

9-8-2005

September 8, 2005

Council on Academic Affairs

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#### Recommended Citation

Council on Academic Affairs, "September 8, 2005" (2005). *Minutes*. 186.  
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## Agenda for the September 8, 2005 CAA Meeting

**Item approved:** 05-25, Adjust Due Date for the CAA/CGS Policy for Technology-Delivered Courses

**Items Pending:** 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)  
05-26, Honors Council Appointments

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### Council on Academic Affairs Minutes

September 8, 2005

The September 8, 2005 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Booth Library Conference Room 4440.

Dr. Reid introduced Mr. Maurice Tracy. He will be serving on CAA as a student representative. In addition, Dr. Reid explained that Mr. Jeff Collier will return to CAA as a student representative. He was unable to attend this meeting. However, he will be at future meetings.

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

**Members absent:** Mr. Collier.

**Staff present:** Dr. Lord and Ms. Fopay.

**Guests present:** Dr. Haile Mariam, Psychology/Faculty Senate; Ms. Whitney, *Daily Eastern News*.

#### I. Approval of the September 1, 2005 Minutes.

The minutes of September 1, 2005 were approved as written.

#### II. Communications:

1. August 30, 2005 e-mail from Dr. Michael Hoadley, Center for Academic Technology & Support, requesting CAA to assign a representative to the TEAM Grants Council for FY06 and FY07.

*Dr. Reid indicated that Dr. Mark Borzi, Communication Studies, is willing to continue his seat on the TEAM Grants Council. The council members did not object to this.*

*Therefore, Dr. Borzi will serve on the TEAM Grants Council for Academic Years 2005-07.*

2. Summer 2005 Waiver Appeals Report from Ms. Judy Kopp, Records Office.  
*Dr. Roszkowski questioned waiver CAH05-166. She wondered whether the department should amend the course description for ART 3200 so that it says the course can be repeated.*

*Dr. Reid will check into this and report back to the council at a future meeting.*

3. Academic Waiver Report for August 2005 from the Lumpkin College of Business & Applied Sciences.
4. August 31, 2005 memorandum from Provost Lord requesting that CAA appoint Dr. Crystal Yan Lin as the LCBAS representative to the Committee on Reinstatement for a three-year term beginning Fall 2005.  
*The council members were agreeable to this appointment.*

*Therefore, Dr. Crystal Yan Lin will serve as the LCBAS representative on the Committee on Reinstatement for Academic Years 2005-08.*

5. *Provost Lord followed-up on last week's meeting discussion about the requirements for minors. He explained that Dr. Bill Weber looked through old Undergraduate Catalogs and*

*found the same language for the minor requirements as far back as 1985. Also, Provost Lord noted he had spoken to Ms. Sue Harvey (Acting Registrar) and Ms. Molly Evans (Assistant Director, Registration Office) about the language for the requirements. He indicated that Ms. Evans said that it has not been the practice of the Registration's Office to get department chairs' or college deans' signatures. This differs from the language of the Requirements for Minors found in the Undergraduate catalog (page 65 of the 2005-06 catalog).*

*Also, Dr. Dietz brought to the councils' attention that she and Dr. French had discussed an issue with the Foreign Language minor and the current language in the Requirements for Minors.*

*The council members organized a subcommittee to review the language. That subcommittee will consist of Dr. Julie Dietz, Dr. Shelley French, and Ms. Julie Sterling.*

### III. Committee Reports:

1. Dr. Reid reported on the Committee for the Assessment of Student Learning (CASL). She will be serving on the following CASL subcommittees: Writing Across the Committee and Global Citizenship. Also, she discussed some items that CASL is working on. She noted that CASL representatives may come to a future CAA meeting to report on issues pertaining to General Education.

### IV. Item to be Added to the Agenda:

1. 05-26, Honors Council Appointments

Dr. French moved and Ms. Dilworth seconded the motion to add this item to the agenda.

### V. Item to be Acted Upon:

1. **05-25, Adjust Due Date for the CAA/CGS Policy for Technology-Delivered Courses**  
Provost Lord handed out a memo to the council members (See Attachment A) that summarized what he had said at last week's meeting and proposed an adjustment to the deadline for the CAA/CGS Policy for Technology-Delivered Courses. September 1, 2005 had been the deadline for instructors teaching Spring 2006 technology-delivered courses to complete the six questions or to complete the online training modules. Provost Lord proposed extending the deadline to September 20, 2005 in order to get courses added to the Spring 2006 printed class schedule. In addition, there will be courses added to the online directory after the print deadline. Provost Lord proposed that those courses be checked for compliance before adding to the online directory. The Center for Academic Technology & Support will be able to provide confirmation of instructors completing the online training modules.

In addition, there was council discussion and questions asked about the policy (CAA Agenda Item 05-12a) that was approved last spring.

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

The proposal (**See Attachment A**) was approved. The deadline was extended to September 20, 2005 to allow instructors to either complete the six questions or the online training modules in time for the Spring 2006 printed classes schedule. After that date, spring 2006 courses will be checked for compliance before adding to the online directory.

### VI. Pending:

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

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*Dr. Reid explained that Dr. Karla Sanders, CASA, is working on this proposal trying to incorporate the requests made by CAA last spring (4/28/05 CAA Meeting). The proposal should be completed and submitted to CAA soon.*

**The next meeting will be held Thursday, September 15, 2005.**

The meeting adjourned at 2:21 p.m. --Minutes prepared by Janet Fopay, Recording Secretary

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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, September 15, 2005  
Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

1. 05-26, Honors Council Appointments

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

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

None.

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**Attachment A**

**EASTERN ILLINOIS UNIVERSITY  
OFFICE OF THE PROVOST AND VICE PRESIDENT  
FOR ACADEMIC AFFAIRS**

Blair M. Lord  
Provost and Vice President for Academic Affairs

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TO: Debra Reid  
Chair, Council on Academic Affairs

RE: On-line Courses

DATE: September 7, 2005

This is written to serve as back-up for the agenda item regarding certification of faculty scheduled to teach on-line courses this spring. As I explained at our last CAA meeting, the September 1, 2005, deadline for instructors to answer the six required questions or complete the on-line training modules unfortunately was set in such a fashion that we could not determine which instructors needed to comply. I believe it also is fair to say that general publicity regarding the CAA policy passed last spring was not sufficiently wide-spread for us to have a reasonable expectation that faculty would comply of their own initiative prior to September 1. For that reason, I am requesting that the deadline be extended to September 20, 2005. This will allow us to identify those instructors from the spring schedule who need to meet the provisions of the policy and provide an opportunity for their Deans to ensure that they are aware of this and meet the expectation.

There also will be courses added to the spring schedule after the print deadline for the spring schedule of courses. These courses, of course, will appear only in the on-line directory. We will check for compliance as these courses are added, and in those instances where instructors need to meet the expectation of the policy, we will have their Deans again ensure that this occurs.

If there are any additional questions, I will be available at the CAA meeting to address them.

cc: Dean Augustine, Council on Graduate Studies