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## Agenda for the November 29, 2012 CAA Meeting

**Item Approved:** 12-83, BUS 4000, Business Ethics (New Course)

**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)  
12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)  
12-82, HIS 3385, American Maritime History since 1400 (New Course)  
12-84, OPD 3020, Principles of Organizational and Professional Development (New Course)  
12-85, OPD 4430, Research in Organizations (New Course)  
12-86, Applied Engineering & Technology: General Concentration (Revised Concentration)  
12-87, HIS 3600G, The U.S. Constitution and the Nation (Revised Course, Technology Delivery)  
12-88, ELE 3225, Early Childhood Curriculum, Methods, and Assessment: Birth – Age Five (New Course)  
12-89, ELE 3250, Early Childhood Curriculum, Methods, and Assessment in the Primary Grades (K-3) (Revised Course)  
12-90, ELE 4770, Teaching Science & Social Science in the Primary Grades (K-3) (Revised Course)  
12-91, Policy on certification of training for instructors of online courses (Revised Technology-Delivered Course Policy)

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### Council on Academic Affairs Minutes

November 29, 2012

The November 29, 2012 meeting of the Council on Academic Affairs was held at 3:02 p.m. in Room 4440, Booth Library.

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

**Members Absent:** Dr. Steinke.

**Staff Present:** Provost Lord and Ms. Fopay.

**Guests Present:** Ms. Markham, *Daily Eastern News*; Dr. Roszkowski, School of Business; and Dr. Sysko, School of Business.

Note: Ms. Shari Upton and Dr. Janice Collins will no longer serve on the council. Ms. Eskew is looking for a student to fill the seat left vacant by Ms. Upton. Faculty Senate appointed Dr. Marita Gronnvoll to fill Dr. Collins' position during the Spring 2013 semester. An election will be held by Faculty Senate in March 2013 to find a permanent replacement to fill the remaining two years of Dr. Collins' term beginning with the Fall 2013 semester.

#### I. Approval of the November 15, 2012 CAA Meeting Minutes.

The minutes of November 15, 2012 were approved as written.

#### II. Communications:

##### a. College Curriculum Committee Minutes:

1. Minutes of the November 2-5, 2012 College of Arts & Humanities Curriculum Committee electronic meeting.
2. Minutes of the November 7, 2012 College of Arts & Humanities Curriculum Committee meeting. *Dr. Reid inquired about whether the November 14, 2012 College of Arts & Humanities Curriculum Committee minutes had been submitted to CAA. In addition, she asked about the submission of college curriculum committees' minutes in general and whether the minutes are approved first before being submitted to CAA.*
3. Minutes of the November 12, 2012 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
4. Minutes of the November 12, 2012 College of Education & Professional Studies Curriculum Committee meeting.

**b. Executive Action:**

1. November 14, 2012 memorandum from Dean Jackman, CEPS, requesting executive action to revise the prerequisites for MLE 4760. *Dr. White indicated that the executive action from Dean Jackman also included a request to revise the prerequisites for ELE 4775. However, that portion of the executive request was left off the meeting agenda by mistake and should have been included.*

**III. Committee Reports:**

A report was given later in the meeting (See VII, 1 below.)

**IV. Items Added to the Agenda:**

1. 12-87, HIS 3600G, The U.S. Constitution and the Nation (Revised Course, Technology Delivery)
2. 12-88, ELE 3225, Early Childhood Curriculum, Methods, and Assessment: Birth – Age Five (New Course)
3. 12-89, ELE 3250, Early Childhood Curriculum, Methods, and Assessment in the Primary Grades (K-3) (Revised Course)
4. 12-90, ELE 4770, Teaching Science & Social Science in the Primary Grades (K-3) (Revised Course)
5. 12-91, Policy on certification of training for instructors of online courses (Revised Technology-Delivered Course Policy)

Dr. Reid moved and Dr. Klarup seconded the motion to add these items to the agenda.

**V. Items Acted Upon:****1. 12-83, BUS 4000, Business Ethics (New Course).**

Dr. Roszkowski and Dr. Sysko presented the proposal and answered questions of the council.

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

The proposal was approved, effective Spring 2013.

**BUS 4000. Business Ethics. (3-0-3) On Demand.** This course explores the complex relationships among business organizations, their stakeholders, and society by examining contemporary issues in business ethics and their impact on individuals, businesses, and the national and international economies. The course also addresses the effects and potential outcomes of individual ethical conduct in the business organization. Following an introduction to the philosophical foundations of business ethics, students will focus on the organizational decision process to identify, analyze, and resolve simple and complex ethical dilemmas in business. Prerequisites: BUS2750, BUS3010, BUS3200, and admission to the School of Business. [Prerequisites may not be taken concurrently with the course.]

**VI. Other – Pending Revisions to the Course Proposal Format Form:**

1. A proposal to revise the course proposal format form has been pending since last year. At the meeting today, Dr. White distributed copies of a new version of the proposal explaining he had incorporated some additional revisions to the pending document. In addition, he said that Dr. Nora Pat Small, CGS Chair, and Dr. Bob Augustine, Dean of the Graduate School, have looked at the latest version of the document and didn't express any objections to it.

The council members reviewed the document and suggested additional revisions. The proposal will be updated and brought back to the council at a later date. If anyone has additional suggestions for the proposal, they are welcome to submit them to Dr. White.

**VII. Committee Report:**

1. Dr. White reported on the Program Analysis Steering Committee. In addition, he inquired whether anyone would be interested in filling his position on that committee for the Spring 2013 semester. If interested, individuals should contact Dr. White about it.

**VIII. 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. 12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)
4. 12-82, HIS 3385, American Maritime History since 1400 (New Course)
5. 12-84, OPD 3020, Principles of Organizational and Professional Development (New Course)
6. 12-85, OPD 4430, Research in Organizations (New Course)
7. 12-86, Applied Engineering & Technology: General Concentration (Revised Concentration)

**IX. Meeting Adjournment:**

1. Ms. Ruholl moved and Dr. Rhoads seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned at 3:30 p.m.

The next meeting will be held at 2 p.m. on Thursday, December 6, 2012.

*–Minutes prepared by Ms. Janet Fopay, Recording Secretary*

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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/>.

**\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\***  
**December 6, 2012**  
**Conference Room 4440 – Booth Library @ 2:00 p.m.**

**Agenda:**

1. 12-82, HIS 3385, American Maritime History since 1400 (New Course)
2. 12-87, HIS 3600G, The U.S. Constitution and the Nation (Revised Course, Technology Delivery)
3. 12-84, OPD 3020, Principles of Organizational and Professional Development (New Course)
4. 12-85, OPD 4430, Research in Organizations (New Course)
5. 12-86, Applied Engineering & Technology: General Concentration (Revised Concentration)
6. 12-88, ELE 3225, Early Childhood Curriculum, Methods, and Assessment: Birth – Age Five (New Course)
7. 12-89, ELE 3250, Early Childhood Curriculum, Methods, and Assessment in the Primary Grades (K-3) (Revised Course)
8. 12-90, ELE 4770, Teaching Science & Social Science in the Primary Grades (K-3) (Revised Course)
9. 12-91, Policy on certification of training for instructors of online courses (Revised Technology-Delivered Course Policy)

**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)

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

**CEPS**

**Effective Fall 2013**

1. Revise the prerequisites for MLE 4760.

**MLE 4760 - Student Social-Emotional Development in the Middle Grades.**

(3-0-3) F, S. Instruction and planning in exploratory and teacher-based advisor-advisee programs. Prerequisites and Notes: ~~MLE 3110 or equivalent or permission of department chairperson. Concurrent enrollment with MLE 3150 and 4280 desired.~~ University Teacher Education requirements apply and department requirements for enrollment must be met. **Prior or concurrent enrollment in MLE 3110.** Credits: 3

2. Add prerequisites and a co-requisite to ELE 4775.

**ELE 4775 - Language and Language Arts in Early Childhood.**

(3-0-3) F, S. Normal language development in the young child. Techniques for specific language art skills in pre-school and primary teaching. Assessment of pupil growth and achievement in language. **Prerequisites and Notes: ELE 2050. Concurrent enrollment in ELE 3225. Department requirements must be met including passing the TAP or ACT.** Credits: 3