
Agenda for the October 25, 2012 CAA Meeting

Item Approved: 12-75, Resolution from CAA regarding the Department Application of Criteria (Proposed Resolution)

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.
12-65, HIC 2000G, Introduction to the Humanities: Interdisciplinary Problem-Solving. (New Course)
12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)
12-76, CTE 3405, Seminar in Teaching Business Education (Revised Course)
12-77, OPD 4865, Strength-based Organizational and Professional Development Methods (New Course)

Council on Academic Affairs Minutes

October 25, 2012

The October 25, 2012 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440, Booth Library.

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

Members Absent: None.

Staff Present: Provost Lord and Ms. Fopay.

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

I. Approval of the October 25, 2012 CAA Meeting Minutes.

The minutes of October 25, 2012 were approved as written.

II. Communications:

a. College Curriculum Committee Minutes:

1. Minutes of the October 12, 2012 College of Sciences Curriculum Committee meeting.
2. Minutes of the October 15, 2012 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

b. Other:

1. October 15, 2012 memorandum from Dr. Jia, Chair of the Honors Council, and Dr. Stimac, Dean of the Honors College, regarding the study abroad proposal related to senior seminar.
Dr. White indicated that the study abroad proposal will come back to CAA soon – the target date is November 8, 2012. In addition, he explained that Ms. Wendy Williamson will meet with the CAA Executive Committee about the proposal next week.
2. October 22, 2012 draft document from Ms. Lora Green regarding SWOT for Academic Programs from the University's Strategic Enrollment Planning Council.
Ms. Green explained that Strategic Enrollment Planning Council created the draft document and would like to have it finalized and ready for the Noel-Levitz consultant who will visit Eastern on November 5 and 6, 2012. Council members may submit feedback to Ms. Green and/or Dr. Mary Herrington-Perry concerning the document.

III. Committee Reports:

1. Dr. Throneburg and Dr. Lucas reported on the CAA's Learning Goals Committee. In addition, they explained work to be done by that committee and had materials available for the members to pick up after today's meeting.
2. Dr. Reid reported on the Committee for the Assessment of Student Learning.
3. Dr. Lucas reported on the Electronic and Online Learning Materials Taskforce.

IV. Items Added to the Agenda:

1. 12-76, CTE 3405, Seminar in Teaching Business Education (Revised Course)
2. 12-77, OPD 4865, Strength-based Organizational and Professional Development Methods (New Course)

Ms. Ruholl moved and Ms. Green seconded the motion to add these items to the agenda.

V. Item Acted Upon:

1. **12-75, Resolution from CAA regarding the Department Application of Criteria (Proposed Resolution)**

Ms. Eskew moved and Dr. Reid seconded the motion to approve the resolution. Dr. Lucas explained that since the resolution was added to the agenda a few weeks ago, he had made some revisions to it based on input he received from others. He distributed copies of the amended document to the council members. Dr. Lucas moved and Dr. Throneburg seconded the motion to amend the resolution as outlined in the distributed document. No objections were made.

The council discussed the amended resolution and requested additional revisions to it.

The motion passed unanimously.

The resolution (**See Attachment A**), with revisions, was approved.

VI. 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. 12-65, HIC 2000G, Introduction to the Humanities: Interdisciplinary Problem-Solving. (New Course)
5. 12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)

VII. Meeting Adjournment:

The meeting adjourned at 2:50 p.m.

The next meeting will be held at 3 p.m. on Thursday, November 1, 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 *******
November 1, 2012
Conference Room 4440 – Booth Library @ 3:00 p.m.

Agenda:

1. 12-65, HIC 2000G, Introduction to the Humanities: Interdisciplinary Problem-Solving. (New Course)
2. 12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)
3. 12-76, CTE 3405, Seminar in Teaching Business Education (Revised Course)
4. 12-77, OPD 4865, Strength-based Organizational and Professional Development Methods (New Course)

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:

None.

Pending Executive Actions:

None.

Attachment A

Council on Academic Affairs

Department Application of Criteria Resolution – October 25, 2012

WHEREAS the Council on Academic Affairs is cognizant of ongoing, unsatisfactory trends regarding learning goals assessment results as reported by the EIU Committee for Assessment of Student Learning, and

WHEREAS the *2012-2016 EIU-UPI Unit A Agreement* provides an opportunity to review and revise the statements of departmental application of criteria (DAC) during the 2012-13 academic year; and

WHEREAS Provost Lord's memorandum (September 21, 2012) encourages revised DACs to:

- “Guide assessment of the full range of instructional contributions characteristic of comprehensive teaching and learning processes” (page 2); and
- “Provide descriptions of materials and methods that facilitate evaluation of all ‘professional responsibilities’ ” (page 2); and
- “Reflect an academic culture to which a department aspires, not its lowest common denominator” (page 3); and
- “Appropriately recognize a faculty member’s contributions to program assessment and academic quality improvement, curriculum development/revision, and student recruitment/retention” (page 3).

THEREFORE, the Council on Academic Affairs strongly encourages faculty and chairs to consider revised DAC language that recognizes faculty activities that:

- Produce coursework “to enhance student literacy and oral communication, to encourage students to think critically and reflectively, [and] to introduce students to knowledge central to responsible global citizenship” (*EIU Undergraduate Catalog*, page 19), and
- Develop and implement instructional, assessment, and student support practices that improve student literacy, oral communication, critical thinking, and global citizenship, and
- Facilitate departmental efforts to study, revise, and implement programmatic changes in support of student literacy, oral communication, critical thinking, and global citizenship, and
- Prepare course syllabi per CAA Syllabus Policy 95-69 that include “course objectives, course outline or a description of course content, course assignments/projects/papers, grading policy and/or grading scale, attendance policy, evaluation procedures, information for students with disabilities, and office hours.”