
Agenda for the April 28, 2005 CAA Meeting

Items approved: 05-22b, Readmission Policy for Students Dismissed for Low Scholarship (Revised Policy)

Items Pending: 05-21, BGS 3001, BOT/BGS Prior Learning Portfolio (New Course)
05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)

Council on Academic Affairs

Minutes

April 28, 2005

The April 28, 2005 meeting of the Council on Academic Affairs was held at 2:03 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Carwell, Mr. Collier, Dr. Dietz, Ms. Dilworth, Dr. Fewell, Dr. French, Ms. Miller, Mr. Muffler, Dr. Reid, Dr. Tidwell, and Dr. Upadhyay.

Members absent: Dr. Methven and Ms. Sterling.

Staff present: Dr. Lord, Dr. Herrington-Perry, and Ms. Fopay.

Guests present: Dr. Addison, Psychology; Ms. Boyer, Academic Success Center; Ms. Harvey, Records/Registration/Enrollment Management; Dr. Sanders, CASA; and Dr. Stowell, Psychology.

I. April 21, 2005 Minutes:

The minutes of April 21, 2005 were approved as written.

II. Communications:

1. April 21, 2005 memorandum from Dean Rohn, CEPS, requesting executive action to revise the course title for REC 4950.

III. Committee Reports:

1. The CAA Professor Laureate Subcommittee recommended to the council that Dr. Fern Kory be named the 2005 Professor Laureate. Dr. Fewell moved and Dr. Dietz seconded the motion to accept this recommendation. The motion passed unanimously.

IV. Items Added to the Agenda:

None.

Mr. Muffler arrived at 2:11 p.m. and Ms. Miller at 2:19 p.m.

V. Item Acted Upon:

1. 05-22, Readmission Policy for Students Dismissed for Low Scholarship (Revised Policy)

The proposal consists of two separate issues.

- 05-22a. A request that "all students reinstated after academic dismissal should be required to meet with the Assistant Director of the Academic Success Center and enter into a contract as part of the terms of their reinstatement." In addition, the proposal included revisions to the catalog copy that apply to this request.

Ms. Boyer and Dr. Sanders presented this section of the proposal and answered questions of the council.

- 05-22b. A request to revise the section of the readmission policy regarding GPA requirements for former undergraduate students who have "attended one or more regionally accredited colleges or universities."

Ms. Harvey presented this section of the proposal and answered questions of the council.

The council members had several concerns regarding issue one (05-22a) and requested revisions to the proposal.

Dr. Dietz and Ms. Dilworth left the meeting.

Mr. Muffler moved and Dr. Fewell seconded the motion to split the proposal into two parts based on the two issues (05-22a) and (05-22b) so that the council members could act upon each item separately. The motion passed unanimously.

Mr. Muffler moved and Dr. Fewell seconded the motion to approve part two (05-22b) of the proposal. The motion passed unanimously. The proposal (**See Attachment A**) was approved, effective Fall 2005.

Mr. Muffler moved and Dr. Fewell seconded the motion to table part one (05-22a) until revisions to the proposal could be made and resubmitted to the council.

Ms. Miller left the meeting.

VI. Program Review Presentation:

1. B.A. in Psychology

Dr. Addison gave an overview of the Psychology program review and answered questions of the council.

VII. Other Business:

1. Election of the 2005-06 CAA officers.

Chair: Dr. French moved to nominate Dr. Debra Reid. Dr. Fewell seconded the motion. There were no other nominations.

The motion passed with the following vote:

Yes: Carwell, Collier, Fewell, French, Muffler, Tidwell, Upadhyay.

No: None.

Abstain: Reid.

Vice Chair: Dr. Carwell moved to nominate Dr. Shelley French. Dr. Fewell seconded the motion. There were no other nominations. The motion passed unanimously.

2. Provost Lord presented a plaque to Dr. Tidwell in honor and appreciation of his work as the 2004-05 CAA Chair.

VIII. Pending:

1. 05-21, BGS 3001, BOT/BGS Prior Learning Portfolio (New Course)

Summer meeting dates were not scheduled. However, if needed, a meeting or meetings will be called. If not, the next meeting will held Thursday, August 25, 2005.

The meeting adjourned at 3:15 p.m.

--Minutes prepared by 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.edu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the

subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

***** ANNOUNCEMENT OF NEXT MEETING *****
 Thursday, August 25, 2005
 Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 05-21, BGS 3001, BOT/BGS Prior Learning Portfolio (New Course)

Pending: 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)

Approved Executive Actions:

CAH

Effective Fall 2005

1. Require a "C" or better for all music courses in the Music Performance Option except those taken as electives.
2. Limit the number of times a course can be taken to achieve the "C" or better requirement to two (applies to the Music Performance Option & Music Teacher Certification Option.)
3. In the Composition Concentration of the Music Performance Option under "Additional Coursework" in the catalog, clarify that both MUS 3541 and MUS 3542 are required (the current language lists MUS 3541 or MUS 3542).
4. Remove MUS 2555G as a prerequisite for MUS 3420.

MUS 3420 - Music in Elementary Schools.

(2-1-2) Contemporary methods and materials of teaching music as aesthetic education in preschool and in the elementary grades.

Prerequisites and Course Notes

~~MUS 2555G~~. Open to elementary and special education majors only.

Credits: 2

5. Eliminate the following course: MUS 0241 Marimba Orchestra.

LCBAS

Effective Immediately

1. A Technology-Delivered Sections of Previously Approved Courses Questionnaire (**See Attachment B**) for COS 4830, Organizational Perspectives: Past, Present and Future.

Pending Executive Actions:

CEPS

Effective Spring 2006

1. Revise the course title for REC 4950.

REC 4950 - ~~Therapeutic Leisure Services for the Aged~~ Leisure and Aging

Short Title: ~~LEIS SERV/AGED~~ Leisure/Aging

(3-0-3) S-odd-numbered years. Scope of the therapeutic recreation services available through private and public agencies; analysis of programs designed for persons with physical, emotional, intellectual or social disorders and handicaps. Practical experiences are provided.

Credits: 3

Attachment A

Catalog Changes (page 46 of the 2004-05 printed catalog):

Readmission

Former Undergraduate Students

Former undergraduate students who are academically eligible and wish to return to the University after a lapse of one or more semesters should make application for readmission to the Records Office at least 10 calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. Students enrolled in the Spring Semester need not apply for readmission for the ensuing Fall Semester.

A former undergraduate student who has attended one or more regionally accredited colleges or universities since last attending EIU may be readmitted provided the following two conditions are met with respect to course work taken since last in attendance at Eastern: (1) the cumulative **composite** GPA in all course work attempted **at institutions other than EIU** is at least 2.00 on a 4.00 scale AND (2) the GPA at the last college or university attended is at least 2.00 on a 4.00 scale. If the student is attending another regionally accredited college or university at the time of applying for readmission, a statement from that institution indicating that the student is earning **a cumulative GPA of** at least a 2.00 on a 4.00 scale **for course work subsequent to last attending Eastern** will suffice until the official transcript can be sent at the end of the term.

Students dismissed for poor scholarship must remain out of the University for at least one regular semester. After the inactive semester, students dismissed for the first time will be automatically eligible for reinstatement and may re-enter the University at the beginning of a fall or spring semester provided they indicate their intentions to do so prior to established deadlines and have the required GPA from any other institutions they have attended. Students dismissed for poor scholarship will not be allowed to re-enter during a summer term. Any student dismissed from EIU for academic reasons should enroll in GST 1000 during the term in which he or she re-enters the University as a condition of reinstatement. Reinstated students re-enter the University with the cumulative GPA they had upon dismissal and are placed on academic probation. This probationary status will continue so long as the student satisfies the conditions specified in the section on "Academic Probation." Students failing to make satisfactory progress are dismissed again and may not be reinstated a second time except by approval of the Committee on Reinstatement. Petitions for reinstatement must be submitted by the third Monday in June for the Fall semester and by the second Monday in September for the Spring semester. No petitions are accepted for Summer terms. Petition forms are available from the Records Office.

~~A former undergraduate student dismissed for low scholarship who has attended one or more regionally accredited colleges or universities since last attending EIU may be readmitted provided the following two conditions are met with respect to course work taken at all institutions other than EIU since last in attendance at Eastern: (1) the cumulative composite GPA in all course work attempted at institutions other than EIU is at least 2.00 on a 4.00 scale; AND (2) the GPA at the last college or university attended is at least 2.00 on a 4.00 scale. If the student is attending another regionally accredited college or university at the time of applying for readmission, a statement from that institution indicating the student is earning a cumulative GPA of at least a 2.00 on a 4.00 scale for course work subsequent to last attending Eastern will suffice until the official transcript can be sent at the end of the term.~~

A former undergraduate student dismissed for low scholarship should consider taking advantage of the academic assistance services offered by the University. A description of these services appears under the heading of Academic Services.

Former Students Who Have Graduated

Former students who have graduated and who return to the University after a lapse of one or more semesters should make application for readmission to the Records Office at least ten calendar days prior to the first class day of the term in which they intend to enroll. An earlier closing date may be announced in the public press. *Students not previously admitted to Graduate School must also apply for admission to the Graduate School.*

Attachment B**Proposal for Technology-Delivered Section of a Previously Approved Course
COS4830 *Organizational Perspectives: Past, Present, and Future*****1. A copy of the most recent course proposal approved by CAA/CGS or a copy of the most recent course syllabus.**

COS 4830 *Organizational Perspectives: Past, Present, Future* has been in the course catalog for many years. It is a required course in the Career and Organizational Studies Program. A copy of the most recent syllabus for the technology-delivered section is attached.

2. A rationale for offering a technology-delivered section of the course.

The Career and Organizational Studies program was established in 1975 to enable full-time working adults to finish their bachelor's degrees at off-campus locations. Most learners are in the Champaign-Urbana-Rantoul or the Danville regions. Offering a technology-delivered section of COS 4830 *Organizational Perspectives: Past, Present, Future* is a natural extension of the COS program's basic mission, which is to serve working adults in our region who cannot return to a full-time, residential setting. Offering this course in a technology-delivered format enables the program to reach and deliver the core course to students who are not able to attend classes either on campus or at one of the remote sites.

3. A description of how the format/technology will be used to support and assess students' achievements of the specified learning objectives

The technology-delivered version of COS 4830 mirrors the learning objectives, outcomes, and assessment methods used in the face-to-face version of this course. Course content is delivered by means of narrated PowerPoint lectures, which may be viewed using Real Player software, which is available as a free download to students. The course textbooks are mailed to students by the Textbook Rental Center. WebCT is used for peer interaction on discussion boards and for monitoring group project discussions. Student progress is assessed by two exams (one objective and one long answer), academic papers (both long and short), and individual as well as group activities that are supported by WebCT. The instructor uses a listserv to facilitate communication among learners.

4. A description of how the integrity of student work will be assured.

Students' completed essay exam and the papers are posted to an individual, secure section of WebCT to which only the instructor and the student have access. This eliminates the possibility of someone copying another student's work. The objective exam is delivered using WebCT technology that draws upon a bank of potential test items presented in random order. On multiple-choice items, even the order of the descriptors is randomized. The exam itself carries a time limit, after which the exam is locked to student access. Work on group projects must be done within an assigned WebCT discussion area. This allows the instructor to monitor closely each student's participation in the planning and implementation of the project.

5. A description of provisions for and requirements of instructor-student and student-student interaction, including the kinds of technologies that will be used to support the interaction (e.g., e-mail, web-based discussions, computer conferences, etc.)

The instructor establishes a listserv at the beginning of the course. This listserv is used to communicate regularly with students about approaching deadlines, announcements, and other course reminders. The instructor also uses the listserv to send regular summaries of general observations and feedback about submitted written assignments or class discussions. Telephone conferences with the instructor can also be scheduled. The instructor regularly uses email and the WebCT discussion areas to communicate with students.

Student-to-student interaction is required throughout the course within WebCT's discussion areas. Student-to-student interaction also occurs in the group projects. Each project team has an assigned discussion area within WebCT where all team meetings must occur. The instructor can monitor these discussion areas to observe patterns of participation.

6. An explanation of how the course content “units” are sufficiently equivalent to the traditional on-campus semester hour units of time described in the original course proposal approved by CAA/CGS.

Learning objectives, course activities, assessment tools, and evaluation processes for the technology-delivered section of COS 4830 are identical to those in face-to-face sections. Student comments in the class discussion area are evaluated with the expectation that learners in the technology-delivered version will devote considerable time to composing, revising, and editing their observations before posting them in a discussion area. A high level of generalization, synthesis, and application is expected in all written comments and assignments. Group projects and other assignments mirror the time expectations and requirements of the face-to-face version.

Other pertinent information

All learners receive a “getting started” email at the beginning of the semester. This email reviews the skills needed to be successful in a technology-delivered course. Students are asked to assess their own readiness for this learning environment. The same “getting started” email outlines the hardware and software that students must have on their computers in order to participate.

COS 4830
ORGANIZATIONAL PERSPECTIVES:
PAST, PRESENT, AND FUTURE
Fall, 2004

Instructor

Course Description

This course involves the study of the nature of organizations from varying perspectives including historical, philosophical, technological, psychological and sociological with prospects and directions for the future. WI

Textbooks

- Bolman, L.G. & Deal, T.E. (1997). *Reframing organizations: Artistry, choice, and leadership*. (2nd ed.). San Francisco: Jossey-Bass.
- Weisbord, M.R. (1990). *Productive workplaces*. San Francisco: Jossey-Bass.
- American Psychological Association. (2001). *Publication manual* (5th ed.). Washington DC.

Course Objectives

By the end of the course, participants will be able to:

1. Recognize and describe the significant social and cultural factors that impact organizational systems and the nature of work in general.
2. Investigate and describe belief systems, paradigms, and values as they relate to quality of work life, productivity, and other workplace issues.
3. Discuss the historical perspective of the work ethic and contemporary ethical issues in the workplace.
4. Explain the philosophies and contributions made by Frederick Taylor, Kurt Lewin, and Douglas McGregor to the world of work.
5. Apply critical thinking skills in relation to required reading, personal experiences, and classroom discussion.
6. Apply the skills of making professional presentations, of working in groups, and of researching and writing papers.

Expectations for Participation

1. Actively participate in the course by being on time and staying on task, by asking clarifying questions, by providing examples or illustrations that add to the class' understanding of course concepts. If more than two classes are missed, students will consult with the instructor to determine additional activities needed to substitute for missed course work.
2. All assignments are due on the scheduled due date. Grade for the assignment will be lowered 5% for each day it is late.
3. According to the University requirements, graduate students are required to submit additional work. They are expected to research and write a 6-8 page academic paper on a topic related to some aspect of course content. Graduate students should discuss proposed topics with the instructor by the 3rd week of class.
4. Invest in your learning by spending adequate time reading and preparing for class sessions.
5. Review the University's policies and deadlines for withdrawal, late fees, grades, and other issues. These policies are in the off campus course schedule and also available from the University.
6. If you have a documented disability and wish to discuss academic accommodations, please contact the instructor or the Office of Disability Services (581-6583).
7. The instructor reserves the right to adjust the schedule of topics, readings, or grading scale in light of changing circumstances or needs.

Grading

<u>Grading</u>	<u>Points</u>	<u>Grades</u>
Short writes (2 @ 10 pts)	20	A = 324 – 360
Songs Assignment	30	B = 288 – 323
Mid-term Exam	40	C = 252 – 287
Group Presentation	30	D = 216 – 251
Research Paper	100	F = < 216
Final Exam	80	
Participation	60	
TOTAL	360	

Graduate Research Paper is worth an additional 80 points, adjusting the grading scale percentages to reflect a total of 450 points rather than 360.

Course Schedule

Aug 30

Ethics and Organizational Culture
 Bolman & Deal, Chapter 1-2, 19
 Weisbord, Prologue
 Songs Assignment

PART ONE -- THE PAST

September 6

F. W. Taylor & Scientific Management
 Wiesbord, Chapter 1-2
 Writing Assignment #1

September 13

Perceptions of Work and Organizations in our Culture
“Songs” Assignment Due

September 20

Kurt Lewin & Group Behavior
 Wiesbord, Chapters 3-4
Writing Assignment #1 Due

September 27

Kurt Lewin & Group Behavior
Writing Assignment #2

October 4

Douglas McGregor & Managerial Behavior
Wiesbord, Chapters 5-6
Writing Assignment #2 Due

October 11

Douglas McGregor and Managerial Behavior
Mid-term Examination

PART TWO – THE PRESENT

October 18

Structural Frame
Bolman & Deal, Chapters 3-5

October 25

Structural Frame, con't.
Group Presentation – Structural Frame Case Study

November 1

Human Resources Frame
Bolman & Deal, Chapters 6-8
Group Presentation – Human Resources Frame Case Study

November 8

Political Frame
Bolman & Deal, Chapters 9-11
Group Presentation – Political Frame Case Study

November 15

Symbolic Frame
Bolman & Deal, Chapters 12-14
Group Presentation – Symbolic Frame Case Study

November 22

Thanksgiving Break

PART THREE – THE FUTURE

November 29

Change, Organizations, and Leadership
Bolman & Deal, Chapters 17-20

December 6

Bringing it all together
Bolman & Deal, Chapters 15, 21
Individual Research Paper Due

December 11

Final Examination
Graduate Student Paper Due