the program is recognized by the Ministry of Education in the host country and the student can demonstrate how the program meets academic and professional goals. There are no deadlines for petitioning a program, but at least six months is highly recommended to take care of all the logistics and planning. If approved, the student is still obligated to follow proper procedures in order to receive transfer credit.

Admission Requirements

Students must have completed one semester at EIU (for programs that are not faculty-led or run through consortia) and be in good academic and judicial standing. No student who is on academic or disciplinary warning and probation will be allowed to study abroad on any program through EIU.

Eligibility requirements vary by program. Students must meet eligibility and admission requirements of EIU and Host Partners in order to qualify for a particular study abroad program.

Enrollment Procedures

Enrollment is processed through the Office of Study Abroad. Deadlines are strictly observed: March 1st for Summer/Fall programs and October 1st for Spring programs. Information and application materials can be found at www.eiu.edu/~edabroad.

Tuition

For exchanges and faculty-led programs, students pay EIU tuition. Exchange students pay at the Exchange Rate and faculty-led students pay at the Continuing Education Rate. For all other study abroad programs, EIU tuition is waived and students pay the host institution's tuition only.

Insurance Coverage

Health Insurance as provided through the payment of regular academic fees while attending EIU does not cover students while in transit or during the program while in a foreign country.

International medical/hospitalization coverage is required of all students and faculty who travel for study abroad programs. Students and faculty are responsible for acquiring this coverage on their own and must provide the Office of Study Abroad with a copy of their insurance card.

The University also requires students and faculty to carry supplemental insurance for international travel that includes Medical Evacuation and

Repatriation Coverage. More information can be found on the Study Abroad website: www.eiu.edu/~edabroad.

Fees & Miscellaneous Charges

Non-Faculty Led Programs

- **Study Abroad Administrative Fee** \$300/semester

Faculty-Led Programs

- **Study Abroad Administrative Fee** \$35/credit hour
- **Continuing Education Administration Fee** \$35/credit hour
- Total \$60/credit hour

Other Administrative Fees

- **Credit Evaluation Fee** \$600/evaluation
(only assessed of students who take classes abroad without proper authorization from the Office of Study Abroad)

Note: The fees above pertain to all study abroad programs; however additional costs will be incurred. These costs vary by program. See www.eiu.edu/~edabroad for program budgets and detailed information.

Financial Aid & Scholarships

Most federal and state aid can be used for study abroad. Other aid may be available also. For a current list of scholarships in study abroad, visit www.eiu.edu/~edabroad/scholarships.html. Some of the most prominent national scholarships include the Gilman, Fulbright, Boren, and Rotary.

In addition to financial aid and national scholarships, Eastern Illinois University also offers study-abroad specific scholarships to students:

Don and Pam Sundheim Study Abroad Scholarships

For students majoring in any foreign language who wish to study their target language abroad at some time during their junior or senior year.

Kate and Cliff Strandberg Study Abroad in Sweden Scholarship

For study at Vaxjo University in Sweden. Preference is given to School of Technology majors.

Richard L. Crouse Memorial Scholarship

For Spanish majors in study abroad programs whose primary purpose is to improve proficiency in Spanish or Portuguese.

William V. Weber Study Abroad Scholarship

For any study abroad program. Preference will be given to minority students and first generation college students with financial need.

Withdrawal/Refund Policy

If a student cancels participation in any study abroad program, he/she must send a written, signed notice of cancellation to the Office of Study Abroad. If the written, signed notice of cancellation is received 30 or more days prior to the program's start date, the student will be charged only for a \$50 processing fee. If the written, signed notice of cancellation is received 29 or fewer days prior to the program start date, or the program has already commenced, the student will be charged for all fees normally charged by EIU in association with the program.

Restrictions

Students may not study abroad as follows:

- in their home country (international students)
- in U.S. states or territories
- in a country which is under a travel warning
- at an institution not recognized by its Ministry of Education

Study Abroad Society

The Study Abroad Society is the registered student organization for study abroad. Members consist of students who are planning to go abroad, students who are currently abroad, students who have returned from studying abroad, and students from other countries around the world. All students with an interest in study abroad are encouraged to join the society to develop friendships around the world.

Courses

3960 STA. Study Abroad: EIU Exchange Program. (Arr.-Arr.-1-16). Enrollment in a partner exchange program abroad. Students pay tuition to EIU. Approval from the Office of Study Abroad is required.

3961 STA. Study Abroad: EIU One-Way Program. (Arr.-Arr.-1-16). Enrollment in a partner institution abroad or in a non-partner institution via a partner third-party company or organization. Approval from the Office of Study Abroad is required.

3962 STA. Study Abroad: Non-EIU Program. (Arr.-Arr.-1-16). Enrollment in a non-EIU program. A *Petition for Program Approval* and authorization from the Office of Study Abroad is required.

3970 STA. Study Abroad: Faculty-Led Program. (Arr.-Arr.-1-6). Enrollment in a travel course taught by an EIU faculty member. Consists of a mix of lectures, exercises, excursions, and group time. Approval from the Office of Study Abroad is required.

3990 STA. Study Abroad Honors College. (Arr.-Arr.-1-16). Enrollment of Honors College students in an Honors-specific study abroad course or program with criteria specifically designed for Honors students. Approval from the Office of Study Abroad is required.

4275 STA. Study Abroad Internship. (Arr.-Arr.-1-16). Enrollment in a study abroad or other international internship for credit. Approval from the Office of Study Abroad is required.

Other study abroad courses may be offered through the Departments.

Attachment D**Political Science**

(BA)

The major in Political Science comprises:

 PLS 1003 - Introduction to Comparative Politics. Credits: 3
 PLS 1153G - American Government and Constitution. Credits: 3 or
 PLS 1193G - American Government and Constitution, Honors. Credits: 3
 PLS 2003 - Introduction to Political Research. Credits: 3
 PLS 2053 - Techniques of Political Analysis. Credits: 3
 PLS 2033 - Research Methods in Political Science. Credits: 3
 PLS 2253G - Introduction to International Relations. Credits: 3 or
 PLS 2293G - Introduction to International Relations, Honors. Credits: 3
 PLS 2603 - State and Local Government. Credits: 3

and coursework in the following:

 International Relations area
 Comparative Politics area
 American Political Behavior area
 American Institutions and Policies area
 Public Administration area
 Public Law area
 Political Theory area
 6 hrs. of PLS electives.

Areas and Electives

 Political Science courses in areas and electives include one course from each of the following areas (21 hours), as well as 6 hours of electives:

International Relations

 PLS 3203 - American Foreign Policy. Credits: 3
 PLS 3223 - International Organizations. Credits: 3
 PLS 3373 - International Political Economy. Credits: 3
 PLS 4823 - International Policy Issues. Credits: 3

Comparative Politics

 PLS 3303 - European Politics and Governments Credits: 3
 PLS 3323 - Post-Communist Politics and Governments. Credits: 3
 PLS 3333 - Politics of Latin America and the Caribbean. Credits: 3
 PLS 3343 - Government and Politics of the Middle East. Credits: 3
 PLS 3353 - Politics of Sub-Saharan Africa. Credits: 3
 PLS 3363 - Government and Politics in Asia-Pacific Rim. Credits: 3

American Political Behavior

 PLS 3713 - Political Parties and Elections. Credits: 3
 PLS 3723 - Public Opinion and Political Participation. Credits: 3
 PLS 3733 - Interest Groups. Credits: 3

American Institutions and Policies

 PLS 3643 - Comparative State Politics. Credits: 3
 PLS 3743 - The Legislative Process. Credits: 3
 PLS 3753 - The American Presidency. Credits: 3
 PLS 3763 - Environmental Politics and Policy. Credits: 3

Public Administration

 PLS 3413 - Introduction to Public Administration. Credits: 3
 PLS 4793 - Public Organization Theory. Credits: 3
 PLS 4873 - Human Resource Management in Government. Credits: 3
 PLS 4893 - Government Budgeting and Politics. Credits: 3

Public Law

 PLS 3513 - Politics and the Legal Process. Credits: 3
 PLS 3523 - Criminal Law. Credits: 3
 PLS 3543 - Civil Liberties in America. Credits: 3
 PLS 3903 - Gender, Public Policy and the Law. Credits: 3
 PLS 4774 - American Constitutional Law. Credits: 3
 PLS 4853 - Contemporary Constitutional Development. Credits: 3

Political Theory

 PLS 4903 - Classic Political Theory. Credits: 3
 PLS 4913 - Contemporary Political Theory. Credits: 3
 PLS 4933 - Ideologies of the Third World Nations. Credits: 3

(Major GPA based on all political sciences courses taken at EIU)

Attachment E**Political Science with International Studies Option****Core Requirements**

This option comprises:

- PLS 1003 - Introduction to Comparative Politics. Credits: 3
 PLS 1153G - American Government and Constitution. Credits: 3 or
 PLS 1193G - American Government and Constitution, Honors. Credits: 3
 PLS 2003 - Introduction to Political Research. Credits: 3
 PLS 2053 - Techniques of Political Analysis. Credits: 3
 PLS 2033 - Research Methods in Political Science. Credits: 3
 PLS 2253G - Introduction to International Relations. Credits: 3 or
 PLS 2293G - Introduction to International Relations, Honors. Credits: 3

International Relations & Comparative Politics

Four courses from:

- PLS 3203 - American Foreign Policy. Credits: 3
 PLS 3223 - International Organizations. Credits: 3
 PLS 3303 - European Politics and Governments Credits: 3
 PLS 3323 - Post-Communist Politics and Governments. Credits: 3
 PLS 3333 - Politics of Latin America and the Caribbean. Credits: 3
 PLS 3343 - Government and Politics of the Middle East. Credits: 3
 PLS 3353 - Politics of Sub-Saharan Africa. Credits: 3
 PLS 3363 - Government and Politics in Asia-Pacific Rim. Credits: 3
 PLS 3373 - International Political Economy. Credits: 3
 PLS 4823 - International Policy Issues. Credits: 3

American Politics

One course from:

- PLS 3643 - Comparative State Politics. Credits: 3
 PLS 3713 - Political Parties and Elections. Credits: 3
 PLS 3723 - Public Opinion and Political Participation. Credits: 3
 PLS 3733 - Interest Groups. Credits: 3
 PLS 3743 - The Legislative Process. Credits: 3
 PLS 3753 - The American Presidency. Credits: 3
 PLS 3763 - Environmental Politics and Policy. Credits: 3

Public Administration

One course from:

- PLS 3413 - Introduction to Public Administration. Credits: 3
 PLS 4793 - Public Organization Theory. Credits: 3
 PLS 4873 - Human Resource Management in Government. Credits: 3
 PLS 4893 - Government Budgeting and Politics. Credits: 3

Political Theory

One course from:

- PLS 4903 - Classic Political Theory. Credits: 3
 PLS 4913 - Contemporary Political Theory. Credits: 3
 PLS 4933 - Ideologies of the Third World Nations. Credits: 3

History

Two courses from:

- HIS 2560 - Early Modern World History. Credits: 3
 HIS 3210 - History of the Modern Middle East. Credits: 3
 HIS 3250 - African History. Credits: 3
 HIS 3260 - Modern Latin America. Credits: 3
 HIS 3350 - History of Russia and USSR. Credits: 3
 HIS 3555 - Modern World History. Credits: 3
 HIS 3800 - U.S. Diplomatic History. Credits: 3

Economics

- ECN 2801G - Principles of Macroeconomics. Credits: 3
 ECN 2802G - Principles of Microeconomics. Credits: 3

Upper Division Courses

Although not required, students with an interest in taking upper division courses in Economics are encouraged to select from the following:

- ECN 3833 - Economic Development of Modern Europe. Credits: 3
 ECN 3860 - International Economics. Credits: 3
 ECN 4511 - Comparative Economic Systems. Credits: 3
 ECN 4570 - Economic Problems of the Developing Countries. Credits: 3
 ECN 4813 - Transition Economies. Credits: 3
 ECN 4861 - International Economic Problems. Credits: 3

Foreign Language

Students must show proficiency in a foreign language (of their choosing) at the intermediate level or completion of foreign language courses at the intermediate level.
 (Major GPA based on all political science courses taken at EIU)

Attachment FPolitical Science Honors Program
-----Prerequisites

Admission to the Political Science Departmental Honors Program is open to students who have at least a 3.50 grade-point average on a 4.0 point scale and have completed the courses listed below. Permission of the Dean of the Honors College and the Departmental Honors Coordinator is also required. Students in the Political Science Honors Program must maintain an overall GPA of 3.50. Students who have been dismissed from the program because their overall GPA has fallen below 3.50 may petition for readmission. Students must raise their grade-point average to 3.50 and submit their petition to the Dean of the Honors College and Departmental Honors Coordinator.

PLS 1003 - Introduction to Comparative Politics. Credits: 3

PLS 1153G - American Government and Constitution. Credits: 3 or

PLS 1193G - American Government and Constitution, Honors. Credits: 3

~~PLS 2003 - Introduction to Political Research. Credits: 3~~

~~PLS 2053 - Techniques of Political Analysis. Credits: 3~~

PLS 2033 - Research Methods in Political Science. Credits: 3

PLS 2253G - Introduction to International Relations. Credits: 3 or

PLS 2293G - Introduction to International Relations, Honors. Credits: 3

PLS 2603 - State and Local Government. Credits: 3

Departmental Honors Requirements

PLS 4444 - Honors Independent Study. Credits: 3

PLS 4555 - Honors Research. Credits: 3

PLS 4644 - Honors Thesis. Credits: 3

And Political Science 5000 through 5499 Graduate Seminar. Credits: 3

The graduate seminar required of honors students may substitute for one of the distribution requirements in the major with the prior approval of the Departmental Chairperson and the Departmental Honors Coordinator.