

Council on Academic Affairs
Minutes
March 6, 2003

The March 6, 2003 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Mr. Deedrick, Dr. Dietz, Dr. Fewell, Ms. Grenda, Dr. Helsel, Dr. Marlow, Dr. Owen, Ms. Samuels, Ms. Sartore, Dr. Tidwell

Members absent: Dr. Methven

Staff present: Dr. Herrington-Perry, Dr. Lord, Ms. McDivitt

Guests present: Dr. Addison, Dr. Aylesworth, Ms. Henschen, Ms. Lewis, Ms. Pearson, Dr. Wohlstein, Ms. Zuber

I. Minutes

The minutes of February 27, 2003 were approved as written.

II. Communications:

1. Academic Waiver Reports for February 2003 from the College of Arts and Humanities, Lumpkin College of Business and Applied Sciences, and the College of Education and Professional Studies.
2. February 27, 2003 memorandum College of Sciences requesting executive action for CDS 3200, CDS 4300, CDS 4760, and ESC 3550.

III. Items to be Added to the Agenda:

1. 03-23, CDS 3500, Neurological/Embryological Aspects of Communication (revision)
2. 03-24, CDS 4200, Language and Literacy (new course)
3. 03-25, CDS 4300, Introduction to Audiology (revision)
4. 03-26, CDS 4800, Communication Modalities (new course)
5. 03-27, Communication Disorders Major Program Overview (revision)

Dr. Dietz moved and Dr. Fewell seconded the motion to add these items to the agenda.

IV. Item to be Acted Upon:

1. 03-19, Bylaws of the Council on Academic Affairs (revision)

Dr. Tidwell moved and Dr. Bock seconded the motion to postpone discussion on Article III A2 until the May 1, 2003 meeting. The motion passed with a vote as follows:

Yes:	Bock, Deedrick, Dietz, Grenda, Sartore, Tidwell
No:	Fewell, Helsel, Marlow, Owen
Abstain:	Samuels

Dr. Tidwell moved and Mr. Deedrick seconded the motion to approve previously discussed revisions to the Bylaws (except Article IIIA2). A copy of the revised Bylaws is attached. Please note that discussion of item 03-19 will continue at the May 1, 2003 meeting.

The meeting adjourned at 2:40 p.m. Submitted by Julie McDivitt, 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.edu.edu/~eiucaa/elibrary/>.

ANNOUNCEMENT OF NEXT MEETING

March 20, 2003

Martinsville Room @ 2:00 p.m.

Agenda

1. 02-48, IGP #46, Grades (pending)
2. 02-51, Policies for Awarding Undergraduate Course Credit (pending)
3. 03-19, Bylaws of the Council on Academic Affairs Bylaws (revision)
4. 03-23, CDS 3500, Neurological/Embryological Aspects of Communication (revision)
5. 03-24, CDS 4200, Language and Literacy (new course)
6. 03-25, CDS 4300, Introduction to Audiology (revision)
7. 03-26, CDS 4800, Communication Modalities (new course)
8. 03-27, Communication Disorders Major Program Overview (revision)

Approved Executive Actions

None at this time.

Pending Executive Actions

COS

Effective Fall 2003

Change course title for 3200 CDS as follows:

From: Language Disorders in Children

To: Developmental Language Disorders

Effective Spring 2004

Change course number for 4300 CDS as follows:

From: 4300 CDS

To: 4350 CDS

Change course offering for 4760 CDS as follows:

From: S

To: F

Effective Spring 2003

Designate 3550 ESC as writing intensive.

Attachment

BYLAWS OF THE COUNCIL ON ACADEMIC AFFAIRS

ARTICLE I

Name

The name of this council shall be The Council on Academic Affairs.

ARTICLE II

Object

The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations.

ARTICLE III

Members

A. The Council shall consist of:

1. The Vice President for Academic Affairs as an ex officio member without vote.
2. Nine members (with voting privileges) elected by the faculty, from the faculty at large, for three year overlapping terms. Elections are conducted by the Faculty Senate and newly elected members shall take office at the first meeting of the Fall Semester after the election.
3. Three student members with voting privileges appointed by the Student Body President with the advice and consent of the Student Senate. An alternate student member shall be appointed in the same manner. Students serving on the Council must carry at least 12 semester hours of course work in each of the semesters they serve. If a student serves during the Summer Term, the student must carry at least 3 semester hours. If student members and the alternate are not enrolled during the summer term, Student Government Executive Officers or their appointee(s) may serve to achieve the full complement of three enrolled student representatives.
4. An advisor from the Academic Advising Center, without vote, selected by the Center's staff.

B. Replacements, in case of resignations or absences, shall be made as follows:

1. If a replacement is required among the elected members of the Council, the alternate shall be the person receiving the next highest number of votes from the list of remaining nominees in the election which decided the original member, providing that person received at least 75% of the votes cast for the third-seated Council member. If there is no qualifying alternate, a special election must be held.

2. If a member of the Council is to be absent from the campus for one school term or more, his/her place shall be filled by an alternate for the length of his/her absence.

3. Resignation from the Council and replacement by an alternate should be effected within a month of the time of the resignation.

ARTICLE IV

Officers

A. The Vice President for Academic Affairs shall serve as Executive Officer.

B. At the last meeting held in the spring semester, the seated council shall elect a Chairperson and Vice Chairperson. Only members who have served the previous year on the Council are eligible to serve as Chairperson. Election shall be by a majority vote. The term of office for both the Chairperson and the Vice Chairperson shall be one year beginning at the first meeting in the fall semester. It shall be the duty of the Chairperson, and in his/her absence the Vice Chairperson, to call and preside over the meetings of the Council. The Chairperson retains the right to vote.

C. The Executive Officer of the Council shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.

ARTICLE V

Executive Committee

The Executive Committee shall consist of the Chairperson, the Vice Chairperson, and the Executive Officer or his/her designee. The duties of the Executive Committee are to set the agenda for meetings, to serve as spokespersons for Council actions, and to make committee assignments on behalf of the Council when time constraints prohibit consultation with the full Council.

ARTICLE VI

Committees

The Council may have standing committees, subcommittees, ad hoc committees, and any other committees deemed necessary by the Council.

ARTICLE VII

Jurisdiction and Procedures

A. Jurisdiction and Duties of the Council on Academic Affairs.

1. Curriculum

a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to:

- (1). Changes in undergraduate degrees or degree requirements other than for teacher preparation.
- (2). Addition, deletion, or revision of all undergraduate programs other than teacher preparation programs which fall under the jurisdiction of the Council on Teacher Education.
- (3). Addition, deletion, or revision of courses numbered below 5000. The recommendations may include content, credit value, descriptions, titles and related aspects.

b. Periodically the Council shall review undergraduate courses and programs, other than teacher preparation programs, and, if deemed necessary, make appropriate recommendations.

c. Concerns of the Council on Academic Affairs include:

- (1). Proliferation of courses.
- (2). Duplication of content involving courses.
- (3). Maintenance of desirable standards.

2. General Academic Policies, Requirements, and Regulations for Undergraduates.

a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations and requirements, including:

- (1). Admission, retention, dismissal, and reinstatement standards.
- (2). General education requirements for all undergraduate degrees.
- (3). Requirements for graduation.
- (4). Student academic load.
- (5). Grading systems.
- (6). Other pertinent issues and problems.

3. Communication and Implementation of Actions taken by the Council.

a. Minutes of the Council, including recommendations, shall be posted on the CAA web site within three working days following the meeting.

b. All actions shown in the minutes shall be considered as recommendations to the President for implementation.

c. If the Vice President for Academic Affairs does not agree with the recommendations of the Council, he/she may submit an analysis and recommendation to the President.

d. The President may:

(1). Approve, disapprove, or modify the Council's recommendations.

(2). Return recommendations to the Council for further study.

(3). Forward appropriate recommendations to the Board of Trustees for its consideration.

e. The President has ten working days to act on recommendations contained in the Council minutes. If the President is away during the ten day period, the period will be increased by the number of days he/she is away.

4. Procedures of the Council on Academic Affairs

a. Meetings

(1). Meetings of the Council shall be called by the Chairperson, or in his/her absence by the Vice Chairperson, or in their absence by the Executive Officer, and in his/her absence by the Chair's designee.

(2). A quorum shall consist of eight voting members.

(3). All meetings shall adhere to the provisions of the Illinois Open Meetings Act.

(4). Electronic meetings may be held when the Council determines that all items on the agenda are non-controversial.

b. Agenda

(1). The agenda of each meeting shall be available to all members of the Council in advance of the meeting. It is recommended that this be published as a supplement to the minutes of the previous meeting or with the notice of the next meeting.

(2). Responsibility for preparation of the agenda rests with the Executive Officer and/or the Chairperson of the Council.

(3). By consensus, changes may be made in the agenda before or during the meeting and any member may request the addition of an item to the agenda.

(4). Although proposals will be added to the agenda in the order in which they are received, circumstances may make it desirable to consider items in other than their assigned order.

c. Voting

- (1). The Council shall record all its votes by roll call ballot with the exception of matters which can be settled by common consent.
- (2). The roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call. The only votes that may be cast are: yes, no, and abstain.
- (3). Any member of the Council may request publication of the explanation of his/her vote, but not the explanation of his/her abstention from voting.
- (4). All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast with a minimum of five (5) majority votes excluding abstentions.

d. Handling of Proposals

- (1). All proposals to the committee should be submitted in electronic form to the Executive Officer.
- (2). Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Council, or students. The Council reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the university for recommendation prior to giving the proposal extended consideration.
- (3). Each item received for the agenda shall be identified with a permanent number designating both the calendar year and the order in which the items are received beginning with the number one for the first item in January. (Example, the first item added to the agenda in January 2003 was identified as 03-1).
- (4). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
- (5). In order to be placed on the agenda, a proposal must be moved and seconded by a member of the Council. The agenda item is then published in the minutes of the Council, and is voted upon in a subsequent meeting.
- (6). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
- (7). Where a proposal has been referred to a given department or curriculum committee and no action is reported after a reasonable time, the person with which the proposal originated may request the Council to consider the proposal.
- (8). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
- (9). When a department has a proposal which is part of a program, or a service to a program other than its own, the proposal must bear the approval signature of the appropriate dean(s), as well as the signatures of the appropriate department chairpersons and the departments' curriculum committee chairpersons.

(10). If the Council requires major changes in a proposal from a college or department, the proposal is returned to the proposing unit for revision.

If the Council requires only minor changes, and those changes are acceptable to the department concerned, the proposal need not be returned to its originator for revision.

(11). Final action may be taken on a proposal ruled non-controversial by the Executive Officer and the Chairperson after the item has appeared on the agenda without the motion having been published in the minutes. In some exceptional cases, final action on a proposal, which has been declared non-controversial by the Executive Officer and the Chairperson may be taken before it has appeared on the agenda of the Council, if the Council by a two-thirds vote of those present, suspends this rule to take immediate action.

A motion and a second may be accepted on a proposal that is ruled controversial by either the Executive Officer or the Chairperson but final action may not be taken until the motion has appeared in the minutes. This rule may not be suspended.

e. Executive Decisions

(1). The Executive Officer may make decisions upon request from either a Dean or a Department Chairperson concerning the following:

(a). Minor changes in course titles and course descriptions, where course content remains generally the same.

(b). Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.

(c). Changes in course prerequisites.

(d). Catalog changes which merely clarify the Council's intent.

(e). Deletion of courses.

(f). Changes in course credits.

(2). Changes which are approved by the Executive Officer will be reported to the Council and are subject to discussion and revocation by the Council. The changes will be published in the minutes.

(3). No executive action is permitted concerning General Education Program Requirements or Graduation Requirements.

ARTICLE VIII

Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting.