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Council on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS
August 29, 1991

The meeting was held at 2:00 p.m. on August 29, 1991, Arcola/Tuscola Room, MLK Union.

Members present: Dr. Gholson, Dr. Hawker, Dr. Higelmire, Dr. McAlister, Dr. Sutton, Ms. Krueger, Dr. Shonk, Dr. Shank, Dr. Baumgardner, Dr. Monippallil, Vice President Kindrick.
Members absent: Two student members.
Staff present: Ms. McDaniel, Dr. Whitley, Academic Affairs.
Visitors: Dean Laible, Dr. Schlauch, Asst. Dean Lynch, Tyler Pierce, Daily Eastern News.

I. Minutes.

The Minutes of August 1, 1991, were approved as published.

The Minutes of May 2, 1991, were amended to note that ENG 1075 is ABC/NC.

The Minutes of October 25, 1990, were amended to note that BUS 2275 is credit/no credit.

II. Communications.

1. Letter from Dr. Stanley Rives, President, regarding the Cultural Experience and Human Behavior, Social Interaction and Well Being segments of general education.
2. Letter from Mr. James Martin, Registrar, regarding the minutes of May 2, 1991.
3. Academic Waiver Reports for the month of July from:
 - A. College of Applied Sciences
 - B. College of Education
 - C. College of HPER
 - D. College of Liberal Arts & Sciences
 - E. Lumpkin College of Business
4. Report of the Academic Waiver Appeals Committee for Summer Term 1991.
5. Memo from Dr. Jeanne Simpson, Director of Summer School, requesting that a member of the CAA serve on the ad hoc Summer School Committee.

III. Appointments:

By consensus of the Council, Dr. Ron Gholson was appointed to the ad hoc Summer School Committee.

IV. Revision of the Study Abroad Policies, (91-28).

Dr. Schlauch presented the proposal and answered questions of the Council. The motion passed with a vote as follows:

Yes: Dr. Baumgardner, Dr. Gholson, Dr. Hawker, Dr. Higelmire, Dr. McAlister, Dr. Monippallil, Dr. Shonk, Dr. Sutton.
Abstain: Ms. Krueger, Dr. Shank.

This action approves the following to become effective immediately:

POLICIES & PROCEDURES FOR STUDY ABROAD PROGRAMS
AT EASTERN ILLINOIS UNIVERSITY

Study Abroad Program refers to any program sponsored by Eastern Illinois University which involves study outside the United States. These policies and procedures apply to all Study Abroad Programs offered through Eastern Illinois University. Exceptions may be specifically identified upon recommendation by the Study Abroad Committee and approval by the Vice President for Academic Affairs.

Program leader refers to the faculty member who submits the proposal, organizes the program, and conducts course work.

Study Abroad Programs primarily occur during the summer session. Annually, the Vice President for Academic Affairs provides an allocation

for one or more faculty members to direct a summer Study Abroad Program. Other funding sources may be located by faculty, department chairpersons, or deans.

Study Abroad Committee

Study abroad applications are reviewed by the Study Abroad Committee. The committee includes the Study Abroad Coordinator, the Summer School Director, the Director of Off-Campus Academic Services, the Coordinator of Faculty Development, a tenured/tenure-track faculty member from the College of Liberal Arts and Sciences, and tenured/tenure-track faculty members representing the other academic colleges. These faculty members are appointed by the Vice President for Academic Affairs.

Application and Approval Procedures

Applications for Study Abroad Programs are available from the Study Abroad Coordinator or from the Summer School Director. Faculty should prepare applications in close consultation with the Study Abroad Coordinator. The application includes an itinerary, academic requirements, and an accurate budget for the proposed study abroad program. After approval by the applicant's Chairperson and College Dean, the proposal goes to the University's Study Abroad Committee for review. The Study Abroad Committee reviews, screens, and recommends proposed programs before submitting them to the VPAA for final approval. The Committee may select some proposals for revision and further review before recommending to the Vice President. The Dean of the Graduate School must review proposals including graduate credit. The Vice President for Academic Affairs may cancel a scheduled program if he deems it in the best interest of the University to do so.

Applications for programs funded by the regular summer allocation are due fifteen months before the proposed departure date so that the sponsoring department and other university officers have time to plan, prepare, and publicize the program. Repeat programs or programs of a topical nature may require a shorter lead time; in such cases, these applicants should consult with the Coordinator of Study Abroad. Due dates for applications will be publicized in the faculty newsletter. If funds are available, applications for programs submitted nine months or more prior to departure may be approved.

The Study Abroad Committee reviews, screens, and recommends proposed study abroad programs to the VPAA for final approval. The Committee reviews proposals for academic and financial viability. Applications include the itinerary, academic requirements (such as reading, tests, etc.) and a detailed budget for the program.

Programs must cover all costs (travel, tours, rooms, meals, and publicity) except the program leader's salary. The minimum number of students needed to cover costs will be determined for each program. If the program does not enroll this minimum, it will be canceled.

Staffing

Program leaders are selected from tenured/tenure-track faculty. Two or more departments may cooperate in offering a study abroad program.

Credit

Students in a study abroad program normally earn three semester hours but may earn more. Credit for shorter programs may not exceed one semester hour per week or equivalent, approximately fifteen contact hours. Students wishing no-credit should register on an "audit" basis. They are required to pay the same tuition fees, program fees, and travel expenses as students registering for credit.

The minimum days and contact hours should follow these guidelines:

<u>Minimum Days Abroad not Including Travel:</u>	<u>Sem. Hrs.</u>	<u>Minimum Contact Hours</u>
6	1	
12	2	
18	3	
24	4	
30	5	Approx. 15 hours/week per credit hour
36	6	
42	7	
48	8	

Contact hours include:

- (1) lectures, discussions, etc., conducted by the program leader
- (2) lectures, discussion, etc., directly pertaining to the course
conducted by resource persons
- (3) supervised practicum.

Grading criteria and course requirements must differentiate between work done for graduate credit and that done for undergraduate credit.

Affiliation With Other Universities

In case of an affiliation with another institution, in the U.S. or abroad, for providing a study abroad program, a written agreement (terms, conditions, and procedures) must be signed by the appropriate administrative officers of both institutions. Copies of the agreement will be filed in the offices of the Vice President for Academic Affairs, the Office of Off-Campus Academic Services, the Study Abroad Coordinator, the appropriate College Dean, and the Department Chairperson.

Tuition Fees

Tuition for study abroad courses is the same as for other university courses. Participants also will deposit a check or money order with the University in an amount to cover all costs connected with the program (transportation, accommodations, insurance, etc.) by deadlines announced in publicity materials. Each person enrolled is required to register and pay the full tuition fees regardless of whether that person is enrolled for credit or for audit and regardless of policy statements elsewhere pertaining to educational benefits.

Registration

Students desiring to participate in study abroad programs register with the Office of Off-Campus Academic Services. Students shall complete all required forms and application materials, submitting transcripts or documents relating to transfer status as required.

School of Adult & Continuing Education

The Office of Off-Campus Academic Services will assist the program leader with publicizing the program. The Dean of Adult & Continuing Education will serve as fiscal agent for each program.

Travel Arrangements

For all travel arrangements, rooms, meals, and tours, the program leader will investigate liability, prices, availability, location, and itinerary. Firm prices and reservations must be in hand when the final budget is approved. Copies of the final agreements shall be filed with the Office of the Vice President for Academic Affairs, the Office of Off-Campus Academic Services, and the Study Abroad Coordinator. The

program leader must obtain all students' signatures on release forms and distribute guidelines provided by the Study Abroad Coordinator.

Evaluation

The Office of Off Campus Academic Services, in conjunction with the program leader, will, on its completion, provide for each participant to evaluate the program both academically and procedurally. The completed evaluation is to be submitted to the program leader with copies to the Summer School Director and the Office of Off-Campus Academic Services at the end of the study abroad program. The Study Abroad Committee will review these evaluations.

Funding and Compensation

Unless otherwise specified, compensation for program leaders is funded by the personal services allocation to the Office of the Director of Summer School. An instructor's salary is based on the credit units offered, in accordance with Article 27.8 of the Collective Bargaining Agreement which stipulates that an employee shall receive one month's salary for an assignment of three credit units and two month's salary for an assignment of six credit units. Assignment of other than three or six credit units but no more than six credit units shall be compensated on a pro-rata basis. Assignments in excess of six credit units shall be compensated on an overload basis.

V. Development of a List of University Courses Formulated to Satisfy the Cultural Diversity Graduation Requirement, (91-9).

The Council discussed the proposal. The motion passed with a vote as follows:

Yes: Dr. Baumgardner, Dr. Hawker, Dr. Higelmire, Dr. McAlister,
Dr. Monippallil, Dr. Shank, Dr. Shonk, Dr. Sutton.

Abstain: Dr. Gholson, Ms. Krueger.

The Council will develop a list of University courses formulated to satisfy the cultural diversity graduation requirement.

VI. Motion to Amend Agenda Item (90-95), Part III., in the September 13, 1990 Minutes.

Dr. Shonk moved and Dr. Hawker seconded the motion to impose a moratorium on consideration of new courses for general education for one year from the date of implementation unless the CAA requests courses, with the exception of Honors Courses and Senior Seminar.

The motion passed with a vote as follows:

Yes: Dr. Baumgardner, Dr. Gholson, Dr. Hawker, Dr. Higelmire, Dr.
McAlister, Dr. Monippallil, Dr. Shank, Dr. Shonk, Dr.
Sutton.

Abstain: Ms. Krueger.

There will be a moratorium on consideration of new courses for general education for one year from the date of implementation, unless the CAA requests courses, with the exception of Honors courses and Senior Seminars.

VII. Undergraduate Education Study of Eastern Illinois University, (88-99).

The Council discussed the letter from President Rives regarding the implementation of general education courses.

VIII. Proposal to Create a General Education Committee, (91-31).

Dr. Baumgardner moved and Dr. Shonk seconded the motion to create a General Education Committee such as the one described on page 30 of the SUE document. Voting will be later.

IX. Proposal to Request an Interim Report on Admission, (91-32).

Dr. Shank moved and Dr. Monippallil seconded the motion to request an interim report on admission, this year versus last year, from Dean Taber, Student Academic Services. Voting will be later.

- * In the voting above, Ms. Krueger abstained because she had not officially been elected to the Council at this time.

The meeting adjourned at 3:45. Billie Rawlings - Recording Secretary

ANNOUNCEMENT OF MEETING
September 5, 1991, 2:00 p.m.
Arcola/Tuscola Room - MLK Union

Agenda:

- *88-99 Undergraduate Education Study of Eastern Illinois University.
- *90-153 Proposed Recommendations of the Task Force on Minority Participation, Chapter V: Teaching, Learning, and the Curriculum.
- *91-11-B New Course Proposal, PSY 2999, Psychological Forum.
- *91-16 New Course Proposal, PSY 3720, Psychology of Gender Differences.
- *91-17 New Course Proposal, HIS 4920, The U.S. Constitution and American Federalism.
- *91-31 Proposal to Create a General Education Committee.
- *91-32 Proposal to Request an Interim Report on Admission.

- * Motion on floor.