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Council on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS
November 20, 1986

The meeting was held at 2:00 p.m., November 20, 1986, in the Arcola-Tuscola Room of the MLK Union.

Members present: Dr. Baumgardner, Miss Camren, Mr. DeVriese, Dr. Downs, Dr. Felstehausen, Dr. Hockman, Dr. J. Ivarie, Dr. E. Keiter, Miss Lockman, Mr. Lynch, Dr. McGown, Dr. Saltmarsh, and Vice President Schick.

Staff present: Mrs. Schaeffer, Office of the Vice President for Academic Affairs.

Visitors: Miss Carol Roehm, Daily Eastern News; Dr. Lasky, Director, Honors Programs; Dr. Buckellew, Dean, College of HPER; Dr. M. Reed, Chair, and Mr. Gilbert, Health Studies; Dr. Ankenbrand, Chair, Physical Education; Dr. Thorsen, Chair, Political Science; Mr. Martin, Registrar; Dr. Whittenbarger, Chair, Sociology/Anthropology.

I. Minutes of November 13, 1986.
Minutes were approved as published.

II. Communications:

A. Minutes

1. College of Arts and Sciences Curriculum Committee -- 10/23/86 & 11/6/86.
2. College of HPER Curriculum Committee -- 11/10/86.
3. Council on Teacher Education -- 11/11/86.

B. Memoranda

1. From Vice President Schick (11/6/86) -- asking CAA members to study two recent documents relating to undergraduate education and the preparation of teachers.
2. From Dr. Buchanan (11/12/86) -- comment on Grade Appeals Policy.
3. From Vice President Schick -- Executive Officer's Report -- 11/12/86.
4. From Vice President Schick -- Executive Officer's Report -- 11/17/86.

III. New Course, EIU 4041(H), Civil War - The Atlanta Campaign from Chattanooga to Ezra Church (86-120).

Dr. Herb Lasky, Director, Honors Programs, presented the proposal and answered questions of the members of CAA. The motion to accept the course proposal, as amended, passed with the following vote:

- Yes -- Baumgardner, Camren, DeVriese, Felstehausen, Hockman, J. Ivarie, E. Keiter, Lockman, Lynch, McGown, Saltmarsh.
No -- Downs.

This action approves the following to become effective Spring 1987:
EIU 4041(H), The Atlanta Campaign from Chattanooga to Ezra Church.
(4-0-4), Intersession and Summer, 1987.

Prerequisites: 75 semester hours, admission to the University Honors Program, and permission of the Director of Honors Programs.

Exclusions: All students except those satisfying the prerequisites above, and history majors.

IV. Change in Health Studies, Community Health Option (86-121).

Dean William Buckellew, College of HPER, Dr. Martin Reed, Chair, and Mr. Dennis Gilbert, Department of Health Studies, presented the proposed change and answered questions of the members of CAA. The motion to approve the change in Department of Health Studies' Community Health Option passed unanimously as amended.

This action approves the following to become effective Spring 1987:
HST 1200 is to be added to the Community Health Option. This will change the number of required hours to 27 in the core curriculum and will change the semester hour total to 45-46.

V. New Course, HST 3270, Public Health Administration (86-122).

Dean Buckellew, Dr. Reed, and Mr. Gilbert presented the proposed course and answered questions of the members of CAA. The motion to approve the course proposal as amended passed unanimously.

This action approves the following to become effective Fall 1987:
HST 3270, Public Health Administration. (3-0-3).
Prerequisites: HST 2270 and PLS 1103 or 2603.

VI. Grade Appeals Policy (86-112).

The motion to accept the Grade Appeals Policy as drafted passed unanimously. (Adopted copy attached.)

VII. Executive Officer Report.

Vice President Schick spoke about the concern of "hidden prerequisites" in curricula offered by Eastern for degree completion. Hidden prerequisites occasionally require students to take more than the 120 semester hours required for graduation. If a course lists a prerequisite course, and that prerequisite requires another prerequisite not listed in the description of the degree program, this is an example of a "hidden prerequisite." He requested that the Council on Academic Affairs give close attention to any possible future curriculum requests that might contain one or more of these hidden prerequisites.

The meeting adjourned at 3:15 p.m.

Carol Bradford, Recording Secretary

EXECUTIVE OFFICER'S REPORT -- November 12, 1986

The following items were approved by executive action at the College of Arts and Sciences Curriculum Committee meeting and by Dean Laible. I herewith approve the proposed revisions below by executive action.

1. PHY 1150 -- add "Mathematics 1300 or satisfactory mathematics placement test score" as a prerequisite.
2. PHY 3410 -- change prerequisites to "Physics 2390 and Corequisite: Mathematics 3501."
3. PHY 4470 -- change corequisites to "Prerequisite: Physics 1370."
4. PHY 4850 -- change prerequisites to "Physics 1370, 2400 and Mathematics 2443, 3501."
5. PHY 4870 -- change prerequisites to "PHY 2400, MAT 2443 and 3501."

EXECUTIVE OFFICER'S REPORT -- November 17, 1986

The following items were approved by the Art Department Curriculum Committee and the Dean of the College of Fine Arts, Dr. Vaughn Jaenike. I herewith approve the proposed changes by executive action.

1. Change catalog copy to read:

Note: studio courses meet for double periods. Discussions and critiques may be incorporated into the studio hours.

The Department of Art reserves the right to retain for exhibition purposes any student work produced in art classes for a period of one academic year after the year in which the work was produced.

All materials and art supplies which go into finished works of art are to be furnished by students. Courses in Art Education, Ceramics, Crafts, Design, Jewelry and Metalsmithing, Life Drawing, Painting, Printmaking, Sculpture, Graphic Design, Theory and Fundamentals of Art, and Weaving may charge a studio laboratory fee for use of materials and services.

Core Curriculum: The core curriculum is a prescribed program of study required of all art majors and is basic to all options. Courses in the core curriculum consist of Art 1000, 1110, 1111, 2050, 2601 and 2602.

2. ART 1000, Drawing I -- change course description to: "Foundation course for all areas of art instruction in basic drawing concepts, techniques, and media use. Prerequisite: Art majors or minors or Special Education major with Art area or Junior High School Education curriculum with Field II in Art."
3. ART 2000, -- change course title to: "Life Drawing."
4. ART 2601, History of Art I -- delete prerequisites for this course.
5. ART 2602, History of Art II -- delete prerequisites for this course.
6. ART 2700 -- change course title to: "Introduction to Jewelry."
7. ART 2900 -- change to read: "ART 2910 (2900). Introduction to Graphic Design. (6-0-3) F, S. Concept and communication development of black and white compositional studies and an introduction to color applications. Prerequisites: Art 1110 and 1111."
8. ART 3660 -- change course title and description to read: "Baroque Art. (3-0-3) S. Study of the Baroque style in Italy and Northern Europe. Prerequisite: Art 2602 or 2651 or 2652."
9. ART 3701 -- change course title to: "Jewelry and Metalsmithing I."
10. ART 3702 -- change course title and description to read: "Jewelry and Metalsmithing II. (0-6-3) F, S. A continuation of Art 3701 with introduction to aluminum anodizing. Prerequisite: Art 3701 or permission of the instructor.
11. ART 3901 -- change to read: "ART 3910 (3901). Graphic Design I. (0-6-3) F, S. Introduction to use of display type and symbol as a communication tool. Prerequisite: Art 2920 (2900)."

- 12. ART 4000 -- change course title and description to: "ART 4000. Advanced Life Drawing. (0-6-3) F, S. Continued study of the human form as a subject of graphic expression. Development of a personal style and mastery of various media and techniques. Prerequisite: Art 3000; or 2000 and the permission of the instructor."
- 13. ART 4051 -- change course description to: "Advanced study of painting as development in personal expression through individual student's painting problems and investigations; professional craftsmanship stressed. Open to choice of medium. Prerequisite: Art 3052 or two semesters of Art 3080."
- 14. ART 4901 -- change to read: "ART 4910 (4901). Graphic Design III. (0-6-3) F. The application of visual communication concepts to three dimensional problems. Prerequisite: Art 3920 (3902)."

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ANNOUNCEMENT OF MEETING
 (Will be called only if transactions warrant.)
 Arcola-Tuscola Room - MLK Union
 Thursday, December 4, 1986 - 2:00 p.m.

Agenda:

- *86-64 Proposed New Academic Program, Interdisciplinary Minor in Latin American Studies
- *86-65 Proposed New Independent Study, Latin American Studies 4400
- *86-68 Proposal on Provisional Admissions
- *86-72 Discussion on Computerizing Transcripts and Recording of Grades

*Motion on floor.

GRADE APPEALS

The Grade Appeals Policy is based on the premise that only the instructor who gave a grade can change that grade. The appeal of a grade must follow the procedure outlined below.

Bases for Grade Appeals

The bases for an appeal of a suspected error in grading are:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

This appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

Procedure for Grade Appeals

1. All aspects of the grade appeals procedure will be conducted with confidentiality to protect both student and faculty member.
2. The student must initiate the appeal process by contacting and conferring with the faculty member who gave the contested grade within the first four weeks of the next semester or term in which the student is enrolled. If the student no longer is enrolled at the University, he/she has one calendar year in which to initiate appeal of the contested grade. If the faculty member is not available, the student shall contact and confer with the Department Chair.
3. If the student and the faculty member cannot arrive at a mutually agreeable solution or if the faculty member fails to respond to the student inquiry within two weeks, the student may confer with the Department Chair. In consultation with the faculty member, the Department Chair will attempt to arrive at a solution. If this informal consultation is not able to solve the dispute, then a more formal procedure can be undertaken by the student, as described in the next section.
4. If the above conference does not result in a solution that is agreeable to the student and faculty member or if six weeks have elapsed since the student initiated the appeal, the student may file a written appeal to the Department Grade Appeals Committee (DGAC) setting forth the basis for the appeal and supplying supporting evidence. Copies of the appeal shall be sent to the faculty member and the Executive Vice President of the Student

Body*. The written appeal must be filed no within ten weeks after the appeal was initiated. The appeal will be reviewed by the DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity. If previously outlined procedures have been followed, the DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity will (1) confer with the student and faculty member and (2) hold a fact-finding session. Both the student and faculty member shall be entitled to be present during such a session and present evidence themselves. This session shall not be open to the public; it shall be restricted to the student, faculty member, DGAC, and the Executive Vice President of the Student Body*.

As the result of this session it might be necessary to solicit additional information and hold another fact-finding session. The student, the faculty member, or the DGAC has the right to request additional information or to invite other persons to present evidence in their behalf. Such party must, however, inform the others, in writing, at least one week in advance of the second session, of participants other than themselves, and such participation must be restricted to a reasonable number of persons. This second fact-finding session shall not be open to the public.

After the fact-finding session(s), the student and faculty member, even if he or she is a member of the DGAC, shall be excluded from the deliberations. The DGAC, with the Executive Vice President of the Student Body* serving in an advisory capacity, will deliberate privately and render one of the following recommendations to the faculty member:

- (a) grade should not be changed, appeal not approved
- (b) grade should be changed

The Department Chair shall notify the student of the Committee's recommendation.

If Step 4 is reached, copies of minutes (or summaries of minutes that do not include portions deemed confidential by the Committee) of the DGAC meetings held to resolve the issue will be sent to the Department Chairperson and the appropriate Academic Dean.

5. In the event that the DGAC's recommendations are unsuccessful in resolving the problem, the materials, statements, and DGAC minutes shall be forwarded by the Department Chair to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall consult with the Chairperson, Dean, and anyone else deemed appropriate and make a final determination of appropriate action.

*If the Executive Vice President cannot be present, the President of the Student Body shall serve in this capacity.