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Council on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS
April 2, 1992

The meeting was held at 2:00 p.m. on April 2, 1992, Arcola/Tuscola Room, MLK Union.

Members present: Dr. Sutton, Dr. Shonk, Ms. Krueger, Mr. Stover, Dr. McAlister, Dr. Monippallil, Dr. Shank, Dr. Higelmire, Dr. Baumgardner, Acting Vice President Hill.

Members absent: Dr. Gholson, Dr. Hawker, Ms. Motley.

Staff present: Ms. McDaniel, Mrs. Rawlings, Dr. Whitley, Academic Affairs.

Visitors: Assistant Dean Lynch, Ms. J. Jones, Mr. J. Conley, Assistant Dean Brown, Dr. C. Helwig, Mr. C. Campbell, Ms. T. Johnson, Daily Eastern News.

I. Minutes.

The Minutes of March 19, 1992, were approved as published.

II. Communications.

1. Memo from Dr. Doug Davis, Council of Chairs, urging CAA and the other Councils to request that President Rives select the Vice President for Academic Affairs at this time.
2. Minutes of the College of Applied Sciences Curriculum Committee.
3. Minutes of the College of Education Curriculum Committee.
4. Minutes of the College of Liberal Arts & Sciences Curriculum Committee.
5. Minutes of the Lumpkin College of Business Curriculum Committee.
6. Minutes of the Council on Graduate Studies.
7. Request for Executive Action regarding SPC 2530 and 4760.
8. College of Applied Sciences Academic Waiver Report for March.

III. New Course Proposal, CHM 4860, Special Topics in Biochemistry, (92-24).
Dr. McAlister moved and Ms. Krueger seconded the motion to approve the proposal. Voting will be later.

IV. Proposed Honors High School Summer Camp, ESC 1999, Weather and Climate, (92-25).
Dr. Baumgardner moved and Dr. Higelmire seconded the motion to approve the proposal. Voting will be later.

V. Proposed English Department Honors Program, (92-26);
Dr. Shonk moved and Dr. McAlister seconded the motion to approve the proposal. Voting will be later.

VI. Proposal Regarding the Review of the Provisional Admission Policy, (92-13).
Dr. Higelmire, Chair of the CAA Subcommittee to Review the Provisional Admission Policy, reported on the progress of the subcommittee. Voting will be later.

VII. The Council discussed the memo from Dr. D. Davis. By consensus the Council agreed to write a letter to President Rives, with copies to Chancellor Layzell and the members of the Board of Governors, requesting that he appoint the Vice President for Academic Affairs at this time, and that the Chair and Vice Chair will deliver the letter to President Rives.

IV. Proposed Format and the Review Process of the Major, (92-27).
Dr. McAlister moved and Dr. Shonk seconded the motion to approve the proposed format. The Council discussed the format and the review process of the major. Voting will be later.

DRAFT FOR DISCUSSION ONLY

FORMAT AND PROCESS FOR WRITTEN REPORTS
IN EVALUATING MAJORS

FORMAT: A written response to reports of units on majors will be given by the CAA. It will include the following categories:

- I. Commendations (aspects of unit reports that show strong coherence to CAA evaluation criteria).
- II. Needs (aspects of unit reports in which needs for improvement become evident).
(For each need noted there must be a corresponding recommendation for improvement.)

PROCESS:

- I. Four subcommittees will be appointed to prepare written responses. Each subcommittee will include at least two elected members, at least one of whom will be in his/her second or third year. No CAA member will be involved in the review of his/her unit's major. A fourth subcommittee member will either be the curriculum committee chair of a unit being reviewed or the unit chair.
- II. Reports will first be shared by the departments.
- III. Each subcommittee report must be passed by the CAA.
- IV. A copy of an approved report will be given to the unit involved. One copy will be retained by the CAA.

The meeting adjourned at 3:20. Billie Rawlings - Recording Secretary

ANNOUNCEMENT OF MEETING
April 9, 1992, 2:00 p.m.
Arcola/Tuscola Room - MLK Union

Agenda:

- *88-99 Undergraduate Education Study of Eastern Illinois University.
- *92-13 Proposal Regarding the Review of the Provisional Admission Policy.
- *92-15 Proposal to Discuss the Presidential Search Procedure.
- *82-24 New Course Proposal, CHM 4860, Special Topics in Biochemistry.
- *92-25 Proposed Honors High School Summer Camp, ESC 1999, Weather and Climate.
- *92-26 Proposed English Department Honors Program.
- *92-27 Proposed Format and the Review Process of the Major.

Motion on floor.