Items Approved: 17-06, Revise the Technology-Delivered Policy to allow executive action requests for designating online courses

17-07, Change the definitions for online and hybrid courses on the course proposal directions and add the definition for traditional courses; and update the terminology "technology-delivered" to "Online" used on the Technology-Delivery Course Policy.

17-19, Revisions to the University Honors admissions criteria by the creation of an Honors holistic admission approach to admissions and the formalization of the current "dean's choice" admission system.

17-20, Changes to the University Honors Program and an introduction of a new EIU General Honors Program.

Items Pending: 17-05, FCS 2600G, Sustainability in the Hospitality Industry (New Course)

17-08, DGT 4749, Capstone Project in Digital Media (New Course; Technology-Delivery Designation)

17-09, DGT 4763, Costing and Planning for Media Projects (New Course; Technology-Delivery Designation)

17-10, DGT 4773, Graphics for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)

17-11, DGT 4783, Mobile Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)

17-12, DGT 4793, Programming for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)

17-13, DGT 4823, Web Content Management Systems (New Course; Technology-Delivery Designation; Technology-Delivery Designation)

17-14, DGT 4833, Web Search Engine Optimization (New Course; Technology-Delivery Designation)

17-15, DGT 4913, Emerging Technologies for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)

17-16, DGT 4923, Emerging Web Technologies (New Course; Technology-Delivery Designation)

17-17, DGT 4933, Motion Capture for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)

17-18, Digital Media (New Program)

17-21, CMN 2630, Introduction to Interpersonal Communication (Revised Course; Technology-Delivery Designation)

17-22, CMN 3000, Communication Research Methods (Revised Course; Technology-Delivery Designation)

17-23, CMN 3030, Applied Communication (Revised Course; Technology-Delivery Designation)

17-24, CMN 3470, Small Group Communication (Revised Course; Technology-Delivery Designation)

17-25, CMN 3710, Intercultural Communication (Revised Course; Technology-Delivery Designation)

17-26, CMN 4720, Workplace Relationships (New Course; Technology-Delivery Designation)

17-27, Communication Studies (B.A.) (Revised Major)

17-28, Communication Studies: Corporate Communication Option (B.A.) (Revised Option)

17-29, Communication Studies: Interpersonal Communication Option (B.A.) (Revised Option)

17-30, Communication Studies: Mass Communication Option (B.A.) (Revised Option)

17-31, Communication Studies Communication in Organizations Option (B.A.) (New Option)

17-32, Communication Studies Minor (Revised Minor)

Ongoing: Multi-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
January 26, 2017

The January 26, 2017 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Room 4440 at Booth Library.

Members Present: Mr. Aydt, Dr. Aylesworth, Dr. Bruehler, Dr. Kronenfeld, Dr. Paulson, Dr. Rhoads, Dr. Ruholl, Dr. Throneburg, Dr. Wilkinson, and Dr. Yordanov.

Members Absent: Mr. Young.

Staff Present: Provost Lord and Ms. Fopay.

Guests Present: Ms. Cassie Buchman, *Daily Eastern News*; Dr. Julie Dietz, Health Promotion; Dr. Jake Emmett, Kinesiology & Sports Studies; Dean Richard England, Honors College; Ms. Amy Lynch, Registrar's Office; Interim Associate Dean Chris Mitchell, CAH; Dr. Jeanne Okrasinski, Early Childhood, Elementary & Middle Level Education; Interim Dean Anita Shelton, CAH; and Dr. Jeff Stowell, Psychology.

I. Approval of the January 19, 2017 CAA Meeting Minutes.
Dr. Rhoads moved and Dr. Kronenfeld seconded the motion to approve the minutes. The minutes of January 19, 2017, were approved as written.

II. Communications:
   a. College Curriculum Committee Minutes:
   1. Minutes of the January 20, 2017 College of Sciences Curriculum Committee meeting.

   b. **Executive Actions:**
     1. January 19, 2017 memorandum from Dean Jackman, CEPS, requesting executive action to change the course prefix for HST 4910 to "HCM" and remove the cross-listing with CMN 4910.
     2. January 23, 2017 memorandum from Dean Izadi, LCBAS, requesting executive action to revise the prerequisites for FCS 4940.
     3. January 23, 2017 memorandum from Dean Izadi, LCBAS, requesting executive action to revise the course title and enrollment restrictions for FCS 3500.

III. Items Added to the Agenda:
   None.

IV. Items Acted Upon:
   1. **17-06, Revise the Technology-Delivered Policy to allow executive action requests for designating online courses.**
   Dr. Stowell presented the proposal and answered questions of the council.

   Dr. Bruehler moved and Dr. Rhoads seconded the motion to approve the proposal. The motion passed with the following vote:

   YES: Aydt, Aylesworth, Bruehler, Kronenfeld, Paulson, Rhoads, Ruholl, Wilkinson, and Yordanov.
   NO: Throneburg
   ABSTAIN: None

   The proposal was approved, effective immediately.

   Executive action requests will be allowed for "All undergraduate courses that seek to change the mode of delivery, where course content and learning objectives remain the same."

Technology-Delivered Course Policy

All new proposed courses to be technology delivered and all previously approved courses without technology delivery seeking to add sections that are technology delivered must submit to CAA* or CGS** a New/Revised Course Proposal Form including the three questions assuring student learning through technology-delivered format (Part II, 4, a, b, and c). These requests for approval for technology delivery are agenda items to be routed in the normal fashion through department curriculum committees, college curriculum committees, etc. Any instructors of technology delivered courses/sections must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.

Exceptions:
  * All undergraduate courses that seek to change the mode of delivery, where course content and learning objectives remain the same may be submitted to CAA as an executive action request.

  ** 5000-level and above courses that seek to change the mode of delivery where course content remains the same may be submitted to CGS as an executive action request.

2. **17-07, Change the definitions for online and hybrid courses on the course proposal directions and add the definition for traditional courses; and update the terminology "technology-delivered" to "Online" used on the Technology-Delivery Course Policy.**
   Dr. Stowell presented the proposal and answered questions of the council.

   Dr. Bruehler moved and Dr. Wilkinson seconded the motion to approve the proposal. The motion passed unanimously.

   The proposal was approved, effective immediately*, pending CGS approval*

   (a.) Course Proposal Directions:

   Coversheet
   10. Check all instructional delivery attributes which apply to this course.
       - Refer to EIU Credit Hour policy (IGP ##) describing type of courses if needed.
       - In "online" courses, **all course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity** ~~100% of instruction is conducted online~~.
       - In "hybrid" courses, **the course combines aspects of online and face-to-face instruction in a manner that reduces the number of face-to-face or traditional classroom meetings** s~~ome—but not all—instruction is conducted online; some face-to-face instruction is delivered~~. (online and hybrid justification and assurances completed in Part I, #5)
       In face-to-face courses, 100% of the required contact hours occur face-to-face in regularly scheduled sessions.
   15. Enrollment restrictions (justification included in part I, #3). Indicate if there are groups of students who may or may not take the course.
       -If enrollment in the course is limited to specific degrees, colleges, majors, levels, or classes, indicate so here. If enrollment is not limited, indicate "All."
       -If students in specific degrees, colleges, majors, levels, or classes are prohibited from enrolling in the course, indicate so here. If on-campus students may not take a**n online** ~~technology-delivered~~ course, note that here as well. If there are no prohibitions, indicate "None."

   Part I
   5. Online Delivery Justification & Assurances
   Standards and implementation of online courses and programs should mirror the academic rigor, assurance of academic integrity, and close faculty-student interaction that on-campus courses provide. Online courses should be taught by trained and responsive faculty who make quality instruction and student needs their priority (See Appendix C for Course Design Resources)

   Explain why the course or section of the course will be delivered in an online or hybrid format and specifically:
   a. Describe how the instructional materials and assessments in the online course will be used to support students' achievement of the specified learning objectives
   b. Describe how the integrity of student work will be assured
   c. Describe provisions for and requirements of instructor-student and student-student interaction, including the kinds of strategies that will be used to promote the interaction (e.g., peer discussion, collaborative learning strategies, video conferencing, etc.)

   Note: If students with disabilities enroll in the course, provisions for accommodating students with disabilities must be made.

   Also note: ~~Any~~ **All** instructors of ~~technology-delivered~~ **online** courses/sections (which include online and hybrid courses with more than 50% online delivery) must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online

Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.

(b.) Technology-Delivered Policy:

~~Technology-Delivered~~ Online Course Policy

All new proposed courses to be ~~technology delivered~~ online and all previously approved courses without technology delivery seeking to add sections that are ~~technology delivered~~ online must submit to CAA* or CGS** a New/Revised Course Proposal Form including the three questions assuring student learning through ~~technology-delivered~~ online format (Part II, 4, a, b, and c). These requests for approval for ~~technology delivery~~ online are agenda items to be routed in the normal fashion through department curriculum committees, college curriculum committees, etc. Any instructors of ~~technology delivered~~ online courses/sections must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.

Exceptions:
* All undergraduate courses that seek to change the mode of delivery, where course content and learning objectives remain the same may be submitted to CAA as an executive action request.

** 5000-level and above courses that seek to change the mode of delivery where course content remains the same may be submitted to CGS as an executive action request.

3. **17-19, Revisions to the University Honors admissions criteria by the creation of an Honors holistic admission approach to admissions and the formalization of the current "dean's choice" admission system.**
Dean England presented the proposal and answered questions of the council.

Dr. Rhoads moved and Dr. Aylesworth seconded the motion to approve the proposal. The motion passed unanimously.

The proposal **(See Attachment A)** was approved, effective Fall 2017.

4. **17-20, Changes to the University Honors Program and an introduction of a new EIU General Honors Program.**
Dean England presented the proposal and answered questions of the council.

Dr. Bruehler moved and Dr. Yordanov seconded the motion to approve the proposal. The motion passed unanimously.

The proposal **(See Attachment B)** was approved, effective Fall 2017.

V. Discussion Items:
1. **Recommendations of Workgroup #7.**
The council members began discussing what their role might be in the review of the recommendations, what types of data and analyses would be needed for the review, questions the group should ask and how to proceed with the review. In addition, the council decided it would consider all four programs listed on the recommendations of Workgroup #7. Those programs are B.A. in Philosophy, B.A. in Africana Studies, B.S. in Adult & Community Education, and B.S. in Career & Technical Education. Finally, the council decided it would begin meeting at 2 p.m. on Thursdays to discuss the recommendations and then conduct CAA meetings at 3:00 p.m. The change in meeting times will continue up until Spring Break in order to allow time for the council members to conduct the review and have a response to President Glassman by March 15.

Further discussion about the review will be held at the February 2, 2017 CAA meeting. Meanwhile, council members will start brainstorming. They will submit ideas via email about data they want to see collected and list questions they want to ask. The information will be gathered for discussion at the meeting on February 2.

2. January 24, 2017 memorandum from Dr. Jake Emmett, on behalf of the Academic Program Elimination/Reorganization Review Committee, requesting feedback from CAA on the possible review of all programs considered for elimination or reorganization by the APERRC.
Dr. Emmett explained the role of APERRC and inquired how the council members would view APERRC reviewing the same programs. No objections were stated.

VI. Committee Reports:
None.

VII. Pending:
1. 17-05, FCS 2600G, Sustainability in the Hospitality Industry (New Course) – *pending revisions*
2. 17-08, DGT 4749, Capstone Project in Digital Media (New Course; Technology-Delivery Designation)
3. 17-09, DGT 4763, Costing and Planning for Media Projects (New Course; Technology-Delivery Designation)
4. 17-10, DGT 4773, Graphics for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
5. 17-11, DGT 4783, Mobile Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
6. 17-12, DGT 4793, Programming for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
7. 17-13, DGT 4823, Web Content Management Systems (New Course; Technology-Delivery Designation; Technology-Delivery Designation)
8. 17-14, DGT 4833, Web Search Engine Optimization (New Course; Technology-Delivery Designation)
9. 17-15, DGT 4913, Emerging Technologies for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
10. 17-16, DGT 4923, Emerging Web Technologies (New Course; Technology-Delivery Designation)
11. 17-17, DGT 4933, Motion Capture for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
12. 17-18, Digital Media (New Program)
13. 17-21, CMN 2630, Introduction to Interpersonal Communication (Revised Course; Technology-Delivery Designation)
14. 17-22, CMN 3000, Communication Research Methods (Revised Course; Technology-Delivery Designation)
15. 17-23, CMN 3030, Applied Communication (Revised Course; Technology-Delivery Designation)
16. 17-24, CMN 3470, Small Group Communication (Revised Course; Technology-Delivery Designation)
17. 17-25, CMN 3710, Intercultural Communication (Revised Course; Technology-Delivery Designation)
18. 17-26, CMN 4720, Workplace Relationships (New Course; Technology-Delivery Designation)
19. 17-27, Communication Studies (B.A.) (Revised Major)
20. 17-28, Communication Studies: Corporate Communication Option (B.A.) (Revised Option)
21. 17-29, Communication Studies: Interpersonal Communication Option (B.A.) (Revised Option)
22. 17-30, Communication Studies: Mass Communication Option (B.A.) (Revised Option)
23. 17-31, Communication Studies Communication in Organizations Option (B.A.) (New Option)
24. 17-32, Communication Studies Minor (Revised Minor)

VIII. Ongoing:
1. Multi-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. Rhoads moved and Dr. Yordanov seconded the motion to adjourn the meeting. The motion was approved by acclamation.

   The meeting adjourned 4:04 p.m.

The next meeting will be held at 3:00 p.m. on Thursday, February 2, 2017.

–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 2, 2016
Room 4440, Booth Library @ 3:00 p.m.

Agenda:
   None.

   Pending:
   1. 17-08, DGT 4749, Capstone Project in Digital Media (New Course; Technology-Delivery Designation)
   2. 17-09, DGT 4763, Costing and Planning for Media Projects (New Course; Technology-Delivery Designation)
   3. 17-10, DGT 4773, Graphics for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
   4. 17-11, DGT 4783, Mobile Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
   5. 17-12, DGT 4793, Programming for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
   6. 17-13, DGT 4823, Web Content Management Systems (New Course; Technology-Delivery Designation; Technology-Delivery Designation)
   7. 17-14, DGT 4833, Web Search Engine Optimization (New Course; Technology-Delivery Designation)
   8. 17-15, DGT 4913, Emerging Technologies for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
   9. 17-16, DGT 4923, Emerging Web Technologies (New Course; Technology-Delivery Designation)
   10. 17-17, DGT 4933, Motion Capture for Gaming, Animation, and Simulation (New Course; Technology-Delivery Designation)
   11. 17-18, Digital Media (New Program)
   12. 17-21, CMN 2630, Introduction to Interpersonal Communication (Revised Course; Technology-Delivery Designation)
   13. 17-22, CMN 3000, Communication Research Methods (Revised Course; Technology-Delivery Designation)
   14. 17-23, CMN 3030, Applied Communication (Revised Course; Technology-Delivery Designation)
   15. 17-24, CMN 3470, Small Group Communication (Revised Course; Technology-Delivery Designation)
   16. 17-25, CMN 3710, Intercultural Communication (Revised Course; Technology-Delivery Designation)
   17. 17-26, CMN 4720, Workplace Relationships (New Course; Technology-Delivery Designation)
   18. 17-27, Communication Studies (B.A.) (Revised Major)
   19. 17-28, Communication Studies: Corporate Communication Option (B.A.) (Revised Option)
   20. 17-29, Communication Studies: Interpersonal Communication Option (B.A.) (Revised Option)
   21. 17-30, Communication Studies: Mass Communication Option (B.A.) (Revised Option)
   22. 17-31, Communication Studies Communication in Organizations Option (B.A.) (New Option)
   23. 17-32, Communication Studies Minor (Revised Minor)

Approved Executive Actions:
None.

Pending Executive Actions:
CEPS
Effective Summer 2017
1. Amend the course prefix for HST 4910 to "HCM" and remove the cross-listing with CMN 4910.

HCM ~~**HST**~~ **4910 - Applied Health Communication. (3-0-3) F, S.** An application of health communication principles and competencies focusing on the development and implementation of health campaigns used by health communication professionals. ~~Cross-listed with CMN 4910.~~ Credits: 3

BAS
Effective Fall 2017
1. Change the course title and enrollment restrictions for FCS 3500.

FCS 3500. Orientation to Family and Consumer Sciences Internship. ~~**Professionalism in Family and Consumer Sciences.**~~ **(3-0-3)** This course integrates professional experience, specialization course content, and the body of knowledge for the discipline in an in-depth examination of current issues affecting individuals, families, and communities. The course will also prepare students for internship experience(s) and professional practice. Grade and credit hours for this course will be removed if student already has credit for FCS 4000. Prerequisites and Notes: "C" or better in FCS 2500 or FCS 1000 and the completion of 60 hours. **The course is restricted to Juniors and Seniors in one of the FCS option areas.** Credits: 3

2. Revise the prerequisites for FCS 4940.

FCS 4940 - Food Systems Management. (3-0-3) On Demand. Organization and administration of food service systems, human resource management, cost control, food purchasing, facility and equipment planning. Prerequisites & Notes: ~~BUS 2101,~~ BUS 3010, FCS 1120, FCS 1121, ~~and FCS 2140 or 3784,~~ or permission of the instructor. Credits: 3

Attachment A

Sandra and Jack Pine Honors College

University Honors
The University Honors Program primarily offers enriched and rigorous versions of General Education courses, though a limited number of courses outside general education are also provided. University Honors course sections are typically smaller and taught in a colloquium format by professors distinguished in their fields. Completing University Honors coursework prepares students to compete at the highest levels for career opportunities and graduate school placements. University Honors students earn a minimum of 25 hours of Honors credit. Required courses include a freshman forum course and an Honors Senior Seminar. A grade of C or better is required in all University Honors coursework.

Admission Criteria
Entering freshmen must meet two of the following criteria, for admission to University Honors:
- ACT composite score of 26 or higher, or SAT score of 1740/2400 or higher.
- Upper 10% of high school graduating class, or a 3.5 final high school cumulative GPA (on a 4.0 scale).
- Permission of the Dean of the Honors College.

Continuing students at EIU, and transfer students*, may be admitted after meeting one of the following criteria:
- Attainment of a 3.5 GPA for at least 12 hours of coursework taken at EIU (continuing students), or a 3.50 GPA, figured on a 4.0 scale, for all transfer coursework (transfer students)
- Permission of the Dean of the Honors College.

*Transfer students must also have a transcript evaluation prior to admission.

Admission
The Sandra and Jack Pine Honors College seeks diverse academically-talented students committed to joining our Honors community. We have three different admission programs.

1. *Automatic Admission*
   Entering freshmen with an ACT composite score of 26 or higher, or SAT score of 1260 or higher AND who are in the upper 10% of high school graduating class, or have a 3.5 final high school cumulative GPA (on a 4.0 scale) will be automatically admitted to the University Honors Program.

2. *Dean's Choice Admission*
   Entering freshman students who do not have both of the above criteria but who have demonstrated academic excellence or potential in other ways are encouraged to apply online at the Honors College website.

3. *Continuing and Transfer Students*
   Students can join Honors after their first semester (at EIU or elsewhere) by applying online. We generally admit students who have earned a GPA of 3.5 for at least 12 hours of post-secondary coursework (whether at EIU or elsewhere) but will consider applicants who have demonstrated academic excellence or potential in other ways.

Attachment B

Sandra and Jack Pine Honors College

General Mission
The Honors College is a center for academic excellence and leadership within the University. The Honors College encourages academically talented students to develop to their full potential through completion of suitable coursework in small classes taught by excellent faculty. Dedicated to nurturing students intellectually so they are equipped upon graduation to pursue their interests, the Honors College also encourages undergraduate research and creative activity, community service opportunities, study abroad experiences, and professional internships. This provision of an integrated academic experience contributes to Eastern Illinois University's acclaim as a university accomplished in teaching and research and focused on its graduates' success.

Programs
The Honors College offers academically talented students the opportunity to participate in ~~six~~ **seven** distinct yet complementary programs: University Honors**; EIU General Honors;** Departmental Honors; **the** Presidential Scholars Program; Undergraduate Research, Scholarship, and Creative Activities; National Student Exchange; and national scholarships competition. Though all programs are housed in the Honors College, the last three are open to members of the general student body.

University Honors
The University Honors Program ~~primarily~~ offers **students unique interdisciplinary Honors seminars;** enriched and rigorous versions of General Education courses, **while encouraging students to also participate in departmental honors.** ~~though a~~ **A** limited number of courses outside general education are also provided. Honors classes **University Honors course sections** are typically smaller and taught in a colloquium format by professors distinguished in their fields. Completing University Honors ~~coursework~~ prepares students to compete at the highest levels for career opportunities and graduate school placements. University Honors students earn a minimum of ~~25~~ **28** hours of Honors credit. Required courses include ~~a freshman forum course~~ **an Honors freshman seminar** and an Honors Senior Seminar **both of which count for general education credit**. A grade of C or better is required in all ~~University~~ Honors coursework.

Required courses are listed below.
- Honors Freshman Seminar (3 cr)
- Honors Senior Seminar (4 cr)
- 21 cr. of other University Honors Courses

Up to 12 hours towards University Honors can be satisfied by other means. Up to 12 hours of Departmental Honors courses (see below) can count toward University Honors. Up to 6 hours may be waived (with the permission of the Dean) for students who complete reflective projects related to study abroad, internships etc. However, no more than 12 hours in total can be completed in this way.

EIU General Honors
Students who begin their education at EIU with at least 30 hours of college credit already earned may apply for entry to the EIU General Honors program. The EIU General Honors program consists of a minimum of 15 hours of any kind of Honors course (departmental Honors, general education Honors, or seminars). Up to 6 hours of the 15 hour requirement may be satisfied on a one-to-one credit hour basis by evidence that the students has completed Honors courses at another post-secondary institution. The EIU General Honors program may include departmental Honors if this is desired.