
Agenda for the August 28, 2008 CAA Meeting

Items approved: 08-63, COS 4815, Conflict in Organizations (New Course)
08-64, COS 4825, Ethical Behavior in Organizations (New Course)
08-65, COS 4845, Improvement in Organizations (New Course)
08-66, COS 4855, Web-Based Training and Instruction (New Course)

Items Pending: 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
08-55, HIS 3801, U.S. Rural History (New Course)
08-68, HIS 3540, Medieval and Renaissance Italy (New Course)
08-69, Dean's List, Honor's List, and Provost's List (Revised Catalog Copy)
08-70, CAA Bylaws (Revised Bylaws)
Revision of CAA Bylaws (Ongoing)
Senior Seminar Review Committee (Ongoing)
Appointment of the Ad Hoc Committee on Cultural Diversity

**Council on Academic Affairs
Minutes
August 28, 2008**

The August 28, 2008 meeting of the Council on Academic Affairs was held at 2:04 p.m. in Room 4440 Booth Library.

Members Present: Dr. Bower, Dr. Campbell, Mr. Darby, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Dr. Reid, Dr. Schroeder, Dr. Sterling, and Dr. White.

Staff Present: Dr. Lord, Dr. Herrington-Perry, and Ms. Fopay.

Guests Present: Ms. Brownson, Faculty Senate; Dr. Hawkins, School of Technology; Dean Hoadley, LCBAS; Dr. Hogan, School of Technology; and Associate Dean Lynch, College of Arts & Humanities.

Dr. Kathy Bower introduced herself and Dr. Debra Reid -- Dr. Bower will serve as the 2008-09 CAA Chair and Dr. Reid as the CAA Vice-Chair. Next, Dr. Bower introduced the following council members who are new to the council this fall: Mr. Keith Darby, Dr. Lucia Schroeder, and Dr. Larry White. After that the other council members introduced themselves.

Note: Dr. Lucia Schroeder is the replacement for Dr. Julie Dietz who is not available to serve on CAA this academic year.

I. Orientation for CAA Members

Dr. Bower gave an orientation to the council briefly outlining the items found in the CAA packets distributed to each council member prior to the meeting. In addition, she explained CAA matters such as what constitutes a quorum at CAA meetings and what to do if a member cannot attend a meeting. Also, she explained the voting procedures – currently, roll call voting – and how it will change to electronic voting once the CAA bylaws revisions are approved. Finally, she identified items that will be incorporated into the CAA bylaws such as the electronic voting procedure and voting privileges for the academic advising representative serving on CAA.

II. Approval of the May 1, 2008 CAA Meeting Minutes.

The minutes of May 1, 2008 were approved as written.

Note: At the May 1, 2008 CAA meeting the council approved the following course proposal: PHI 1200G, Introduction to Religious Studies. Unfortunately, it wasn't until after Dr. DePetro, the presenter for the proposal, left that meeting that a council member noticed that there was no rationale for the cultural diversity designation on the course proposal.

Since the May 1 meeting, Dr. Bower contacted Dr. DePetro who confirmed that the course should be given a cultural designation and indicated she would submit a revised proposal, containing a rationale for the cultural designation, to the council.

III. Communications:**a. Waiver Reports:**

1. Academic Waiver Reports for April 2008 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
2. Academic Waiver Reports for May 2008 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
The council discussed questions that a council member had regarding denied waiver 08-24 on the May 2008 College of Education & Professional Studies Report.
3. Academic Waiver Reports for June 2008 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
4. Academic Waiver Reports for July 2008 from Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, College of Sciences, and College of Arts & Humanities.

b. Other:

1. May 1, 2008 memorandum from Provost Lord requesting a representative for the Enrollment Management Advisory Committee.
See number 2 under "Appointments to Committees" below.
2. Grade Appeals Summary Reports from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

IV. Appointments to Committees:

1. University Naming Committee:

Dr. Grant Sterling volunteered to serve on the University Naming Committee for a one-year appointment.

2. Enrollment Management Advisory Committee:

Ms. Lora Green volunteered to serve on the Enrollment Management Advisory Committee for the 2008-09 academic year.

3. CAA Liaison to Faculty Senate:

Ms. Ann Brownson, Faculty Senate Vice-Chair, attended today's meeting. Dr. Bower explained that Ms. Brownson will represent Faculty Senate as a liaison at CAA meetings. She indicated that Faculty Senate has requested that a member from CAA attend future Faculty Senate meetings and serve as a liaison between the two groups.

Dr. Grant Sterling volunteered to serve as the CAA liaison to Faculty Senate for the 2008-09 academic year.

V. Committee Report:

None.

VI. Items Added to the Agenda:

1. 08-68, HIS 3540, Medieval and Renaissance Italy (New Course)
2. 08-69, Dean's List, Honor's List, and Provost's List (Revised Catalog Copy)
3. 08-70, CAA Bylaws (Revised Bylaws)

Ms. Dilworth moved and Mr. Darby seconded the motion to add these items to the agenda.

Dr. Hyder had some questions regarding agenda item 08-69 which Dr. Herrington-Perry answered.

VII. Items Acted Upon:**1. 08-63, COS 4815, Conflict in Organizations (New Course)**

Dr. Hawkins presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Dilworth moved and Dr. Hyder seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2009, *pending CGS approval*.

COS 4815. Conflict in Organizations. S. (3-0-3) Conflict resolution skills are necessary to improve work relationships and accomplish organizational goals within organizations. This course studies conflict as an organizational phenomenon, including conflict dynamics in the workplace and models for conflict resolution systems within organizations. Course may not be repeated. WI

2. 08-64, COS 4825, Ethical Behavior in Organizations (New Course)

Dr. Hawkins presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Dilworth moved and Dr. Hendrickson seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2009, *pending CGS approval*.

COS 4825. Ethical Behavior in Organizations. S. (3-0-3) Ethical Behavior in Org. This course will encompass the major issues surrounding and affecting ethics within an organization, including recognizing ethical issues, making ethical judgments in organizations, and understanding the importance of organizational ethics programs. Restriction: Admission to the COS major or permission of the program coordinator. Course may not be repeated.

3. 08-65, COS 4845, Improvement in Organizations (New Course)

Dr. Hawkins presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Mr. Darby moved and Dr. Hendrickson seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Fall 2009, *pending CGS approval*.

COS 4845. Improvement in Organizations. (3-0-3) F. This course is designed to acquaint students on methods to understand and improve organizational performance. Included in this course are techniques for identifying problems, philosophies and techniques addressing problems, and planning for measurable improvement. This course will be an introduction to the advanced material covered in TEC 5213 enhancing curricular integration between the Career & Organizational Studies Program with the Master in Technology graduate program. Restriction: Admission to the Career & Organizational Studies (COS) Program or COS Program Coordinator permission. Course may not be repeated.

4. 08-66, COS 4855, Web-Based Training and Instruction (New Course)

Dr. Hawkins presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Dilworth moved and Dr. Reid seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2009, *pending CGS approval*.

COS 4855. Web-Based Training and Instruction. (3-0-3) F. Web-Based Train and Instruct. This course provides an overview of the fundamental theory and principles of how to design, develop, and manage web-based training (WBT) programs for adult learners within industry, service, and other organizations. Participants will design, develop and implement a web-based course. Prerequisite: Admission to the COS major or permission of the program coordinator. Course may not be repeated.

5. 08-67, Ad Hoc Committee on Cultural Diversity

This agenda item was acted upon and approved at the May 1, 2008 CAA meeting. It was listed on this meeting agenda under "Items to be Acted Upon" by mistake.

At today's meeting, Dr. Bower gave background information about the committee and explained that she has contacted college deans, the Provost, the Academic Advising Center, and others to seek the names of individuals willing to serve on the committee. She'll report back to the council once she is able to find individuals to fill each position on the committee.

VII. Pending:

1. 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
2. 08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
3. 08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
4. 08-55, HIS 3801, U.S. Rural History (New Course)
5. Senior Seminar Review Committee (Ongoing)
6. Ad Hoc Committee Review of Writing Across the Curriculum (Ongoing)

Dr. Bower indicated that at the September 4 CAA meeting, she would like the council to discuss and decide what it wants to do in response to President Perry's April 28, 2008 memorandum requesting further discussion and consideration by the council of the proposal to modify the EIU Foreign Language Graduation Requirement. Prior to that meeting, she requested that the council members review the proposal, the President's letter, and other communications submitted to the council regarding the matter.

Also, on another matter, Dr. Bower noted that she will look into the status of the Senior Seminar Review Committee. She'll report back to the council once she has a chance to contact the committee members to find out what the committee has discussed and any information that the committee has collected. At the meeting today, there was a discussion about the purpose and need for the committee.

The next meeting will be held for Thursday, September 4, 2008.

The meeting adjourned at 3:14 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 *****

September 4, 2008

Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 08-55, HIS 3801, U.S. Rural History (New Course)
2. 08-68, HIS 3540, Medieval and Renaissance Italy (New Course)
2. 08-69, Dean's List, Honor's List, and Provost's List (Revised Catalog Copy)
3. 08-70, CAA Bylaws (Revised Bylaws)

Approved Executive Actions:

BAS

Effective Summer 2008

1. A Technology-Delivered Sections of Previously Approved Courses Questionnaire
(See Attachment A) for COS 4800, Strategies and Processes of Teaching and Training.
2. A Technology-Delivered Sections of Previously Approved Courses Questionnaire
(See Attachment B) for COS 4880, Productive Work Teams.

Pending Executive Actions:

None.

Attachment A

**PROPOSAL FOR APPROVAL OF TECHNOLOGY-DELIVERED SECTION
OF PREVIOUSLY APPROVED COURSE**

COS 4800 – Strategies and Processes of Teaching and Training

Syllabus

See attachment

Rationale

The Career and Organizational Studies (COS) major serves off-campus, working adults. Nearly all students in the program work full-time and live in Champaign, Danville, Decatur, and other locations. Alternative forms of delivery are important for these students. Technology-delivered sections serve students who work evenings, weekends, or who are employed in occupations (such as law enforcement, firefighting, and some factories) where they may be regularly rotated between first, second, and third shifts. These rotations make it difficult for them to attend a regularly scheduled evening or weekend course.

Description of how the technology will be used to support and assess students' achievements of the specified learning objectives.

The technology-delivered section of COS 4800 includes 15 learning modules that include reading and writing assignments on a weekly basis, weekly peer interaction through discussion topic areas, project assignments, and examinations. All these modules and activities are available through WebCT. The learning objectives for the technology-delivered section are identical to those in face-to-face sections. Podcasts and other media are used to deliver lecture content. A technology-delivered section is particularly valuable since the course description includes the use of instructional technologies, simulation, and computerized instruction.

Description of how the integrity of student work will be assured

Student work is submitted using a series of small, sequential, individualized tasks and student-centered personal responses. Multiple, individualized tasks are harder to counterfeit because of the necessary coordination and planning involved for the student to arrange for someone else to do work in the appropriately specified manner. Some assignments include a degree of cooperation and coordination among students. These too make it difficult for a student to find consistent help throughout a cooperative project of some duration and complexity. Discussion and reflection assignments also insure frequent student-instructor contact that familiarize the instructor with each particular student's writing style and ability. Examinations include mastery-type questions which require the student to relate the subject matter to their own personal, professional, and work-related experiences.

Description of provisions for and requirements of instructor-student and student-student interaction, including the kinds of technologies that will be used to support the interaction

Instructor-student interaction will be facilitated using the email function within WebCT, through the use of the WebCT chat function, and through WebCT discussion topic areas. The instructor also schedules regular office hours for the technology-delivered section when she or he is available in one of the chat rooms for conversation or via telephone. Student-student interaction is required multiple times each week through the structure of assignments for discussion. Group based projects also require intensive and ongoing interaction between students.

Explanation of how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described in the original course proposal approved by CAA/CGS

When this course is taught in a technology-delivered format, students will be expected to interact with each other and the instructor for at least 2 ½ hours of contact for each of the 15 weekly modules. This contact time consists of regularly scheduled chat sessions, participation in discussion topic areas on WebCT, where students are to respond to an initial question, read the responses of all other students, then make a second response and third response to other students' comments at set times during the week. Students are required to listen and respond to a podcast from the instructor's lecture that is identical to the face-to-face lecture and is delivered as part of each module. Each weekly module includes a written assignment that is expected to synthesize and analyze the readings, podcasts, and class discussions.

Date Approved by the Department or School: _____ March 25, 2008 _____

Date Approved by the College Curriculum Committee: April 23, 2008

Attachment B**PROPOSAL FOR APPROVAL OF TECHNOLOGY-DELIVERED SECTION
OF PREVIOUSLY APPROVED COURSE*****COS 4880 – Productive Work Teams*****Syllabus**

See attached CAA archive copy

Rationale

The Career and Organizational Studies (COS) major serves off-campus, working adults. Nearly all students in the program work full-time and live in Champaign, Danville, Decatur, and other locations. Alternative forms of delivery are important for these students. Technology-delivered sections serve students who work evenings, weekends, or who are employed in occupations (such as law enforcement, firefighting, and some factories) where they may be regularly rotated between first, second, and third shifts. These rotations make it difficult for them to attend a regularly scheduled evening or weekend course.

Description of how the technology will be used to support and assess students' achievements of the specified learning objectives.

The technology-delivered section of COS 4880 includes 15 learning modules that include reading and writing assignments on a weekly basis, weekly peer interaction through discussion topic areas, project assignments, and examinations. All these modules and activities are available through WebCT. The learning objectives for the technology-delivered section are identical to those in face-to-face sections. Podcasts and other media are used to deliver lecture content.

Description of how the integrity of student work will be assured

Student work is submitted using a series of small, sequential, individualized tasks and student-centered personal responses. Multiple, individualized tasks are harder to counterfeit because of the necessary coordination and planning involved for the student to arrange for someone else to do work in the appropriately specified manner. Some assignments include a degree of cooperation and coordination among students. These too make it difficult for a student to find consistent help throughout a cooperative project of some duration and complexity. Discussion and reflection assignments also insure frequent student-instructor contact that familiarize the instructor with each particular student's writing style and ability. Examinations include mastery-type questions which require the student to relate the subject matter to their own personal, professional, and work-related experiences.

Description of provisions for and requirements of instructor-student and student-student interaction, including the kinds of technologies that will be used to support the interaction

Instructor-student interaction will be facilitated using the email function within WebCT, through the use of the WebCT chat function, and through WebCT discussion topic areas. The instructor also schedules regular office hours for the technology-delivered section when she or he is available in one of the chat rooms for conversation or via telephone. Student-student interaction is required multiple times each week through the structure of assignments for discussion. Group based projects also require intensive and ongoing interaction between students.

Explanation of how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described in the original course proposal approved by CAA/CGS

When this course is taught in a technology-delivered format, students will be expected to interact with each other and the instructor for at least 2 ½ hours of contact for each of the 15 weekly modules. This contact time consists of regularly scheduled chat sessions, participation in discussion topic areas on WebCT, where students are to respond to an initial question, read the responses of all other students, then make a second response and third response to other students' comments at set times during the week. Students are required to listen and respond to a podcast of the instructor's face-to-face lecture that is delivered as part of each module. Each weekly module also includes a written assignment that is expected to synthesize and analyze the readings, podcasts, and class discussions.

Date Approved by Department or School: ___ March 25, 2008

Date Approved by College Curriculum Committee: April 23, 2008