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## **Agenda for the August 23, 2012 CAA Meeting**

**Items Approved:** None.

**Items Pending:** 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's four University Learning Goals (Ongoing)  
11-132R, Course Proposal Format Form (Revised Form)  
12-54C R, Revisions to the catalog copy for the following sections of the Undergraduate Catalog: General Education, Academic Regulations, Course Information, and Honors College.  
12-57, FILM 3759G, History of Cinema (New Course)  
12-58, Film Studies Minor (Revised Interdisciplinary Minor)  
12-59, Honors Council Appointments

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### **Council on Academic Affairs Minutes**

*August 23, 2012*

The August 23, 2012 meeting of the Council on Academic Affairs was held at 3:07 p.m. in Room 4440, Booth Library.

**Members Present:** Dr. Collins, Ms. Eskew, Ms. Green, Dr. Klarup, Dr. Lucas, Dr. Reid, Dr. Rhoads, Ms. Ruholl, Dr. Steinke, Dr. Throneburg, and Dr. White.

**Members Absent:** None.

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

**Guest Present:** Ms. Rodgers, Daily Eastern News.

Dr. Larry White will serve as the 2012-13 CAA Chair and Dr. Stephen Lucas as the 2012-13 CAA Vice Chair. New members to the council this year are Dr. Janice Collins and Dr. Misty Rhoads. In addition, Dr. Luke Steinke is new to the council filling the remainder of Dr. Olaf Hoershelmann's term who left the university. Also, currently there are two vacant student positions on the council, but Ms. Kaylia Eskew indicated she is working on filling those positions.

#### **I. Orientation for CAA members.**

Council members introduced themselves. Then Dr. White gave an orientation to the council explaining various CAA matters such as what constitutes a quorum at CAA meetings, what members should do if they can't attend a meeting, and the CAA Learning Goals Committee/Subcommittees. In addition, he explained the meeting schedule and alternating meeting times due to the CAA Learning Goals Committee/Subcommittees meetings. Furthermore, he highlighted materials such as the CAA policy book, bylaws, course proposal form, and briefly explained the CAA voting process. He also identified reference tools such as the CAA website and Undergraduate catalog. Finally, Dr. White concluded his orientation, but throughout the meeting he provided explanations of various items on the agenda as he came to them.

#### **II. Approval of the May 3, 2012 CAA Meeting Minutes.**

Ms. Ruholl moved and Dr. White seconded the motion to approve the minutes. The minutes of May 3, 2012 were approved as written.

It was noted that there had been an error in the minutes, but it was corrected before the agenda was distributed to the council members.

#### **III. Communications:**

##### **a. Waiver Reports:**

1. Academic Waiver Report for April 2012 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
2. Academic Waiver Report for May 2012 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

3. Academic Waiver Report for June 2012 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
4. Academic Waiver Report for July 2012 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
5. Spring 2012 Waiver Appeals Report from Ms. Judy Kopp, Registrar's Office.
6. Summer 2012 Waiver Appeals Report from Ms. Sue Grounds, Registrar's Office.

**b. Executive Actions:**

1. May 31, 2012 memorandum from Dean Izadi, LCBAS, requesting executive action to add electives to the Entrepreneurship Minor.  
*Dr. White indicated it was brought to his attention by Dr. Marko Grünhagen, School of Business, that this executive action request contained outdated catalog copy. Dr. White said he would contact Dean Izadi to get the memo corrected to include the most recent catalog copy. Meanwhile, the executive action item will remain pending until the document is corrected.*

**c. College Grade Appeals Report:**

1. Spring 2012 Grade appeals reports from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

**d. Committee Appointments:**

1. July 19, 2012 email from Ms. Sue Harvey requesting an appointment to the Office of the Registrar's Advisory Committee for the 2012-13 academic year.  
*Dr. Lucas provided details about this committee.*

*Ms. Stacey Ruholl volunteered to serve on the Office of the Registrar's Advisory Committee for the 2012-13 academic year.*

2. July 19, 2012 email from Mr. John Henderson, Center for Academic Technology Support, requesting an appointment for the Academic Technology Advisory Committee (ATAC) to serve a two-year term beginning Fall 2012.  
*Provost Lord provided details about this committee.*

*Dr. Doug Klarup volunteered to serve on the Academic Technology Advisory Committee for a two-year term beginning with the Fall 2012 semester.*

3. August 2, 2012 email from Ms. Cheryl Gilbert, University Advancement, requesting an appointment for the University Naming Committee for the 2012-13 academic year.  
*Dr. Lucas provided details about this committee.*

*Dr. Luke Steinke volunteered to serve on the University Naming Committee for the 2012-13 academic year.*

**e. Other:**

1. A list, prepared by Ms. Fopay, Academic Affairs, of School of Continuing Education undergraduate special courses approved during Summer 2012.
2. 2011-12 Honors College Annual Report from Dr. John Paul Stimac, Dean of the Honors College. (Note: This report will be discussed at a future meeting.)

**IV. Committee Reports:**

1. Provost Lord reported on the status of the Online Learning Committee, the report from that committee, and the recommendations that were submitted.

**V. Item Added to the Agenda:**

1. 12-59, Honors Council Appointments

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

**VI. Items Acted Upon:**

None. Agenda items 12-57 and 12-58 were mistakenly listed on this week's agenda to be acted upon today. However, those proposals are actually scheduled to be acted upon at the September 6, 2012 CAA meeting.

**VII. Pending:**

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132R, Course Proposal Format Form (Revised Form)
3. 12-54C R, Revisions to the catalog copy for the following sections of the Undergraduate Catalog: General Education, Academic Regulations, Course Information, and Honors College.
4. 12-57, FILM 3759G, History of Cinema (New Course)
5. 12-58, Film Studies Minor (Revised Interdisciplinary Minor)

**VIII. Meeting Adjournment:**

1. Dr. Reid moved and Dr. Klarup seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned at 3:45 p.m.

There will not be a CAA meeting on August 30, 2012. However, the CAA Learning Goals Committee/Subcommittees will meet on that date at 2 p.m.

The next CAA meeting will be held at 3 p.m. on Thursday, September 6, 2012.

*–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 \*\*\*\*\*  
**September 6, 2012**  
**Conference Room 4440 – Booth Library @ 3 p.m.**

**Agenda:**

1. 12-57, FILM 3759G, History of Cinema (New Course)
2. 12-58, Film Studies Minor (Revised Interdisciplinary Minor)
3. 12-59, Honors Council Appointments

**Pending:**

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132, Course Proposal Format Form (Revised Form)
3. 12-54C R, Revisions to the catalog copy for the following sections of the Undergraduate Catalog: General Education, Academic Regulations, Course Information, and Honors College.

**Approved Executive Actions:**

**CAH**

**Effective Fall 2012**

1. Change the initial term of course offering for AFR 4300 from Spring 2013 to Fall 2012.

**Pending Executive Actions:**

**BAS**

**Effective Fall 2013**

1. Add MUS 1071 and MUS 2071 to the elective list for the Entrepreneurship Minor.