
Agenda for the August 25, 2005 CAA Meeting

Item approved: 05-21, BGS 3001, BGS Prior Learning Portfolio (New Course)

Items Pending: 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)
05-23, Industrial Technology (Revised Major)
05-24, Policy for Minors/Study Abroad in the Minor (Policy & Waiver Regulations Revisions)

Council on Academic Affairs Minutes August 25, 2005

The August 25, 2005 meeting of the Council on Academic Affairs was held at 2:03 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Dilworth, Ms. Fredrick, Dr. French, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, and Dr. Upadhyay.

Members absent: None.

Staff present: Dr. Lord, Dr. Weber, and Ms. Fopay.

Guests present: Ms. Black, School of Continuing Education (SCE); Dean Hine, SCE; Ms. Whitney, *Daily Eastern News*; and Dr. Woodward, SCE.

I. Orientation

1. Orientation for CAA members.

Prior to today's meeting, Dr. Reid mailed a packet of materials to CAA members. Today, Dr. Reid summarized some of the information that was provided in those packets. She highlighted information about meeting quorums, CAA bylaws, roll call, General Education, revised course proposal format, and technology-delivered proposals.

II. April 28, 2005 Minutes:

The minutes of April 28, 2005 were approved as written.

III. November 11, 2004 Minutes:

Ms. Fopay announced that in July 2005, Dr. Rich Wandling, Chair of the Political Science Department, contacted her. He had indicated that there was an error pertaining to the Pre-Law Studies Minor on page 11 of the November 11, 2004 CAA meeting minutes. Both Dr. James Tidwell (CAA Chair at the time) and Dr. Debra Reid (then CAA Assistant Chair) reviewed the minutes and the Pre-Law Studies Minor proposal. They agreed with Dr. Wandling that there was an error in the minutes and the following statement should be **deleted** from the end of the **Pre-Law Studies Minor**:

“Courses satisfying the requirements for the Political Science major may not be used simultaneously to satisfy the requirements for this minor.”

IV. Communications:

a.) College Curriculum Committee Meeting Minutes

1. Minutes from the April 25, 2005 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
2. Minutes from the April 22, 2005 College of Sciences Curriculum Committee meeting.
3. Minutes from the May 2, 2005 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

b.) Waiver Reports

1. Academic Waiver Reports for April 2005 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
2. Spring 2005 Waiver Appeals Report from Ms. Judy Kopp, Records Office.

3. Academic Waiver Reports for May 2005 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
4. Academic Waiver Reports for June 2005 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
5. Academic Waiver Reports for July 2005 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

The April and June 2005 College of Arts & Humanities waiver reports show approval of waiver requests to award general education credit for Biology advanced placement credit for BIO 1100. Ms. Sterling indicated she was seeking clarification on these waivers from Dr. Andrew Methven, Chair of Biological Sciences Department. She explained that in the past couple of years if a student would take BIO 1100 for a major that requires that and then change majors, the student would not be allowed to ask for a waiver to get general education credit for it.

In addition, Dr. Reid explained that there were a number of waivers related to summer overloads. She noted that CAA did approve word changes to the Undergraduate Catalog academic load statement at its September 2, 2004 meeting. Dr. Dietz added that one related issue came up that are shown in several Health Studies waivers. Due to the programming of PAWS, she said, if a student had internship hours then it imposed a different hour limit than the regular. As a result, PAWS would not allow students to register specifically when trying to register both internship hours and courses. Dr. Weber provided details about the programming issue and explained that ITS did not program the non-internship hour part of the policy. As a result, students may not register for internships themselves but instead must go through the Dean's Office. Dr. Reid asked what could be done to resolve this issue. Dr. Weber indicated that he was unsure about the internship part. However, he did hear from Dean Hanner on behalf of the Academic Waiver Appeals Committee (AWAC) that they had a number of cases where there were requests to go above the number of hours per term. He explained the recommendation from AWAC was to create a policy similar to what the graduate school uses which has a flat cap on the number of hours taken during the summer. He said that if CAA would consider this type of policy it might cover the internship depending on what is decided.

Dr. Reid indicated that she would explore this matter.

c.) Executive Action Requests

1. July 25, 2005 memorandum from Dean Augustine, Graduate School, requesting executive action to revise the International Admissions section of the Undergraduate Catalog, effective immediately.
2. August 2, 2005 memorandum from Dean Hoadley, LCBAS, requesting executive action to designate FCS 4300 as a writing-intensive course, effective Fall 2005.

d.) Committee Appointments

1. June 30, 2005 e-mail from Ms. Sue Harvey, Records Office, requesting CAA to appoint a representative to the Records & Registration Advisory Committee.
Dr. Dietz volunteered to serve on the Records & Registration Advisory Committee for the academic year 2005-06.
2. August 8, 2005 e-mail from Dr. Karla Sanders, Center for Academic Support & Achievement, providing clarification as to whether or not CAA has two appointments on CASL.
Dr. Reid explained that Dr. Rigoberto Chinchilla had been the CAA appointment to the Committee for Assessment of Student Learning (CASL). However, CASL decided to restructure its committee. As a result, Dr. Chinchilla will represent his college; whereas

the CAA Chair (whoever is in that position from year to year) will represent CAA on the committee.

3. August 19, 2005 e-mail from Dr. Michael Hoadley, CATS, requesting CAA to appoint a representative to ATAC.
Dr. Stowell volunteered to represent CAA on the Academic Technology Advisory Committee (ATAC) for the academic years 2005-07. He indicated that he is currently serving on ATAC as a college representative. However, he will resign that appointment to serve as the CAA representative.
4. August 19, 2005 memorandum from President Hencken requesting an appointment from CAA to serve a one-year term on the University Naming Committee.
Dr. Carwell volunteered to serve on the University Naming Committee for the academic year 2005-06.

e.) Miscellaneous

1. Minutes from the July 19, 2005 meeting of the EIU Ad Hoc Committee to investigate whether or not EIU should implement a +/- grading system.
Dr. Reid explained that last academic year a couple of faculty members broached the subject of whether or not EIU should implement a plus/minus grading system. As a result, an ad hoc committee was formed to investigate this topic. Dr. Reid indicated that the committee met and the consensus was that there didn't seem to be any interest in pursuing it at this time. She explained that the ad hoc committee members agreed that the meeting minutes would be placed on the agendas of various groups on campus. The committee will pursue it if someone expresses interest in it. In addition, for information purposes, she noted that Western Illinois University did approve a plus/minus grading system at the end of its spring term.

V. Committee Reports:

None.

VI. Items Added to the Agenda:

1. 05-23, Industrial Technology (Revised Major)
2. 05-24, Policy for Minors/Study Abroad in the Minor (Policy & Waiver Regulation Revision)

Dr. Dietz moved and Dr. French seconded the motion to add these items to the agenda. The motion passed by consensus.

VII. Item Acted Upon:

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

Dean Hine and Dr. Woodward presented the proposal. The council requested that all references to BOT be removed and changed to BGS. Also, the effective date was changed from Summer 2005 to Spring 2006.

Dr. French moved and Ms. Dilworth seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, with revisions, effective Spring 2006.

BGS 3001. ~~BOT~~BGS Prior Learning Portfolio. (3-0-3) F, S, Su. ~~BOT~~ BGS Portfolio. A writing intensive course focusing on the process of analyzing and documenting a prior learning experience in portfolio form. Emphasis is on analysis of prior learning, information access as it pertains to prior learning assessment and further development of writing skills. Prerequisites: Admission to the ~~BOT~~ BGS Degree Program and permission of the instructor. WI

VIII. Pending:

1. 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)

IX. Miscellaneous:

Dr. Stowell asked the council about the proposal for technology-delivered courses approved at the end of the spring 2005 semester. He mentioned that he had read about the policy in the CAA minutes and his department chair had mentioned it to him. However, he did not hear from anyone else and was concerned that other individuals teaching technology-delivered courses may not know about the policy and the September 1, 2005 deadline.

Provost Lord explained that there had been a problem with the communication flow. He suggested that the council consider creating a grace period since there is a short amount of time for instructors to complete these requirements. He will identify which courses are impacted and bring it back to the council to discuss and determine what to do.

The next meeting will be held Thursday, September 1, 2005.

The meeting adjourned at 2:40 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, September 1, 2005
 Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 05-23, Industrial Technology (Revised Major)
2. 05-24, Policy for Minors/Study Abroad in the Minor (Policy & Waiver Regulation Revision)

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

Approved 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

Pending Executive Actions:
Graduate School
Effective Fall 2005

1. Revise the standard and conditional admission information for undergraduate international applicants found on pages 44 and 45 of the 2005-06 Undergraduate Catalog.

International Applicants

Standard and Conditional Admission for Undergraduate Applicants

Undergraduate international applicants must submit a complete packet of admission materials to the Office of International Programs. A complete packet for undergraduate applicants includes an international application, an application fee, an approved financial affidavit form, an official raised seal transcript from high school, and documentation of English mastery. The approved financial affidavit form must verify the applicant's financial status for study. For undergraduate applicants the raised seal transcript or original copy of national examinations must document completion of secondary education, comparable to that awarded by a United States high school. The high school transcript must also verify that the applicant earned a minimum GPA of 2.0 on a 4.0 scale.

English language mastery for undergraduate applicants for admission may be documented in one of the following ways:

1. Submission of a score of 500 or higher on the paper-based Test of English as a Foreign Language (TOEFL), ~~or~~ a score of 173 or higher on the computer-based TOEFL, or a score of 61 or higher on the internet-based TOEFL.
2. Submission of evidence of residency in a nation whose official language is English.
3. Submission of evidence of successful completion of 24 semester hours of college credit at an accredited college or university in the United States.
4. Submission of evidence of a Level ~~9~~ 112, Certificate of Completion from an ~~Intensive English Language Center~~ ELS Language Center located in the United States.
5. Submission of evidence of successful completion of three years of high school in the United States and an ACT composite standard score of at least 18 (SAT 860).

Admission to EIU and an approved financial affidavit form are required in order for the Office of International Programs to issue ~~Sevis~~ SEVIS Form I-20 or DS-2019. Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery may be offered Conditional Admission.

Conditional admission may be offered to undergraduate international applicants who meet the criteria for admission to EIU except for English language mastery. Conditional admission is granted only by the Office of International Programs. ~~Conditional admission limits enrollment to Intensive English Language courses.~~ Undergraduates with conditional admission status must provide evidence of meeting English language mastery to the Office of International Programs ~~in one of two ways to be considered for standard admission: Students must provide evidence of full time enrollment in the Intensive English Language Center at EIU and earn a 500 or higher on the institutional Test of English as a Foreign Language taken at EIU or students must earn~~ by submitting a score of 500 or higher on the paper-based TOEFL taken in their home country, or a score of 173 or higher on the computer-based TOEFL, a score of 61 or higher on the internet-based TOEFL, or completion of Level 112, Certificate of Completion from an ELS Language Center located in the United States.

LCBAS
Effective Fall 2005

1. Designate FCS 4300, Consumer Issues, as a writing-intensive course.