

1995

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Council on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

9/14/95

The September 14, 1995 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room, MLK Union.

Members present: Dr. Addison, Dr. Bock, Ms. Decker, Dr. Midkiff, Dr. Owen, Mr. Phillips, Dr. Shelton, Mr. Tucker, Dr. Weidner, Dr. Wohlraabe, Dr. Wohlstein.
Members absent: Dr. Cooper, Dr. Hanner.
Staff present: Dr. Evans, Mrs. Johnson, Academic Affairs.
Guests present: Ms. B. Chen, Dean T. Gladsky, Dean F. Hohengarten, Dean T. Ivarie, Dean J. Johnson, Ms. J. Sterling.

I. Minutes.

The minutes of September 7, 1995 were approved as published.

II. Communications.

1. Minutes from the General Education Assessment Committee; August 24 and August 31, 1995.
2. Telephone conversation with Linda Calendrillo requesting an additional COS representative to WAC. The appointment of Dr. Jim Bruehler, Economics, to the Writing Across the Curriculum Committee was approved by consensus.
3. Memorandum from Chair Hanner (9/11/95) concerning the 9/8/95 meetings with President Jorns and representatives of governance groups on campus.
4. Academic Waiver Report from the Lumpkin College of Business and Applied Sciences for August, 1995.
5. Academic Waiver Report from the College of Education and Professional Studies for August, 1995.
6. Academic Waiver Report from the College of Arts and Humanities for August, 1995.

III. Proposed Revision to Graphic Design Option, (95-56).

Dr. Wohlstein moved and Mr. Tucker seconded the motion to add this item to the agenda. Voting will be later.

IV. New Course Proposal, ART 3911, Visualization Studies I, (95-57).

Dr. Midkiff moved and Dr. Wohlstein seconded the motion to add this item to the agenda. Voting will be later.

V. New Course Proposal, ART 3921, Visualization Studies II, (95-58).

Dr. Wohlstein moved and Ms. Decker seconded the motion to add this item to the agenda. Voting will be later.

VI. New Course Proposal, ART 4910, Typography III (Graphic Design III), (95-59).

Ms. Decker moved and Dr. Shelton seconded the motion to add this item to the agenda. Voting will be later.

VII. New Course Proposal, ART 4911, Visualization Studies III, (95-60).

Mr. Tucker moved and Dr. Owen seconded the motion to add this item to the agenda. Voting will be later.

VIII. New Course Proposal, ART 4921, Visualization Studies IV, (95-61).

Dr. Wohlstein moved and Dr. Midkiff seconded the motion to add this item to the agenda. Voting will be later.

IX. Request to raise the English Language requirements for Undergraduate Admission of International Students from "Proficiency Level 8" to "Proficiency Level 9." (95-52).

Dean Gladsky and Ms. Brigitte Chen of the Graduate School and Research presented the request and answered questions of the Council. The motion passed unanimously.

This action approves the following to become effective immediately:

International Students

Applicants who are non-United States citizens or non-Permanent Resident Aliens may apply for admission by submitting completed International Student Application forms which are obtainable from the International Student Office. Students whose native language is not English or whose college preparatory work has been done in non-English speaking schools must present minimum scores of 500 on the Test of English as a Foreign Language (TOEFL) or proficiency level 2 from an ELS Language Center in the United States to be considered for admission.

If otherwise admissible, students scoring between 500 and 549 on the TOEFL or at proficiency level 2 on the ELS will be required to enroll in English as a Second Language I (English 0990) during their first term of attendance. Students scoring at 550 or above on the TOEFL or at proficiency level 9 on the ELS will be required to enroll in English as a Second Language II (English 0995) during their first term of attendance.

Deadlines For Issuance of Form I-20 or IAP-66

Applicants must be admitted and approved for issuance of appropriate documents two months prior to the beginning of the semester. Late applications will be processed on a case-by-case basis. Upon request, files may also be updated to the following semester.

X. Revised Waiver Appeals Policy Proposal. (95-55).

Dean Johnson, College of Arts and Humanities and Dean Ivarie, Lumpkin College of Business and Applied Sciences presented the revision and answered questions of the Council. The revision was approved with a vote as follows:

Yes: Dr. Addison, Dr. Bock, Dr. Midkiff, Dr. Owen, Mr. Phillips, Dr. Shelton, Mr. Tucker, Dr. Wohlrahe, Dr. Wohlstein.

Abstain: Mr. Decker.

This action approves the following to become effective immediately:

See Attachment.

The meeting adjourned at 2:45 p.m.

Karen Johnson, Recording Secretary.

**ANNOUNCEMENT OF NEXT MEETING
Thursday, September 21, 1995, 2:00 p.m.
Arcola/Tuscola Room - MLK Union**

Agenda:

- *95-56 Proposed Revision to Graphic Design Option.
- *95-57 New Course Proposal, ART 3911, Visualization Studies I.
- *95-58 New Course Proposal, ART 3921, Visualization Studies II.
- *95-59 New Course Proposal, ART 4910, Typography III (Graphic Design III).
- *95-60 New Course Proposal, ART 4911, Visualization Studies III.
- *95-61 New Course Proposal, ART 4921, Visualization Studies IV.
- *Motion on floor.

UNDERGRADUATE ACADEMIC WAIVERS

Undergraduate students seeking waivers of academic rules or procedures may obtain waiver forms from their deans, department chairpersons or advisors. It is the student's responsibility to complete the form, obtain the necessary signatures, and present the form to the student's certifying dean for processing. **All requests for waivers related to prerequisites or academic loads must be acted upon prior to the first day of classes in the academic term of the proposed exception.**

The student's certifying dean may approve the waiver request, stipulating approval conditions, if any, or disapprove the request. If the waiver is not approved, the dean advises the student of the waiver appeal process. In either case, the dean indicates a file number on the waiver form and forwards appropriate copies to the student, advisor and the Records Office. The certifying dean's decision on waivers approved according to the Academic Waiver Rules is final.

UNDERGRADUATE ACADEMIC WAIVER APPEALS COMMITTEE

The Undergraduate Academic Waiver Appeals Committee (UAWAC) is composed of the four college deans, with a Committee chair who coordinates the activities of the committee selected from among its members. College deans do not participate in deciding appeals from students in their own colleges; the decisions are made by a majority vote of the three remaining deans.

THE APPEAL PROCESS

If an undergraduate student waiver is denied by a student's certifying dean, the student may submit an appeal to the Registrar, who serves as corresponding secretary for the UAWAC and handles all official correspondence with the student regarding the appeal. Appeals must be submitted in writing, using a format approved by the Deans' Council. Letters supporting an appeal, if any, should be included with the appeal form at the time it is submitted to the Records Office. When action has been taken by the UAWAC, the chair notifies the Registrar in writing of its decision. The Registrar, in turn, notifies the student in writing of the action taken. **All appeals related to prerequisites must be acted upon prior to the first day of classes in the academic term of the proposed exception.**

Negative decisions made by the UAWAC may be reconsidered by the committee if the chair believes there is good reason to do so. Reconsideration must be based on the presence of significant new information or other compelling evidence. Reconsideration by the UAWAC may be requested by the student's certifying dean or by the Vice President for Academic Affairs. The decision of the UAWAC (following reconsideration, if appropriate) is final.

Certifying deans for undergraduate students report monthly to the VPAA the waivers that have been approved and disapproved. The Registrar reports the actions of the UAWAC to the VPAA monthly. The VPAA consolidates the college and UAWAC reports and circulates the monthly activity report to the Council on Academic Affairs and the Council on Teacher Education.

ACADEMIC WAIVER RULES

All undergraduate student waivers require approval signatures of the student's advisor and department chairperson, the chairperson of the department and the college dean responsible for the rule or requirement being waived, and the student's certifying dean. The Academic Waiver Rules that follow govern the actions of undergraduate certifying deans and the Undergraduate Academic Waiver Appeal Committee.

ACADEMIC WAIVER RULES

- I. The following may be approved by undergraduate certifying deans through the waiver process. No action by the UAWAC is required.
 - A. RESIDENCE AND CREDIT REQUIREMENTS
 1. Senior Institution Credits The requirement of at least 56 s.h. in senior institution credits may be reduced by up to 3 s.h. by waiver.
 2. Upper Division Credits The requirement of at least 40 s.h. of upper division course work may be reduced by up to 6 s.h. by waiver. (Of the 6 s.h. of the music ensemble course work used by music majors and minors, 2 s.h. may be regarded as being upper division course work; no waiver is required.)
 3. Eastern Illinois University Credits The requirement of at least 42 s.h. of course work at Eastern (38 s.h. for medical technology and engineering cooperative students) may be reduced by up to 3 s.h. waiver.
 4. Junior and Senior Level Credits The requirement of at least 32 s.h. of course work at Eastern in the junior and senior years may be reduced by up to 3 s.h. by waiver. (Medical technology and engineering cooperative degree students are exempt from this requirement; no waiver necessary.)
 5. Senior Credits The requirement of at least 12 s.h. of course work in the senior year at Eastern may be reduced by up to 3 s.h. by waiver. (Medical technology and engineering cooperative degree students are exempt from this requirement; no waiver required.)
 - B. COURSE AND PROGRAM REQUIREMENTS
 1. Major Requirements Waivers may be used to modify the course pattern for a student's major or to substitute appropriate non-equivalent course credit in the student's major program.
 2. Prerequisites A prerequisite course may be waived if a student has credit in a more advanced course.
 3. Class Level Exceptions to the rules on enrollment by class level may be authorized by waiver.
 4. Load Rules Exceptions to the load rules stated in the Undergraduate Catalog and Class Schedules may be made by waiver.
 5. English and Speech Requirements -- Transfer Students Only Transfer students, who are following 1992-93 or later Undergraduate Catalogs, meet Eastern's Integrated Core requirement of "two courses

in reading and writing if they have credit in any two English courses (in composition, composition and literature, or the equivalent) totaling at least 6 s.h.; no waiver is required. These students meet Eastern's Integrated Core requirement of "one course in listening and speaking" if they have credit in a speech course (public speaking) of at least 2 s.h.; no waiver is needed.

Transfer students, who are following earlier catalogs, meet Eastern's English requirement if they have credit in any two English courses (in composition, composition and literature, or the equivalent) totaling at least 6 s.h.; no waiver is necessary. These students meet Eastern's speech requirement if they have credit in a speech course (public speaking) of at least 2 s.h.; no waiver is required.

Other exceptions to these requirements do require a waiver approved by the chairperson of the English or Speech Department, as appropriate.

6. Integrated Core/Distribution Requirements -- Transfer Students Only No waiver is required to allow transfer credit in courses accepted by Eastern, which have been accepted as approved substitutes for courses in the integrated core, to be regarded as meeting Integrated Core requirements (students following 1992-93 or later Undergraduate Catalogs).

No waiver is required to allow transfer credit in courses accepted by Eastern and judged equivalent to EIU distribution courses to be regarded as meeting distribution requirements for students following 1991-92 or earlier catalogs.

7. Integrated Core/Distribution Requirements The use of non-Integrated Core courses taken at EIU as substitutions in the Integrated Core segments (for students following the 1992-93 or later General Catalogs) may be authorized by waiver. Similarly, EIU course substitutions for distribution requirements (for students following earlier catalogs) may be authorized by waiver..
8. Health Studies Requirements -- Transfer Students Only Transfer students who are following the 1991-92 or earlier catalogs may satisfy the Health Studies requirement if they have at least 2 s.h. of college-level health studies course work; no waiver required. Transfer students following the 1992-93 or subsequent catalogs satisfy this requirement by meeting the requirements for the Integrated Core.

C. TEACHER CERTIFICATION RULES

1. Methods Courses -- Minors and Second Majors Only A waiver approved by the College of Education and Professional Studies Dean may be used to substitute appropriate non-equivalent course credit for a methods course for teacher certification students in a minor or second major area.
2. Load While Student Teaching A waiver may be used to increase the maximum load taken by a teacher certification student during the student teaching term by the addition of independent studies or other course work to be done following the completion of the student teaching practicum.

II. The following can NOT be altered by waiver or by action of the UAWAC.

A. DEGREE REQUIREMENTS

1. Hours Required for Graduation The minimum of 120 s.h. for a baccalaureate degree must be met. ENG 0990, 0995, and 1000; GST 1000; MAT 1000 and 1270; and MUS 0541 do not count toward the 120 s.h. required.

No more than 4 s.h. of theatre practicum, chorus, orchestra or band can be included in the 120 s.h. (Music majors and minors as well as students seeking simultaneous degrees may count 6 s.h. of music ensemble activities.)

No more than 4 s.h. in physical education activity courses can be included in the 120 s.h. (Physical education majors and minors and recreation majors as well as students seeking simultaneous degrees may count 6 s.h. of physical education activity courses.)

2. Simultaneous Degrees Students seeking two baccalaureate degrees simultaneously must complete at least 150 s.h.
3. Second Baccalaureate Degrees Students seeking a second baccalaureate degree must complete a minimum of 30 additional s.h. of credit at Eastern. Also, these students must have at least 12 s.h. of course work in the major taken in residence used to calculate their major GPAs.
4. Integrated Core/Distribution Requirements For students following 1992-93 or later Undergraduate Catalogs, the minimum number of hours in each component of the Integrated Core must be met. See I.B.5. for exceptions. In addition, eight semester hours of upper division general education courses are required, two semester hours of which is a Senior Seminar. (Students who enter Eastern with an Associate in Arts or Associate in Science degree from an Illinois community college are considered to have met all lower division Integrated Core requirements.)

Students following earlier catalogs must meet the minimum of 9 s.h. in the Humanities, Social Sciences, and Math/Science distribution requirements. (Students who enter Eastern with an AA or AS degree earned at an Illinois community college are considered to have met the distribution requirements.)
5. College Credit for High School Students No more than 24 s.h. of college credit earned while a high school student may be used to satisfy degree requirements at Eastern.
6. Correspondence and Extension Courses A maximum of 32 s.h. in correspondence and/or non-EIU extension courses may be used to satisfy degree requirements at Eastern.
7. Internship Credit A maximum of 15 s.h. of credit is allowed for internship during any term.
8. Experimental Courses Experimental courses may not be used to satisfy major requirements.

9. Credit in Independent Study, Research, Internship and Studies Abroad Used in the Minor A maximum of 3 s.h. in independent study, research, internship or studies abroad may be used toward satisfying minor requirements.
10. Graduation with Distinction To be eligible for graduation with distinction a student must earn a minimum of 56 s.h. at Eastern, with at least 40 s.h. of those hours graded hours (exclusive of credit/non credit hours).
11. Upper Division Standing in Business Pre-Business students must meet the requirements stated in the Undergraduate Catalog for admission to upper division standing in business in the Lumpkin College of Business and Applied Sciences.

B. GRADE POINT AVERAGE REQUIREMENTS

1. Cumulative GPA A minimum 2.00 CUGPA is required.
2. Major GPA A minimum 2.00 major GPA is required.
3. GPA for Students on Probation The semester GPA minimal required for students on probation described in the Undergraduate Catalog must be met.
4. Courses Used in Calculating the Major GPA At least 12 s.h. of the courses used to calculate a student's major GPA must be taken in residence.
5. Courses Used in Calculating the Minor GPA At least 6 s.h. of the courses used to calculate a student's minor GPA must be taken in residence.
6. Non-Teaching Minors A minimum GPA of 2.00 is required for a non-teaching minor.

C. TEACHER CERTIFICATION RULES

1. ISBE Requirements Students seeking teacher certification must satisfy the requirements established by the Illinois State Board of Education. Minimum ISBE recognition requirements must be met for teacher certification minors as well.
2. Cumulative and Major GPA A 2.50 cumulative GPA and a 2.50 major GPA are required for students to be admitted to and to graduate from teacher certification programs.
3. Methods Course Students seeking a high school or standard special certificate program must complete a methods course in their major. (Under special circumstances, with permission of the Dean of the College of Education and Professional Studies, an alternate methods course may be substituted; only a waiver is required.)
4. Single Discipline The minimum of 32 s.h. in one discipline must be met by teacher certification majors.
5. Minor GPA A minimum minor GPA of 2.50 is required for a teaching minor.

6. Methods Credit in Minors No credit in teaching methods may be counted toward a minor other than a teaching minor.

D. GRADUATION REQUIREMENTS

1. Senior Seminar A 2 s.h. senior seminar is required. (Students in medical technology and engineering cooperative degree programs are exempt.)
2. Health Studies Students following 1991-92 or earlier Undergraduate Catalogs must successfully complete HST 1200 or pass a proficiency or competency examination in health studies. Students beginning their study Fall 1992 or after satisfy this requirement by meeting the requirements for the Integrated Core.
3. Constitution Examination Students beginning their study prior to Fall Semester 1992 must pass the Constitution Examination or satisfactorily complete HIS 1600C (2000C) or 2010 or 4910 or PLS 1153C.

Students beginning their study Fall 1992 or after satisfy this requirement by meeting the requirements for the Integrated Core.
4. Writing Competency Examination All students must pass the Writing Competency Examination. (Accommodations may be made for students with documented disabilities.)

III. The following requires approval by action of the UAWAC. These requirements may not be altered by waiver.

1. Residence and Credit Requirements Further exceptions to the limits stated above in I.A, RESIDENCE AND CREDIT REQUIREMENTS require UAWAC approval.
2. Simultaneous Degrees The requirement of at least 60 s.h. of upper division course work and at least 72 s.h. at Eastern may be reduced through UAWAC approval for students seeking two baccalaureate degrees simultaneously.
3. Second Baccalaureate Degrees The requirement of at least 20 s.h. of upper division course work for students seeking a second baccalaureate degree may be reduced by UAWAC approval.
4. Other Exceptions Exceptions may be made by the UAWAC to any rules or regulations not specifically addressed elsewhere in this document.