
Agenda for the October 11, 2007 CAA Meeting

Items approved: 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)

Items Pending: 07-56, Mid-Term Grade Submission (Revised Policy)
07-61, Music Minor (Revised Minor)
07-62, Electronic Writing Portfolio (Proposed Changes)
07-63, Honors Council Appointments

Council on Academic Affairs Minutes

October 11, 2007

The October 11, 2007 meeting on Council on Academic Affairs was held at 2:02 p.m. in Booth Library Conference Room 4440.

Members Present: Dr. Bower, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Dr. Reid, Dr. Roszkowski, Dr. Shank, and Dr. Stowell.

Note: Dr. Kathlene Shank will serve on CAA during the Fall 2007 semester as a temporary replacement for Dr. Julie Campbell.

Members Absent: Dr. Dietz, Mr. Hausner, Ms. Kostelich, and Ms. Wyatt.

Staff Present: Dr. Lord and Ms. Fopay.

Guests Present: Dr. Beebe, English; Dean Irwin, Honors College; Associate Dean Lynch, College of Arts & Humanities; and Dr. Ringuette, English.

I. Approval of the September 13, 2007 CAA Meeting Minutes.

The minutes of September 13, 2007 were approved as amended.

Page 3, agenda item 07-56 – Revised the motion to read:

Dr. Dietz moved and Ms. Dilworth seconded the motion to table agenda item 07-56 to a future CAA meeting when the council members have had a chance to **obtain faculty input**, see how the Banner grading process works and more details about the process can be provided by Office of the Registrar & Enrollment Management **and the new online process for referrals to the Student Success Center, and obtain further information on the confidentiality issue.**

II. Approval of the October 3-4, 2007 CAA Electronic Meeting Minutes.

The minutes of October 3-4, 2007 were approved as written.

III. Communications:

a. Executive Action Requests:

1. August 16, 2007 memorandum from Dean Augustine, Graduate School, requesting executive action to revise the course title and description for STA 3960 and 3961, and delete STA 3962 from the curriculum.
2. September 26, 2007 memorandum from Dean Hoadley, LCBAS, requesting executive action to change the terms in which the following courses are offered: FCS 2740, 4340, and 4345.
3. October 2, 2007 memorandum from Dean Hoadley, LCBAS, requesting executive action to change the course titles of COS 4820 and COS 4870.

b. College Curriculum Committee Meeting Minutes:

1. Minutes from the September 12, 2007 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

2. Minutes from the September 7, 2007 College of Sciences Curriculum Committee Minutes.
3. Minutes from the September 10, 2007 College of Education & Professional Studies Curriculum Committee meeting.
4. Minutes from the September 24, 2007 College of Education & Professional Studies Curriculum Committee meeting.

c. Waiver Reports:

1. September 13, 2007 email from Ms. Judy Kopp with a revised waiver appeal report for Spring 2007 and waiver report for Summer 2007.

A council member questioned waiver CAH07-106 on the SP07 report and why it allowed a student to take ART 4252 for a fifth time. Associate Dean Lynch provided an explanation.

2. Academic Waiver Reports for September 2007 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

A council member expressed concerns about a large number of approved waivers for upper-division credit. The council discussed it and explained that the waiver rules allow for waivers of upper-division courses up to 6 credit hours. The council did not take action on the concern. However, the council was willing to revisit it later if anyone should feel there is a need for it in the future.

Another council member asked about denied waiver 07-110 on the LCBAS report. Council members discussed it and provided an explanation of what would happen to the credit hours for the course in which the student took out of sequence.

Finally, a council member questioned waivers CAH-08-021 and 07-104 on the CAH & COS reports respectively. Both waivers allowed freshmen to enroll in 3000-level courses. Council members discussed it and possible reasons the students were allowed into the courses. Dr. Roszkowski will contact the colleges to get clarification and additional details on the waivers.

d. Other:

1. September 10, 2007 memorandum from Dean Irwin, Honors College, regarding Honors Council Appointments, 2007-2010 terms.

Dean Irwin explained her request regarding the Honors Council appointments. The council discussed it.

Dr. Hyder moved and Dr. Reid seconded the motion to add this item to the agenda.

2. Graduate Assistant Teaching, Research, and Service Mission Guidelines (CGS item) CGS approved this item at its September 18, 2007 meeting. It was included as a communication on the CAA agenda so that the council could discuss whether it was item for CAA to act upon. The council discussed it.

Dr. Hyder moved and Dr. Shank seconded the motion that reads:

CAA supports the policy on graduate assistant teaching, research, and service mission guidelines, but we reserve the right to raise related issues at a later point in time based on our authority to maintain the quality of undergraduate education.

The motion passed with the following vote:

Yes: Bower, Dilworth, Hendrickson, Hyder, Roszkowski, Shank, and Stowell.

No: Reid.

Abstain: None.

IV. Committee Reports:

None.

V. Items Added to the Agenda:

1. 07-61, Music Minor (Revised Minor)
2. 07-62, Electronic Writing Portfolio (Proposed Changes)

Ms. Dilworth moved and Dr. Bower seconded the motion to add these items to the agenda.

Dr. Roszkowski explained that CASL has requested that we use the next CAA meeting as a forum to provide faculty input on the proposals for the electronic writing portfolios. The forum will be held in the Charleston/Mattoon Room in the University Union.

VI. Items Acted Upon:**1. 07-57, ENG 4060, Professional Writing Career Development (New Course)**

Dr. Ringuette and Dr. Beebe presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2008.

4060 ENG. Professional Writing Career Development (1-0-1) F. Prof Writing Career Develop. Capstone professional writing experience with particular focus on entering the professional writing job market. Development of a portfolio and professional credentials. Prerequisite: Nine semester hours in Professional Writing. Course may not be repeated. WC

2. 07-58, ENG 4765, Professional Editing (New Course)

Dr. Ringuette and Dr. Beebe presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2008.

4765 ENG. Professional Editing. (3-0-3) F. Advanced practice and theory in professional editing, including copyediting and comprehensive editing. Focus on working effectively with writers, publishers, and audiences. Discussion of the production process and the role of technology in editing and information design. Prerequisites: ENG 2760, 3005, or 4760. Course may not be repeated. WC

3. 07-59, English Minor (Revised Minor)

Dr. Ringuette and Dr. Beebe presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal (**See Attachment A**) was approved, effective Fall 2008.

4. 07-60, English Professional Writing Minor (Revised Minor)

Dr. Ringuette and Dr. Beebe presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal (**See Attachment B**) was approved, effective Fall 2008.

VIII. Pending:

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

The next meeting will be held Thursday, October 18, 2007.

The meeting adjourned at 2:55 p.m.

—Minutes prepared by Ms. Janet Fopay, Recording Secretary

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 the <http://www.eiu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

***** ANNOUNCEMENT OF NEXT MEETING *****
October 18, 2007
Charleston/Mattoon Room, MLK University Union

Agenda:

1. 07-62, Electronic Writing Portfolio (Proposed Changes)

Pending:

1. 07-56, Mid-Term Grade Submission (Revised Policy)
2. 07-61, Music Minor (Revised Minor)

Approved Executive Actions:

None.

Pending Executive Actions:

BAS

Effective Fall 2008

1. COS 4820 – Revise the course title.

4820 COS Sociotechnical Design. Change Strategies in Organizations. (3-0-3) F. A study, from the worker's perspective, of how technology affects social processes in occupational environments; human resource development; sociotechnical and open system theories; diagnosing occupational systems; change strategies; and the worker's adaptation of occupational settings to changing environmental demands. Prerequisite: Three semester hours in psychology, sociology or management, or permission of the program coordinator. WI

2. COS 4870 – Modify the course title.

4870 COS Developing Critical Thinking in the Workplace. Coaching and Mentoring in the Workplace (3-0-3) People in the workplace are increasingly expected to think critically about their work rather than simply follow a supervisor's instructions. Participants will explore and apply principles of critical thinking to the workplace, classroom, and training room. WI

3. FCS 2740 -- Change the term offered from *Spring to Fall and Spring*.

2740 FCS Lodging Operations. (3-0-3) S, F, S. Examines hotel and resort rooms division management and operating procedures, including front desk and housekeeping operations and guest relations. Prerequisite: FCS 2700.

4. FCS 4340 -- Revise the term offered from *Fall to Summer*.

4340 FCS Conventions and Trade Shows. (3-0-3) F, SU. Organization, arrangement and operation of conventions, trade shows, and concessions. Prerequisite: BUS 2101, BUS 3470, FCS 2700, and FCS 3786.

5. FCS 4345 -- Change the term offered from *Fall and Spring to Spring*.

4345 FCS Hospitality Administration. (3-0-3) F, S, S. Administrative aspects of hospitality businesses with emphasis on hotels, motels, beds and breakfasts, and eco-lodges. Prerequisite: BUS 2101, BUS 3010, BUS 3470, FCS 3790, FCS 3786, FCS 4000, and FCS 4275.

Study Abroad

Effective Spring 2008

1. Delete STA 3962 from the curriculum.

Study Abroad

Effective Fall 2008

1. STA 3960 – Revise the course title and description.

3960 STA Study Abroad: EIU Exchange. (Arr.-Arr.-1-16) Enrollment in an international partner exchange program. Students pay tuition to EIU. Approval from the Office of Study Abroad is required.

2. STA 3961 – Update the course title and description.

3961 STA Study Abroad: EIU One-Way. (Arr.-Arr.-1-16) Enrollment in an international partner one-way program. Approval from the Office of Study Abroad is required.

Attachment A

English Minor

Total Hours: 18

~~ENG 3001 – Advanced Composition. Credits: 3~~

ENG 2205 – Introduction to Literary Studies. Credits: 3

One additional course in writing (3 credits total), chosen from

- **ENG 2760: Introduction to Professional Writing. Credits: 3**
- **ENG 3001: Advanced Composition. Credits: 3**
- **ENG 3002: Research Writing for Literary Studies. Credits: 3**
- **ENG 3005: Technical Communication. Credits: 3**
- **Any 4000-level course in creative writing (note prerequisites). Credits: 3**

Electives in English, ~~15~~ 12 semester hours

~~15 sem. hrs. of English electives which must include at least one other upper division course; limit of 3 sem. hrs. for 3970; excludes courses for general education except 3009G and 3099G; also excludes 0990, 0995, 1000, 3401, 3402, 4906.~~ **Twelve semester hours of electives (normally four courses) in English selected in consultation with an English advisor. These must include at least two other courses numbered 3000 or above and may not include any of the following or more than three hours of 3970 (Study Abroad):**

- **ENG 0990 - English as a Second Language I. Credits: 4**
- **ENG 0995 - English as a Second Language II. Credits: 4**
- **ENG 1000 - Fundamental English. Credits: 2**
- **ENG 1001G - Composition and Language. Credits: 3**
- **ENG 1002G - Composition and Literature. Credits: 3**
- **ENG 1091G - Composition and Language, Honors. Credits: 3**
- **ENG 1092G - Composition and Literature, Honors. Credits: 3**
- **ENG 3401 - Methods of Teaching Composition in the Secondary School. Credits: 3**
- **ENG 3402 - Methods of Teaching Literature in the Secondary School. Credits: 3**
- **ENG 4906 - Problems in the Teaching of English. Credits: 3**
- **ENG 4801 – Integrating the Language Arts. Credits: 3**

Attachment B
Professional Writing Minor

Total Hours: ~~20-22~~ 23

ENG 2760 - Introduction to Professional Writing. Credits: 3
 ENG 3005 - Technical Communication. Credits: 3
ENG 4060 - Prof Writing Career Develop. Credits: 1¹
 ENG 4275 - Internship in Professional Writing. Credits: 4²
 ENG 4760 - Studies in Professional Writing Credits: 3³ (See footnote *)
ENG 4765 - Professional Editing. Credits: 3⁴
~~JOU 3302 - Editing and Design for Targeted Audiences. Credits: 3~~

And ~~4-~~ 6 Elective Hours Chosen From

CMN 2030 - Applied Communication. Credits: 3
CMN 2650 - Intro to Organizational Communication. Credits: 3
CMN 3950 - Conference and Event Planning. Credits: 3
 ENG 2001 - Creative Writing: Nonfiction. Credits: 3
 ENG 3001 - Advanced Composition. Credits: 3
 ENG 3901 - Language and Linguistics. Credits: 3
 ENG 4760 - Studies in Professional Writing Credits: 3 (See footnote *)
 INT 1363 - Graphic Communication Technologies. Credits: 3
 INT 4813 - Advanced Digital Media Technologies. Credits: 3
 JOU 2101 - News Writing. Credits: 3 or JOU 3000
 JOU 2901 - Introduction to Copy Editing. Credits: 3
JOU 3000 - Advanced Reporting and Research Credits: 3
 JOU 3102 - Feature Writing. Credits: 3
~~JOU 3701 - Online Journalism. Credits: 1~~
 JOU 3903 - Women and the Media. Credits: 3
 JOU 3920 - Public Relations in Society. Credits: 3
 JOU 3951 - Minorities and the Media. Credits: 3
~~JOU 4760 - Advanced Publication Design. Credits: 3 (See footnote *)~~
 JOU 4771 - Communication Law. Credits: 3
 MGT 3830 - Managerial Communications. Credits: 3

Footnotes:

~~*Can be repeated as elective with change of topic~~

¹ **Prerequisite: 9 semester hours in professional writing courses.**

² **Prerequisite: ENG 2760 or 3005, and permission of instructor.**

³ **Can be repeated as elective with change of topic.**

⁴ **Prerequisite: ENG 2760, 3005, or 4760**