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**Agenda for the October 3-4, 2007 CAA Electronic Meeting**

**Items approved:** None.

**Items Pending:** 07-56, Mid-Term Grade Submission (Revised Policy)  
07-57, ENG 4060, Professional Writing Career Development (New Course)  
07-58, ENG 4765, Professional Editing (New Course)  
07-59, English Minor (Revised Minor)  
07-60, English Professional Writing Minor (Revised Minor)

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**Council on Academic Affairs  
Electronic Meeting  
Minutes  
October 3-4, 2007**

The October 3-4, 2007 meeting of the Council on Academic Affairs was conducted electronically. The meeting began at noon on Wednesday, October 3, 2007 and ended at 4:00 p.m. on Thursday, October 4, 2007.

**Members Participating:** Dr. Bower, Ms. Dilworth, Dr. Hendrickson, Dr. Hyder, Dr. Reid, Dr. Roszkowski, Dr. Shank, Dr. Stowell, and Ms. Wyatt

**I. Items Added to the CAA Agenda:**

1. 07-57, ENG 4060, Professional Writing Career Development (New Course)
2. 07-58, ENG 4765, Professional Editing (New Course)
3. 07-59, English Minor (Revised Minor)
4. 07-60, English Professional Writing Minor (Revised Minor)

Dr. Stowell moved and Dr. Reid seconded the motion to add these items to the agenda. The motion passed unanimously.

**II. Items Acted Upon:**

None.

**III. Pending:**

1. 07-56, Mid-Term Grade Submission (Revised Policy)

The meeting adjourned at 4:00 p.m. on October 4, 2007.

**The next face-to-face meeting will be held Thursday, October 11, 2007.**

*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/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Thursday, October 11 2007  
Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

1. 07-57, ENG 4060, Professional Writing Career Development (New Course)
2. 07-58, ENG 4765, Professional Editing (New Course)
3. 07-59, English Minor (Revised Minor)
4. 07-60, English Professional Writing Minor (Revised Minor)

Pending: 07-56, Mid-Term Grade Submission (Revised Policy)