Items approved: 11-104, MIS 4200, Systems & Database Analysis, Design, & Development (Revised Course)
11-105, Management Information Systems Major (Revised Major)
11-106, Management Information Systems Minor (Revised Minor)

Items Pending: None.

Council on Academic Affairs
Minutes
October 20, 2011

The October 20, 2011 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440, Booth Library.

Members Present: Dr. Caldwell, Ms. Clouston, Ms. Eskew, Ms. Gonzalez, Ms. Green, Dr. Hoerschelmann, Dr. Klarup, Dr. Lucas, Dr. Mitchell, Dr. Reid, Ms. Ruholl, Dr. Throneburg, and Dr. White.

Members Absent: None.

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

Guest Present: Dr. Garrett, School of Business; Dr. Jones, Communication Studies and CASL; Dr. Roszkowski, School of Business; and Dr. Sanders, CASA and CASL.

I. Approval of the October 13, 2011 CAA Meeting Minutes.
Ms. Green moved and Ms. Clouston seconded the motion to approve the minutes. The minutes of October 13, 2011 were approved as written.

II. Communications:
  a. Other:
    1. October 10, 2011 memorandum from Dean Augustine, Graduate School, regarding assessment related to unique courses offered through Study Abroad.
       At the March 24, 2011 CAA meeting the council formed an ad hoc committee to look at and address issues concerning and allowing study abroad courses to meet the senior seminar general education requirement and, also, to review and create descriptions for the segments of general education. Subsequently, in April 2011 that committee met with Dean Augustine, Graduate School, and Ms. Williamson, Study Abroad Office. As a result of that meeting, Dean Augustine submitted the memorandum on today's CAA agenda which explains unique courses offered through the Study Abroad Office, the process for reviewing, approval, and substitutions of the courses, and the possibility of providing CAA with an annual report outlining each newly approved Unique Study Abroad courses.

       At the meeting today, the council discussed it. Dr. Throneburg and Dr. Mitchell provided an explanation of unique courses. In addition, Dr. Throneburg provided details about the ad hoc committee's meeting with Dean Augustine and Ms. Williamson last spring. Following discussion, Dr. Throneburg indicated she would contact Dean Augustine to ask him if he could generate a sample report for CAA and also to inquire if there were any plans for assessment of senior seminars and study abroad.

  b. Pending Executive Action Request:
    1. October 10, 2011 executive action request from Dean Izadi, LCBAS. Note: The following portion of the executive action request is pending from the October 13, 2011 CAA meeting: Request to revise the course hours for AET 1363, 3343, 4353, and 4813; amend the course titles for AET 4953, 4863, and 3833; and update the course title and credit hours for AET 4123.
       Dean Izadi indicated in his email (See number 3 below) that he would ask Dr. Deborah Woodley, Interim Chair of the School of Technology, to contact the programs/departments potentially affected across the campus and issue a memorandum regarding those communications to CAA.

       The executive action request will remain pending until a communication is submitted to CAA from Dr. Woodley.

2. October 14, 2011 email from Dr. Mitchell, CAA Chair, to Dean Izadi, LCBAS, regarding concerns raised at the October 13, 2011 CAA meeting about some items on the October 10, 2011 executive action request from Dean Izadi.
3. October 14, 2011 email from Dean Izadi, LCBAS, in response to Dr. Mitchell's email (See the previous communication.)

III. Committee Reports:

1. **Proposed resolution regarding the EIU Textbook Rental Service.**
    On behalf of the CAA's subcommittee, Ms. Gonzalez presented the proposed resolution regarding the EIU Textbook Rental Service. The council asked questions and discussed the item.

    Dr. White moved and Ms. Clouston seconded the motion to approve the resolution regarding the EIU Textbook Rental Service.

    The motion passed with the following vote:

Yes:	Caldwell, Clouston, Eskew, Gonzalez, Hoerschelmann, Klarup, Lucas, Mitchell, Reid, Ruholl, Throneburg, White.
No:	None.
Abstain:	Green

    The item **(See Attachment A)** will be submitted to the Faculty Senate which will have a discussion at its November 8 meeting about the electronic textbooks and EIU Textbook Rental Service issue. Also, Ms. Ruholl will share the document with the Textbook Rental Service Advisory Committee at its next meeting.

2. Dr. Reid reported on the University's Ad Hoc On-line Learning Committee. Also, she asked Provost Lord if he would submit to CAA, as informational item, the communication he sent to the ad hoc committee on October 4, 2011.
3. Ms. Green reported that the Enrollment Management Advisory Committee had met this morning and one of the things the group discussed was the Summer Institute for Higher Learning. She shared details about that program and the council discussed it.

IV. Items Added to the Agenda:
None.

V. Items Acted Upon:

1. **11-104, MIS 4200, Systems & Database Analysis, Design, & Development (Revised Course)**
    Dr. Garrett and Dr. Roszkowski presented the proposal and answered questions of the council. The council requested revisions to the proposal.

    Dr. Klarup moved and Dr. Hoerschelmann seconded the motion to approve the proposal. The motion passed unanimously.

    The proposal, with revisions, was approved, effective Fall 2012.

    MIS 4200. Systems and Database Analysis, Design, and Development. (3-0-3) F, S. Systems and Database Analysis. A study of the systems development life cycle and relational and object-oriented databases. Includes the use of CASE tools and client/server database software. Prerequisites: MIS 2000; BUS 3500; and admission to the School of Business or to a minor offered by the School of Business.

2. **11-105, Management Information Systems Major (Revised Major)**
   Dr. Garrett presented the proposal and answered questions of the council.

   Ms. Ruholl moved and Ms. Green seconded the motion to approve the proposal. The motion passed unanimously.

   The proposal **(See Attachment B)** was approved, effective Fall 2012.

3. **11-106, Management Information Systems Minor (Revised Minor)**
   Dr. Garrett presented the proposal. There were no questions.

   Ms. Green moved and Ms. Gonzalez seconded the motion to approve the proposal. The motion passed unanimously.

   The proposal **(See Attachment C)** was approved, effective Fall 2012.

VI. CASL Presentation of Data Regarding the Undergraduate Learning Goals of Global Citizenship and Speaking.

Dr. Sanders distributed a handout, presented data regarding the Global Citizenship undergraduate learning goal, and answered questions of the council.

Next, Dr. Jones presented data regarding the Speaking undergraduate learning goal and answered questions of the council.

Following the presentations, Dr. Reid, CAA member and CASL's Global Citizenship representative, distributed a handout to council members proposing CAA action to address university-wide learning goals. She provided an explanation and indicated that she would submit the document electronically to Ms. Fopay so it could be added to next week's meeting agenda.

Dr. Throneburg, CAA member and CASL Chair, noted that CASL members have discussed the difficulty of measuring the global citizenship goal. Also, the current course proposal format form doesn't require information for non-general education courses regarding the learning goals. It can be difficult to identify non-general education courses requiring levels of critical thinking and addressing global citizenship and how many courses require a certain amount of writing.

Also, at the next CAA meeting CASL members will present data regarding the critical thinking and writing learning objectives. Dr. John Best will present the critical thinking data and Dr. Tim Taylor will present the writing data. Dr. Throneburg pointed out that Dr. Best would start investigating ways to measure critical thinking and she thought Dr. Taylor would do the same thing in terms of writing. She encouraged council members to ask Dr. Best and Dr. Taylor questions at next week's CAA meeting and let them know if there was anything they should address.

VII. Pending:
None.

VIII. Meeting Adjournment:
1. Ms. Green moved and Ms. Gonzalez seconded the motion to adjourn the meeting. The motion was approved by acclamation.

   The meeting adjourned at 3:05 p.m.

The next meeting will be held Thursday, October 27, 2011.

–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 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 27, 2011
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:
1. CASL Presentation of Data Regarding the Undergraduate Learning Goals of Writing and Critical Thinking

Approved Executive Actions:
CAH
Effective Spring 2012
1. Revise the course title for ENG 4905.

ENG 4905 - Studies in ~~Children's~~ Youth Literature.
(3-0-3) On Demand. Studies in-depth of some aspect of children's literature. Topics to be announced. May be taken twice with permission of the Department Chairperson. (Group 5) WI Prerequisites and Notes: ENG 1002G. Credits: 3

BAS
Effective Fall 2012
1. Revise the following concentration names within the Applied Engineering & Technology Program:

- Digital ~~Printing, Imaging, and Web Technology~~ **Media Technologies** Technical Concentration

- ~~Production~~ **Manufacturing** Technical Concentration

- ~~Automation and Control~~ **Integrated Computer** Technical Concentration

Pending Executive Actions:
None.

Tabled Executive Actions:
(See page 1 of these minutes and page 2 of the October 13, 2011 CAA minutes)
BAS
Effective Fall 2012
1. Change the credit hours for AET 1363.

AET 1363 - Graphic Communication Technologies.
~~(1-4-3)~~ **(2-2-3)** F, S. Introduction to digital production technologies related to creating, transferring, and reproducing conventional graphic images, digital images and Web pages. Credits: 3

2. Revise the credit hours for AET 3343.

    AET 3343 - Digital Media Technologies.
    ~~(1-4-3)~~ **(2-2-3)** On Demand. Advanced study of digital media applications applied to print and web media. Major emphasis will be on page layout, image capture and conversion, basic color theory, web page development, differences in computer operating systems and file formats. This course will include individual student and team projects applied to color output devices, and applications to print and web media. Prerequisites and Notes: AET 1363 or permission of instructor. Credits: 3

3. Change the course title of AET 3833.

    AET 3833 - Sustainable ~~Construction~~ Buildings.
    (3-0-3) F. Study of the principles of environmentally sustainable construction with application of green buildings and standard construction techniques and mechanical systems. Included is the Green Building Rating System LEED (Leadership in Energy and Environmental Design) for benchmarking the design, construction, and operation of high performance green buildings. Prerequisites and Notes: AET 2253 and AET 3603 or approval of instructor. Credits: 3

4. Revise the course title and credit hours for AET 4123.

    AET 4123 - Advanced Digital Photography ~~Capture for WEB and Print Publishing~~.
    ~~(1-4-3)~~ **(2-2-3)** S. Detailed study of technical equipment and skills necessary for quality digital photographic imaging, digital scanning, image manipulation, image transfer for WEB and Print Publishing. Production techniques and operations of WEB Publishing and Print Publishing technologies will be demonstrated through the different phases of planning, organizing, quality control, posting and maintaining of a website. Selection of hardware and cross-platform software interface, design, and practical applications of networks will be explored. Prerequisites and Notes: AET 2123 or permission of the instructor for AET 4123. Credits: 3

5. Update the credit hours for AET 4353.

    AET 4353 - Print and Digital Media Production.
    ~~(1-4-3)~~ **(2-2-3)** F, S. Students will focus on production management for digital print and web page layout, magazine and brochure layout, editing and proofing, digital inkjet printing, offset and screen printing processes. Prerequisites and Notes: AET 1363 and AET 3343, or permission of instructor. Credits: 3

6. Modify the credit hours for AET 4813.

    AET 4813 - Advanced Digital Media Technologies.
    ~~(1-4-3)~~ **(2-2-3)** S. Class experiences will focus on the advance preparation, merging, and integration of various digital elements into a completed document for printed publication including web page development. The use of scanners, digital cameras, video and audio applications, selection of hardware and cross-platform software interface, design and practical applications of networks will also be highlighted. Credits: 3

7. Revise the course title of AET 4863.

    AET 4863 - Packaging Technologies ~~Design, Specialty Inks, and Coatings~~.
    (2-2-3) On-Demand. Detailed study of the practical applications of package design for specific products including membrane switches, and theory of Radio Frequency Identification (RFID) printing processes. Specialty inks and coatings such as conductive inks, UV inks, food-grade inks, and microencapsulated inks will be explored. Prerequisites and Notes: AET 1363, AET 3343, junior standing; or permission of instructor. Credits: 3

8. Amend the course title of AET 4953.

AET 4953 - Color Management Technologies <mark>~~Applications: Print, Textiles, Web, and other Substrates~~</mark>.
(2-2-3) S or F.   Application of color theories, digital color reproduction, and quality control processes as they apply to color in the industries of printing, textiles, and web generated images. Prerequisites and Notes: *Applied Engineering and Technology Majors:* AET 3343, Digital Media Technologies; *Family & Consumer Sciences Majors:* FCS 2244, Consumer Textiles: Care and Production, and FCS 3245, Textiles: Color Design Production; or permission of the instructor. Credits: 3

Attachment A

<u>CAA RESOLUTION REGARDING TEXTBOOK RENTAL</u>
Adopted October 20, 2011

Between September 22 and October 20, the members of the Council on Academic Affairs reviewed and discussed the School of Business faculty's *Position Paper on EIU Textbook Rental Service* as presented in their Memo of May 15, 2011*.* Following the discussion, the Council approved the following resolution:

- WHEREAS, the members of the Council on Academic Affairs ("CAA") recognize the need for University-wide discussion regarding the future mission and *modus operandi* of the EIU Textbook Rental service ("TRS"); and

- WHEREAS, the members of CAA recognize that, given the rapidly shifting shape of the textbook publishing industry, and the corresponding growth in new knowledge delivery modalities, as well as the growing discontent among faculty and students alike at the University regarding the current mission and *modus operandi* of TRS, that time is of the essence for such a discussion; and

- WHEREAS, the members of CAA believe that the current textbook rental system's fee structure and per-course monetary limit is insufficiently flexible to accommodate disciplinary variations in textbook costs, the costs of ancillary materials such as web-based textbook supplements, and the like; and

- WHEREAS, the members of CAA recognize that the current TRS restriction to "traditional" textbooks on a two-year adoption cycle can serve to limit students' access to up-to-date developments in the fields in which they take coursework, can inhibit interaction with web-based ancillary resources that have a fee-for-service structure, and discourages the adoption of e-books and non-print learning resources; and

- WHEREAS, the EIU Strategic Planning Committee, in its draft Vision Statement of October 11, 2011, has stated a vision of the University that "Eastern will be a recognized leader in pedagogical technology, and the University will continually explore emerging technologies based on the needs of its students, faculty, and academic programs"; and

- WHEREAS, the members of CAA recognize that the monetary difficulties cited above serve to obscure the true costs of course materials to students and parents alike; and

- WHEREAS, the members of CAA recognize that failing to re-examine the current model and *modus operandi* of TRS in a timely manner may well result in the University losing a competitive edge to peer institutions that it enjoyed when "traditional" textbooks were more the norm;

- Therefore, BE IT RESOLVED THAT the members of CAA commend TRS for its many years of outstanding service; and

- BE IT FURTHER RESOLVED THAT the members of CAA fully endorse the School of Business faculty's *Position Paper on EIU Textbook Rental Service* of May 15, 2011; and

- BE IT FURTHER RESOLVED THAT the members of CAA fully endorse a campus-wide discussion on the matter, respective and inclusive of all relevant constituencies, and shall involve themselves, individually and collectively, in said discussions; and

- BE IT FURTHER RESOLVED THAT the members of CAA fully support, in the wake of said discussions, the development of a sound strategy that responds to the concerns articulated above and provides a blueprint for the re-fashioning of the TRS that can be recommended to the President of the University.

Attachment B

Management Information Systems (B.S.B.)

Major

The Management Information Systems (MIS) major prepares students to design, develop, and manage information systems within organizations. MIS majors develop a foundation of business knowledge and skills that is complemented by more in-depth study of information technology. All MIS majors complete a core of courses that provide a foundation in programming constructs, information systems theory, systems analysis, database, and telecommunications and also select electives for more specialized study.

The BSB in Management Information Systems comprises:
1. 43 semester hours in general education;
2. 38 semester hours in the business core;
3. ~~25~~ **24** semester hours in major courses and
4. ~~14~~ **15** semester hours in electives.

Major Courses

MIS majors complete the following MIS core:
- MIS 2000 - Information Systems Careers and Logic Skills. Credits: 3
- MIS 3200 - Networking Fundamentals. Credits: 3
- MIS 4200 - Systems and Database Analysis, Design, and Development. Credits: 4 **3**

Plus one of the following concentrations:

General MIS Concentration.

Students who select the General MIS Concentration must complete 5 courses from the MIS Major Electives (below). At least 3 of the courses must be selected from Group A and at least 4 of the courses must have the MIS prefix.

Business Programming Concentration.

Students who select the Business Programming Concentration must complete the following courses plus one elective from either Group A or Group B of MIS Major Electives:
- MIS 3300 - Business Programming in COBOL. Credits: 3
- MIS 3330 - Java Programming. Credits: 3
- MIS 4300 - File Organization with COBOL. Credits: 3
- MIS 4330 - Advanced Java Programming. Credits: 3

Network Technologies Concentration.

Students who select the Network Technologies Concentration must complete the following courses plus one elective from either Group A or Group B of MIS Major Electives:
- MIS 3530 - Business Web Site Design. Credits: 3
- MIS 4530 - Web Application Development Credits: 3
- MIS 4700 - Advanced Networking. Credits: 3
- MIS 4850 - Systems Security. Credits: 3

Group A MIS Major Electives

- MIS 3300 - Business Programming in COBOL. Credits: 3
- MIS 3330 - Java Programming. Credits: 3
- MIS 3530 - Business Web Site Design. Credits: 3
- MIS 4300 - File Organization with COBOL. Credits: 3
- MIS 4330 - Advanced Java Programming. Credits: 3
- MIS 4530 - Web Application Development Credits: 3
- MIS 4700 - Advanced Networking. Credits: 3
- MIS 4850 - Systems Security. Credits: 3

Group B MIS Major Electives

- AET 3153 - Advanced Routing and Switching. Credits: 3
- MAT 3670 - Principles of Computer Systems. Credits: 3
- MAT 3870 - Data Structures. Credits: 3
- MGT 3830 - Managerial Communications. Credits: 3
- MGT 4800 - Management of Innovation and Technology. Credits: 3
- MGT 4850 - Project Management. Credits: 3
- MIS 3355 - MVS Control Languages and Utilities. Credits: 3
- MIS 3505 - Advanced Microcomputer Applications and Development. Credits: 3
- MIS 3515 - Information Presentation. Credits: 3
- MIS 3725 - Telecommunications Programming with Visual Basic. Credits: 3
- MIS 3970 - Study Abroad. Credits: 1 to 15
- MIS 4275 - Internship in Management Information Systems. Credits: 1 to 12
- MIS 4600 - Special Topics in Management Information Systems. Credits: 1 to 3
- MIS 4740 - Independent Study. Credits: 1 to 3

Footnotes:
Calculation of the major GPA is based on courses taken at EIU with the prefix BUS and MIS.

Management Information Systems Minor

Computer technology is integral to almost all organizations. The Management Information Systems (MIS) minor enables students to develop knowledge and skills in information systems that will complement studies in their major. Students minoring in MIS complete a 16 hour core of five courses.

Course Requirements (22 21 semester hours)
- BUS 1950 - Computer Concepts and Applications for Business. Credits: 3
- MIS 2000 - Information Systems Careers and Logic Skills. Credits: 3
- MIS 3200 - Networking Fundamentals. Credits: 3
- MIS 4200 - Systems and Database Analysis, Design, and Development. Credits: 4 3

AND
- ACC 3900 - Accounting Information Systems. Credits: 3
  or
- BUS 3500 - Management Information Systems. Credits: 3

Plus
Six semester hours (nine semester hours for business majors) of course work selected from the following:
- MIS 3300 - Business Programming in COBOL. Credits: 3
- MIS 3330 - Java Programming. Credits: 3
- MIS 3355 - MVS Control Languages and Utilities. Credits: 3
- MIS 3505 - Advanced Microcomputer Applications and Development. Credits: 3
- MIS 3515 - Information Presentation. Credits: 3
- MIS 3530 - Business Web Site Design. Credits: 3
- MIS 3725 - Telecommunications Programming with Visual Basic. Credits: 3
- MIS 3970 - Study Abroad. Credits: 1 to 15
- MIS 4275 - Internship in Management Information Systems. Credits: 1 to 12
- MIS 4300 - File Organization with COBOL. Credits: 3
- MIS 4315 - Decision Support Systems for the Management Sciences. Credits: 3
- MIS 4330 - Advanced Java Programming. Credits: 3
- MIS 4530 - Web Application Development Credits: 3
- MIS 4600 - Special Topics in Management Information Systems. Credits: 1 to 3
- MIS 4700 - Advanced Networking. Credits: 3
- MIS 4740 - Independent Study. Credits: 1 to 3
- MIS 4850 - Systems Security. Credits: 3