
Agenda for the February 20, 2014 CAA Meeting

Items Approved: 14-13, Proposed Credit Hour Policy
14-18, Adult Education Minor (Revised Minor)
14-28, KSS 3400, Secondary Physical Education Methods (Revised Course)
14-29, KSS 3401, Elementary Physical Education Methods (Revised Course)
14-30, KSS 3460, Soccer Coaching (Revised Course)
14-31, KSS 3470, Basketball Coaching (Revised Course)
14-32, KSS 3480, Football Coaching (Revised Course)
14-33, KSS 3490, Track and Field Coaching (Revised Course)
14-34, KSS 3500, Baseball Coaching (Revised Course)
14-35, KSS 3550, Wrestling Coaching (Revised Course)
14-36, KSS 3750, Softball Coaching (Revised Course)
14-37, KSS 3770, Volleyball Coaching (Revised Course)
14-38, KSS 4320, Organization, Administration, & Curriculum in Physical Education (Revised Course)
14-39, KSS 4470, Assessment in K-12 Physical Education (Revised Course)
14-40, Kinesiology & Sports Studies Minor (Revised Minor)

Items Pending: 11-132R, Course Proposal Format Form (Revised Form)
14-41, Physics: Engineering Physics Option (Revised Option)
14-42, STA 4000G, Study Abroad Capstone (Revised Course)
14-43, REC 1780, Introduction to Recreation Services (Revised Course)
14-44, REC 3400G, World Leisure: A Cultural Perspective (Revised Course)
14-45, REC 3900, Operation of Recreation Facilities (Revised Course)
14-46, REC 3910, Computer-Related Technologies in Recreation (Revised Course)
14-47, REC 4274, Pre-Internship & Career Development (Revised Course)
14-48, REC 4700, Employee and Volunteer Management in Recreation (Revised Course)
14-49, MUS 2443, Choral Methods (New Course)
14-50, MUS 3860, Marching Band and Jazz Band Techniques (Revised Course)
14-51, Music with Performance Option (Revised Option)
14-52, Military Science Minor (Revised Minor)
14-53, BUS 3010, Management and Organizational Behavior (Revised Course)
14-54, BUS 3100, Survey of Marketing Principles (New Course)
14-55, Marketing Major (Revised Major)
14-56, Business Administration Minor (Revised Minor)
14-57, FIN 3300, Fundamentals of Financial and Tax Planning (Revised Course)
14-58, FIN 3900, Risk and Insurance (Revised Course)
14-59, FIN 4300, Retirement and Estate Planning (Revised Course)
14-60, FIN 4500, Financial Planning Case Studies (Revised Course)
14-61, FCS 2500, Foundational Focus of Family and Consumer Sciences (New Course)
14-62, FCS 3500, Professionalism in FCS (New Course)
14-63, FCS 4926, Public Presentation Techniques (Revised Course)
14-64, School of Family & Consumer Sciences Core Curriculum (Revised Core)
14-65, Family & Consumer Sciences: Family Services Option (Revised Core Courses)
14-66, Family & Consumer Sciences: Dietetics Option (Revised Core Courses)
14-67, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Option and Concentration Name Change from "Consumer Studies Concentration" to "Financial Literacy Concentration")
14-68, Family & Consumer Sciences Minor (Revised Minor)
14-69, Financial Literacy Interdisciplinary Minor (New Interdisciplinary Minor)

Ongoing: Five-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting)

Council on Academic Affairs Minutes February 20, 2014

The February 20, 2014 meeting of the Council on Academic Affairs was held at 3:00 p.m. in the Arcola/Tuscola Room at the University Union.

Members Present: Ms. Ahmad, Dr. Anthony, Ms. Duffin, Ms. English, Ms. Green, Dr. Gronnvoll, Dr. Lucas, Dr. Reid, Dr. Rhoads, Dr. Ruholl, Ms. Sage, Dr. Throneburg, and Dr. White.

Members Absent: None.

Staff Present: Provost Lord and Ms. Fopay.

Guests Present: Dr. Brooks, Family & Consumer Sciences; Mr. Cruikshank, *Daily Eastern News*; Dean Jackman, College of Education & Professional Studies; Dr. Jill Owen, Kinesiology & Sports Studies; Dr. Rose, ACE Fellow; Dr. Simpson, Family & Consumer Sciences; and Dr. Ronspies, Kinesiology & Sports Studies.

I. Approval of the February 13, 2014 CAA Meeting Minutes.

Dr. White moved and Ms. Ahmad seconded the motion to approve the minutes. The minutes of February 13, 2014 were approved as written.

II. Communications:**a. College Curriculum Committee Minutes:**

1. Minutes of the February 7, 2014 College of Sciences Curriculum Committee meeting.
2. Minutes of the February 17, 2014 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

b. Executive Actions:

1. February 17, 2014 memorandum from Dean Izadi, LCBAS, requesting executive action to revise the course description for BUS 2710 and update the course prerequisites for MAR 3780, MAR 3720, MAR 3875, MAR 4490, MIS 3200, MIS 3505, MIS 3515, MIS 3530, FIN 3720, FIN 3740, FIN 3750, and MGT 3450.

Some of the revisions requested in this executive action request are contingent upon the approval of the BUS 3100 course proposal (agenda item 14-54) and the Financial Literacy Interdisciplinary Minor proposal (agenda item 14-69). As a result, the council requested that the executive action request be held until agenda items 14-54 and 14-69 were approved.

III. Committee Reports:

None.

IV. Items to be Added to the Agenda:

1. 14-42, STA 4000G, Study Abroad Capstone (Revised Course)
2. 14-43, REC 1780, Introduction to Recreation Services (Revised Course)
3. 14-44, REC 3400G, World Leisure: A Cultural Perspective (Revised Course)
4. 14-45, REC 3900, Operation of Recreation Facilities (Revised Course)
5. 14-46, REC 3910, Computer-Related Technologies in Recreation (Revised Course)
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11. 14-52, Military Science Minor (Revised Minor)
12. 14-53, BUS 3010, Management and Organizational Behavior (Revised Course)
13. 14-54, BUS 3100, Survey of Marketing Principles (New Course)
14. 14-55, Marketing Major (Revised Major)
15. 14-56, Business Administration Minor (Revised Minor)
16. 14-57, FIN 3300, Fundamentals of Financial and Tax Planning (Revised Course)
17. 14-58, FIN 3900, Risk and Insurance (Revised Course)
18. 14-59, FIN 4300, Retirement and Estate Planning (Revised Course)
19. 14-60, FIN 4500, Financial Planning Case Studies (Revised Course)
20. 14-61, FCS 2500, Foundational Focus of Family and Consumer Sciences (New Course)
21. 14-62, FCS 3500, Professionalism in FCS (New Course)
22. 14-63, FCS 4926, Public Presentation Techniques (Revised Course)
23. 14-64, School of Family & Consumer Sciences Core Curriculum (Revised Core)
24. 14-65, Family & Consumer Sciences: Family Services Option (Revised Core Courses)
25. 14-66, Family & Consumer Sciences: Dietetics Option (Revised Core Courses)
26. 14-67, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Option and Concentration Name Change from "Consumer Studies Concentration" to "Financial Literacy Concentration")
27. 14-68, Family & Consumer Sciences Minor (Revised Minor)
28. 14-69, Financial Literacy Interdisciplinary Minor (New Interdisciplinary Minor)

Dr. Anthony moved and Ms. English seconded the motion to add these items to the agenda.

V. Items Acted Upon:**1. 14-18, Adult Education Minor (Revised Minor).**

Note: At the 2/13/14 CAA meeting this item was tabled until after the departments, who currently offer courses in the minor, could be notified about the proposed revisions to the minor and that their courses would no longer be included in the minor if the proposal was approved.

At the meeting today Dr. Lucas explained he had contacted all of the programs that would be affected by the changes to this minor. In addition, he noted all of those programs were supportive of the changes.

Dr. Lucas moved and Ms. Green seconded to return agenda item 14-18 back to the agenda for consideration and approval today.

The motion passed unanimously.

The proposal (**See Attachment A**) was approved, effective Fall 2014.

2. 14-13, Proposed Credit Hour Policy.

Dr. Throneburg presented the proposal and answered questions of the council.

Dr. Lucas moved and Ms. English seconded the motion to approve the proposal. The motion passed unanimously.

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

Note: As a result of this proposal, the following Internal Governing Policy (IGP) must be updated since information about credit hours is imbedded in it: IGP #46: Undergraduate Grading System. Provost Lord will take the revised IGP to the President's Council for approval.

3. 14-28, KSS 3400, Secondary Physical Education Methods (Revised Course).

Dr. Owen and Dr. Ronspies presented the proposal and answered questions of the council.

Dr. Gronnvoll moved and Ms. Ahmad seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2014.

KSS 3400. Secondary Physical Education Methods. (3-2-4) F, S. Secondary P.E. Methods.

Methods of teaching secondary physical education. Students will learn techniques and methods of teaching students at the secondary physical education level. Course restricted to Kinesiology & Sports Studies: Physical Education Teacher Certification Option K-12 Special Certificate majors and the Kinesiology & Sports Studies Minor for Teacher Certification students. Prerequisites: A grade of "C" or better in KSS 2000, KSS 2400 (former course number: KSS 3600), SED 3330, and EDP 3331. KSS 3400 must be taken concurrently with KSS 3401. University Teacher Education requirements also apply. WA

4. 14-29, KSS 3401, Elementary Physical Education Methods (Revised Course).

Dr. Owen and Dr. Ronspies presented the proposal and answered questions of the council.

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

The proposal was approved, effective Fall 2014.

KSS 3401. Elementary Physical Education Methods. (3-2-4) F, S. Elementary P.E. Methods. Methods of teaching elementary physical education. Students will learn techniques and methods of teaching students at the elementary physical education level. Course restricted to Kinesiology & Sports Studies: Physical Education Teacher Certification Option K-12 Special Certificate majors. Prerequisites: A grade of "C" or better KSS 2000, KSS 2400 (former course number: KSS 3600), SED 3330, and EDP 3331. KSS 3401 must be taken concurrently with KSS 3400. University Teacher Education requirements also apply. WA

5. **14-30, KSS 3460, Soccer Coaching (Revised Course).**
- 14-31, KSS 3470, Basketball Coaching (Revised Course).**
- 14-32, KSS 3480, Football Coaching (Revised Course).**
- 14-33, KSS 3490, Track and Field Coaching (Revised Course).**
- 14-34, KSS 3500, Baseball Coaching (Revised Course).**
- 14-35, KSS 3550, Wrestling Coaching (Revised Course).**
- 14-36, KSS 3750, Softball Coaching (Revised Course).**
- 14-37, KSS 3770, Volleyball Coaching (Revised Course).**

Dr. Owen and Dr. Ronspies presented the proposals and answered questions of the council.

Dr. Throneburg moved and Ms. Duffin seconded the motion to approve agenda items 14-30 through 14-37 altogether as a group of proposals. The motion passed unanimously.*

*Note: Dr. Reid wasn't present during voting.

Agenda items 14-30 through 14-37 were approved as follows:

- a.) **Agenda item 14-30 was approved, effective Spring 2015.**

KSS 3460. Soccer Coaching. (2-1-2) S. Fundamentals of advanced skills and strategies of soccer with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

- b.) **Agenda item 14-31 was approved, effective Fall 2014.**

KSS 3470. Basketball Coaching. (2-1-2) F. Fundamentals of advanced skills and strategies of basketball with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

- c.) **Agenda item 14-32 was approved, effective Spring 2015.**

KSS 3480. Football Coaching. (2-1-2) S. Fundamentals of advanced skills and strategies of football with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

- d.) **Agenda item 14-33 was approved, effective Spring 2015.**

KSS 3490. Track and Field Coaching. (2-1-2) S. Track and Field. Fundamentals of advanced skills and strategies of track and field with emphasis on teaching and coaching techniques to be used at various levels. Course restricted to Kinesiology & Sports Studies majors and minors.

- e.) **Agenda item 14-34 was approved, effective Fall 2014.**

KSS 3500. Baseball Coaching. (2-1-2) F. Fundamentals of advanced skills and strategies of baseball with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

f.) Agenda item 14-35 was approved, effective Fall 2014.

KSS 3550. Wrestling Coaching. (2-1-2) F. Emphasis on teaching and coaching wrestling techniques to be used at various levels. Fundamentals of wrestling including offense techniques, defense techniques, coaching philosophy, training and conditioning guidelines, practice organization, rules and strategy. Course restricted to Kinesiology & Sports Studies majors and minors.

g.) Agenda item 14-36 was approved, effective Fall 2014.

KSS 3750. Softball Coaching. (2-1-2) F. Fundamentals of advanced skills and strategies of softball with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

h.) Agenda item 14-37 was approved, effective Spring 2015.

KSS 3770. Volleyball Coaching. (2-1-2) S. Fundamentals of advanced skills and strategies of volleyball with emphasis on teaching and coaching techniques to be used at various levels of game play. Course restricted to Kinesiology & Sports Studies majors and minors.

Dr. Reid returned to the meeting.

6. 14-38, KSS 4320, Organization, Administration, & Curriculum in Physical Education (Revised Course).

Dr. Owen and Dr. Ronspies presented the proposal and answered questions of the council.

Ms. English moved and Dr. Anthony seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2014.

KSS 4320. Organization, Administration, & Curriculum in Physical Education. (3-0-3) F, S. Curriculum in Physical Education. The overall goal of this course is to provide the student knowledge about program administration, program guidelines, and curriculum development and assessment for K-12 physical education school based programs. Specifically, the current curricular process in physical education with regard to design and development, components, implementation, management, evaluation, curricular alignment, national/state content standards, and P.E. curricular models will be examined. Course restricted to Kinesiology & Sports Studies: Physical Education Teacher Certification Option K-12 Special Certificate majors and the Kinesiology & Sports Studies Minor for Teacher Certification students. Prerequisites: A grade of "C" or better in KSS 2000 and KSS 2400 (former course number: KSS 3600). University Teacher Education requirements also apply. WA

7. 14-39, KSS 4470, Assessment in K-12 Physical Education (Revised Course).

Dr. Owen and Dr. Ronspies presented the proposal and answered questions of the council.

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

The proposal was approved, effective Fall 2014.

KSS 4470. Assessment in K-12 Physical Education. F, S. (3-0-3) Assessment in PE. Students will be exposed to a variety of assessment and testing strategies applicable for K-12 physical education school settings. Course restricted to Kinesiology & Sports Studies: Physical Education Teacher Certification Option K-12 Special Certificate Majors and the Kinesiology & Sports Studies Minor for Teacher Certification. Prerequisites: A grade of "C" or better in KSS 2000 and KSS 2400 (former course number: KSS 3600). University Teacher Education requirements also apply. WA

8. 14-40, Kinesiology & Sports Studies Minor (Revised Minor).

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

Dr. Gronnvoll moved and Ms. English seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment C**), with revisions, was approved, effective Fall 2014.

VII. Pending:

1. 11-132R, Course Proposal Format Form (Revised Form)
2. 14-13, Proposed Credit Hour Policy
3. 14-42, STA 4000G, Study Abroad Capstone (Revised Course)
4. 14-43, REC 1780, Introduction to Recreation Services (Revised Course)
5. 14-44, REC 3400G, World Leisure: A Cultural Perspective (Revised Course)
6. 14-45, REC 3900, Operation of Recreation Facilities (Revised Course)
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8. 14-47, REC 4274, Pre-Internship & Career Development (Revised Course)
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10. 14-49, MUS 2443, Choral Methods (New Course)
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12. 14-51, Music with Performance Option (Revised Option)
13. 14-52, Military Science Minor (Revised Minor)
14. 14-53, BUS 3010, Management and Organizational Behavior (Revised Course)
15. 14-54, BUS 3100, Survey of Marketing Principles (New Course)
16. 14-55, Marketing Major (Revised Major)
17. 14-56, Business Administration Minor (Revised Minor)
18. 14-57, FIN 3300, Fundamentals of Financial and Tax Planning (Revised Course)
19. 14-58, FIN 3900, Risk and Insurance (Revised Course)
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27. 14-66, Family & Consumer Sciences: Dietetics Option (Revised Core Courses)
28. 14-67, Family & Consumer Sciences: Apparel & Textiles, Consumer Studies, Hospitality, and Merchandising Option (Revised Option and Concentration Name Change from "Consumer Studies Concentration" to "Financial Literacy Concentration")
29. 14-68, Family & Consumer Sciences Minor (Revised Minor) 14-69, Financial Literacy Interdisciplinary Minor (New Interdisciplinary)

VIII. Ongoing:

1. Five-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting.)

IX. Meeting Adjournment:

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

The meeting adjourned at 3:25 p.m.

The next meeting will be held at 3:00 p.m. on Thursday, February 27, 2014.

–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/>.

***** ANNOUNCEMENT OF NEXT MEETING *****

February 27, 2014

1895 Room – University Union @ 3:00 p.m.

Agenda:

1. 14-41, Physics: Engineering Physics Option (Revised Option)
2. 14-42, STA 4000G, Study Abroad Capstone (Revised Course)
3. 14-43, REC 1780, Introduction to Recreation Services (Revised Course)
4. 14-44, REC 3400G, World Leisure: A Cultural Perspective (Revised Course)
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28. 14-68, Family & Consumer Sciences Minor (Revised Minor)
29. 14-69, Financial Literacy Interdisciplinary Minor (New Interdisciplinary)

Pending:

1. 11-132R, Course Proposal Format Form (Revised Form)
2. 14-18, Adult Education Minor (Revised Minor)

Approved Executive Actions:

None.

Pending Executive Actions:

BAS

Note: The following executive action items will be held until after the BUS 3100 course proposal (agenda item 14-54) and the Financial Literacy Interdisciplinary Minor proposal (agenda item 14-69) are approved.

1. Add a note to BUS 2710 regarding credit will not be granted if a student has already had credit for BUS 3710.

BUS 2710 - Survey of Finance. (3-0-3) F, S. This course provides an overview of the finance function and the basic concepts of financial institutions, financial management, and investments. The course is not open to Business Majors. **Note: Credit for BUS 2710 will not be granted if the student already has credit for BUS 3710.** Prerequisites & Notes: BUS 2101. Credits: 3

2. Revise the prerequisites for FIN 3720.

FIN 3720 - Investments. (3-0-3) F, S. The study of investment theories and practices for implementing investment goals in relation to risk-return tradeoffs. Prerequisites & Notes: BUS 2710 with a C or better or BUS 3710 with a grade of C or better, BUS 2810, and admission to the School of Business or to a minor offered by the School of Business, **or the Financial Literacy Minor**, or permission of the Associate Chair, **School of Business**. Credits: 3

3. Update the prerequisites for FIN 3740.

FIN 3740 - Real Estate Fundamentals. (3-0-3) On Demand. A study of theory and practice in real estate, with social, legal and economic implications. Prerequisites & Notes: BUS 3710 with a grade of C or better or BUS 2710 with a C or better; junior standing; admission to the School of Business or to a minor offered by the School of Business; **or the Financial Literacy Minor**; or permission of the Associate Chair, School of Business. Credits: 3

4. Change the prerequisites for FIN 3750.

FIN 3750 - Management of Financial Institutions. (3-0-3) F, S. The management, organizational structure, regulatory environment, and risks of financial institutions. Prerequisites & Notes: BUS 3710 with a grade of C or better or BUS 2710 with a C or better, and admission to the School of Business, **or the Financial Literacy Minor**, or to a minor offered by the School of Business, or permission of the Associate Chair, **School of Business**. Credits: 3

5. Modify the prerequisites for MAR 3720.

MAR 3720 - Consumer Behavior. (3-0-3) F, S. A study of how and why people obtain, consume, and dispose of products: the role of the consumer in marketing. Prerequisites & Notes: BUS 3470 **or BUS 3100** and admission to the School of Business or to a minor offered by the School of Business or permission of the Associate Chair, **School of Business**. Credits: 3

6. Update the prerequisites for MAR 3780.

MAR 3780 - Promotion Management. (3-0-3) F, S. Development of comprehensive, non-personal, promotional campaigns to effectively communicate product offerings and organizational messages to target audiences. Prerequisites & Notes: BUS 3470 **or BUS 3100** and admission to the School of Business or to a minor offered by the School of Business or to the Advertising Minor **or the Financial Literacy Minor** or permission of the Associate Chair, **School of Business**. Credits: 3

7. Amend the prerequisites for MAR 3875.

MAR 3875 - Retail Management. (3-0-3) F, S. The objective of the course is to provide a framework for analyzing internal and external environment factors which affect the firm's retailing activities. Emphasis is placed on the firm's decisions and policies relating to demand analysis, spatial decisions, merchandise policies, pricing strategy, and promotion activities. Consideration is also given to retail control methods. Prerequisites & Notes: BUS 3470 **or BUS 3100** and Admission to the School of Business **or the Financial Literacy Minor** or to a minor offered by the School of Business or permission of the Associate Chair, **School of Business**. Credits: 3

8. Revise the prerequisites for MAR 4490.

MAR 4490 - International Marketing. (3-0-3) F, S. Study of marketing from the international perspective. Emphasis is placed on necessary modifications of marketing strategy and practice related to global pricing and distribution, product planning, and promotions due to cultural, economic, environmental and legal differences. Prerequisites & Notes: BUS 3470 **or BUS 3100** and admission to the School of Business **or the Financial Literacy Minor** or to a minor offered by the School of Business or permission of the Associate Chair, **School of Business**. Credits: 3

9. Update the prerequisites for MGT 3450.

MGT 3450 - Human Resource Management. (3-0-3) F, S. A survey of concepts relating to the personnel function: Recruitment, selection, compensation, labor relations, training and development, and performance appraisal. Prerequisites & Notes: BUS 3010 and admission to the School of Business or to a minor offered by the School of Business **or the Financial Literacy Minor** or permission of the Associate Chair, **School of Business**. Credits: 3

10. Change the prerequisites for MIS 3200.

MIS 3200 - Networking Fundamentals. (3-0-3) F, S. Study of business telecommunications, teleprocessing, and computer networks. Installing, configuring and administering local area networks. Prerequisites & Notes: BUS 1950 and junior standing and admission to the School of Business or to a minor offered by the School of Business **or the Financial Literacy Minor** or permission of the **Associate** Chair, School of Business. Credits: 3

11. Revise the prerequisites for MIS 3505.

MIS 3505 - Advanced Microcomputer Applications and Development. (3-0-3) On Demand. The advanced study of microcomputer business systems using databases and spreadsheets for problem solving and productivity. Customizing microcomputer operating environments. Emphasis on the development of applications for end-user computing. Prerequisites & Notes: BUS 1950, junior standing, and admission to the School of Business or to a minor offered by the School of Business **or the Financial Literacy Minor** or permission of the Associate Chair, **School of Business**. Credits: 3

12. Modify the prerequisites for MIS 3515.

MIS 3515 - Information Presentation. (3-0-3) On Demand. The study of design principles for business presentations and documents. Development of illustration skills to effectively use graphics. Photo editing for restoration, enhancement, and creation of digital images. Prerequisites & Notes: BUS 1950 and junior standing and admission to the School of Business or to a minor offered by the School of Business **or the Financial Literacy Minor** or permission of the **Associate** Chair, School of Business. Credits: 3

13. Update the prerequisites for FIN 3740.

MIS 3530 - Business Web Site Design. (3-0-3) F. Fundamentals of designing effective web sites including graphics and animation using web application software. Some HTML and JavaScript will be introduced. Students will develop web sites with a focus on information architecture and usability standards for business web sites. Prerequisites & Notes: BUS 1950 and junior standing and admission to the School of Business or to a minor offered by the School of Business **or the Financial Literacy Minor** or permission of the **Associate** Chair, School of Business. Credits: 3

Attachment A

Adult Education Minor

Total Semester Hours: 19 18

Required Courses - Total Semester Hours: 10 15

- **ACE 2000 – Introduction to Adult and Community Education. Credits: 3**
- **ACE/CSD 2200 – Learning Principles in Adult and Community Education. Credits: 3**
- **ACE 3000 – Instructional Strategies in Adult and Community Education. Credits: 3**
- **ACE 3200 – Curriculum and Program Design in Adult and Community Education. Credits:3**
- **ACE 3400 – Assessment of Learning in Adult and Community Education. Credits: 3**
- ~~EDF 4750 – Introduction to Adult Education. Credits: 3~~
- ~~SED 4751 – Strategies of Adult Instruction. Credits: 3~~
- ~~SED 4850 – Seminar and Field Experiences in Adult Education. Credits: 4~~

And 9 3 Semester Hours Chosen from the Following

- **ACE 4000 – Organization and Leadership in Adult and Community Education. Credits: 3**
- **ACE 4200 – Needs Assessment, Grant Writing, and Program Evaluation in Adult and Community Education. Credits: 3**
- ~~CSD 5100 Counseling the Mature and Aged Person. Credits: 3
(for eligible students)
See Graduate Catalog for course description.~~
- ~~EDA 5420 School-Community Relations. Credits: 2
See Graduate Catalog for course description.~~
- ~~AET 1413 – Technological Systems. Credits: 3~~
- ~~CTE 3000 – Consumers in the Marketplace. Credits: 3
OR FCS 3300~~
- ~~FCS 3300 – Consumer Education. Credits: 3
OR CTE 3000~~
- ~~FCS 4846 – Aging and the Family. Credits: 3~~
- ~~MLE 4280 – Content Area Reading in the Elementary, Middle and Secondary School. Credits: 3~~
- ~~OPD 4800 – Strategies and Processes of Teaching and Training. Credits: 3~~
- ~~OPD 4810 – Principles of Career Development. Credits: 3~~
- ~~PSY 3525 – Psychology of Maturity and Old Age. Credits: 3~~
- ~~REC 2250 – Recreation Services for People with Disabilities. Credits: 3~~
- ~~REC 4830 – Administration of Leisure Services. Credits: 3~~

Attachment B**EIU PROPOSED CREDIT HOUR POLICY****Award of Credit**

Eastern Illinois University awards credit in a manner that conforms to standards set by the Higher Learning Commission Policy (North Central Association; Commission Policy FDCR.A.10.020) and the Federal credit hour definition (Federal Register 75 FR 66832 p. 66946).

One **semester credit hour** is the amount of student effort that approximates **not less than 37.5 hours** of academic engagement in coursework (in-class/instructional time plus out-of-class student work) as represented in intended learning outcomes and verified by evidence of student achievement. The standard for one semester hour of credit in a traditional course is a minimum of 50 minutes of direct instruction and 100 minutes of out-of-class student work each week during a standard semester (15 weeks). This equates to a total minimum of 12.5 hours (750 minutes) of direct instruction and 25 hours (1500 minutes) of out-of-class student work per semester hour. The ratio of instruction time to out-of-class student work may vary; however, student academic engagement in coursework must meet the minimum of 37.5 hours per semester hour regardless of semester length, course type, or delivery method. All courses leading to the award of credit, including courses that have less structured classroom schedules such as independent studies, internships, practica, studio work, will, at a minimum, clearly state learning objectives, expected outcomes, and workload expectations that meet the standards set forth above.

Summary of Possible Student Academic Engagement Distribution for Different Course Types for 1 Semester Hour of Credit		
	Minimum Student Time in Direct Instruction (e.g. in class) per Semester	Minimum Out-Of-Class Student Work per Semester
Traditional Face-to-Face Courses	12.5 hours	25 hours
On-Line or Hybrid Courses The extent to which course content is delivered online or through other technological means does not affect the learning outcomes or total amount of student work per credit hour. In the case of distance education, academic engagement would include, but not be limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending an assigned study group; contributing to an academic online discussion; and interacting with a faculty member to ask questions about the academic subject studied in the course. Merely logging into the electronic classroom does not constitute academic engagement.	Synchronous or asynchronous instructional time + out-of-class work = minimally 37.5 hours	
Labs, Studio, or Clinical Practica Often labs, studio classes and some types of clinical practicum require a greater proportion of direct instruction with a smaller proportion of student preparation time outside of class.	25 hours	12.5 hours
Activity Courses or Practica Some forms of activity or practicum courses may require most learning take place through direct or supervised instruction with little or no out-of-class time requirement.	37.5 hours	0 hours
Internship/Student Teaching An internship is a work experience related to the student's major or approved minor. This work experience must be directly related to the potential professional opportunities for graduates with the major or minor. While internships may vary in duration, credit, and requirements, a minimum of 37.5 hours is required for each semester hour of credit.	Supervised work at internship site + (classroom instruction in some cases) = minimally 37.5 hours (additional preparation time outside the work experience may be required)	

<p>Independent Study Individualized study of a topic selected and self-directed by a student under the supervision of a member of the faculty. Independent study is a commitment of the student to a rigorous plan of investigation that focuses in a unique area of interest. An independent study involves relatively self-directed student effort in the pursuit of some clearly defined goals and learning objectives. Proposals for an independent study include a statement of the goals and a description of the intended final product of the project. Proposals must be on file in the department and approved by the faculty advisor and department chair prior to registration for the course.</p>	<p>Meetings with the professor for direct instructional activities may vary, however an estimate should be in the proposal. Student engagement with instructor + independent student work = minimally 37.5 hours</p>	
<p>Supervised Research or Thesis The amount of effort and learning outcomes required for one semester hour is determined by the supervising faculty and/or advisory committee.</p>	<p>Work on research with the professor + independent student work = minimally 37.5 hours</p>	
<p>Study Abroad or National Student Exchange Study abroad policy states that faculty-led study abroad program must demonstrate 12.5 hours of class time/lecture for every credit earned. It is expected that 25 hours of study time will also be included for every credit. The policy states that class time is lecture, actual meetings where students are sitting down for class. Study time is anything else that engages students with the learning objectives of the course. Excursions and class activities have academic relevance to the course; they are academically focused, not tourism. No more than 1.5 credits may be earned in one 7-day week. Transit/ transportation time may not count for class time or lecture. EIU Course Transplanted Abroad. This course of instruction is already available on EIU's campus and can be offered in an international setting. The CAA/CGS-approved course content and requirements are the same off-campus as they are on-campus. No substitution credit is permitted. It must be clearly demonstrated how each course will be enhanced by the international environment and will be scheduled and taught individually, meeting the same number of classroom hours and study time as it would if it were being conducted on campus. Unique Study Abroad Course. This is an EIU course created specifically for the study abroad experience; the course content is not offered at the EIU campus and does not already have its own specific course prefix and number. Student credit hours must comply with University credit policy. All participants must earn the same number of credit hours for completion of the course. Subject to approval of appropriate EIU departments, the course may be counted as a substitute for curricular requirements. The course substitution form and the program proposal are reviewed and approved by the International Education Council prior to the study abroad experience. EIU Credit for students taking courses in Study Abroad from a Foreign university or in the National Student Exchange from an American university. When an EIU student studies away, they enroll in a place holder STA or NSE course at EIU. Course descriptions of planned study away courses are reviewed for EIU course equivalencies by department chairs before the student leaves, insofar as possible. When the student returns, their transcripts from the other institution are evaluated by the NSE or Study Abroad coordinator. The federal credit hour definition applies to all American universities. For foreign university courses, the evaluating department chair recommends the number of credit hours and the final credit hour determination is made by the standard Illinois foreign credential</p>	<p>12.5 hours</p>	<p>25 hours</p>

<p>evaluation procedures. A request is then sent to the registrar that the credits are recorded as a particular course with an S (study abroad) or N (national exchange) behind the EIU course prefix and number.</p>		
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Any exception to these policies requires approval of the Council on Academic Affairs for undergraduate courses or the Council on Graduate Studies for graduate courses. Exceptions will appear in the course descriptions approved through the established curricular process.

Credit for Prior Learning - Eastern Illinois University awards credit for prior learning in the Organizational and Professional Development (OPD) program, the RN to BSN program through an OPD course, and the B.A. in General Studies Program (BGS) following the Council for Adult and Experiential Learning (CAEL) standards. Students must take a portfolio development course and submit a portfolio to document learning from their previous experiences. Portfolios are evaluated by faculty with expertise in the area sought for course credit. Evaluators determine the amount of credit earned based on the quality of the portfolio and how effectively the student communicates college-level learning gained from work experience. Program directors/ coordinators and/or portfolio course instructors review and approve credit. The B. A. in General Studies also accepts credit for trainings/certifications evaluated by the American Council on Education (ACE) as documented on an official ACE transcript.

Credit for Military Service- Certain experiences in military service may be submitted to the Office of the Registrar, for evaluation for advanced standing. The recommendations contained in “A Guide to the Evaluation of Educational Experiences in the Armed Services” by the American Council on Education are used as a basis for such evaluation. Credit is allowed when the recommendations can be considered as reasonable substitutes for work ordinarily accepted by the University.

Credit for Proficiency Exam- Proficiency examinations, if approved by an academic department, offer an opportunity to obtain credit for experience relevant to certain courses, for individual study of subjects, or for study of relevant courses in non-accredited institutions. EIU allows credit through College Level Examination Program (CLEP), College Entrance Examination Board (CEEB), Advance Placement (AP), and International Baccalaureate (IB) programs. The B. A. in General Studies accepts credit for DANTES Subject Standardized Tests (DSST) exams. Credit by proficiency examination in a course is equivalent to credit earned by enrollment in that course. Rules for proficiency examinations for credit are explained in the undergraduate catalog and scores required for specific exams are maintained on the registrar’s webpage.

Application and Implementation of Credit Hour Policy

Curricula committees at Eastern Illinois University are charged with following the policy on credit hours in their review and approval of all courses and certifying that the expected student engagement and learning for the course meets the credit hour standard. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The submitted course proposal is examined for instructional contact time as well as for assignments and evaluation mechanisms. EIU collects course syllabi and assessment data regarding learning outcomes to ensure, through periodic checks, that there is compliance and consistency with the credit hour policy across diverse course delivery modes.

Attachment C**Kinesiology & Sports Studies Minor****Total Hours: 24 23**

Coaching Option:

(Note: The following courses do not satisfy requirements for state certification for a teaching field.)

Kinesiology & Sports Studies Core Requirements. Credits: 15

- ~~Kinesiology & Sports Studies 3000-level teaching/coaching courses. Credits: 5~~
- KSS 2135 - Basic Care and Prevention of Athletic Injuries. Credits: 3
- KSS 2440 - Structural Kinesiology. Credits: 3
- **KSS 2761 - Introduction to Sport Management. Credits: 3**
- KSS 3700 - Psychological Foundations of Coaching. Credits: 3
- ~~KSS 4320 - Organization, Administration, and Curriculum in K-12 Physical Education. Credits: 3~~
- KSS 4340 - Principles of Exercise Physiology. Credits: 3

Kinesiology & Sports Studies Technique and Theory Electives: Credits: 4 (4 semester hours required)

- **KSS 2101 - Technique and Theory of Badminton, Tennis and Pickleball. Credits: 2**
- **KSS 2102 - Technique and Theory of Golf, Bowling and Disc Golf. Credits: 2**
- **KSS 2360 - Technique and Theory of Volleyball, Ultimate Frisbee and Lacrosse. Credits: 2**
- **KSS 2220 - Technique and Theory of Dance. Credits: 2**
- ~~KSS 2101 - Technique and Theory of Badminton and Tennis. Credits: 2~~
- ~~KSS 2102 - Technique and Theory of Golf and Bowling. Credits: 2~~
- ~~KSS 2103 - Technique and Theory of Track and Field and Weight Training. Credits: 2~~
- ~~KSS 2104 - Technique and Theory of Aerobic Exercise and Strength Training. Credits: 2~~
- ~~KSS 2360 - Techniques and Theory of Softball and Volleyball. Credits: 2~~
- ~~KSS 2380 - Technique and Theory of Flag Football and Basketball. Credits: 2~~
- ~~KSS 2390 - Technique and Theory of Soccer/Speed-ball, and Modified Team Sports. Credits: 2~~

Kinesiology & Sports Studies Coaching Electives: Credits: 4

- **KSS 3460 - Soccer Coaching. Credits: 2**
- **KSS 3470 - Basketball Coaching. Credits: 2**
- **KSS 3480 - Football Coaching. Credits: 2**
- **KSS 3490 - Track & Field Coaching. Credits: 2**
- **KSS 3500 - Baseball Coaching. Credits: 2**
- **KSS 3550 - Wrestling Coaching. Credits: 2**
- **KSS 3750 - Softball Coaching. Credits: 2**
- **KSS 3770 - Volleyball Coaching. Credits: 2**