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## Agenda for the March 2, 2006 CAA Meeting

**Items approved:** 06-18, HIS 3415, World War I (New Course)

**Items Pending:** None.

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### Council on Academic Affairs Minutes March 2, 2006

The March 2, 2006 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Frederick, Dr. French, Mr. Marcy, Dr. Roszkowski, Ms. Sterling, and Dr. Stowell.

**Members absent:** Ms. Dilworth, Mr. Glenn, Dr. Reid, and Dr. Upadhyay.

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

**Guests present:** Dr. Canfield, Foreign Languages; Dr. Elder, History; Dr. Haile Mariam, Faculty Senate; Dr. Wayland, School of Business; and Ms. Zeigler, Academic Advising Center.

#### I. Approval of the February 9, 2006 Meeting Minutes and approval of the February 22-23, 2006 Electronic Meeting Minutes.

1. The minutes of February 9, 2006 were approved as written.
  - a.) Follow-up to pending executive action request from Ms. Wendy Williamson, Director of Study Abroad to delete EIU 3970, Study Abroad.  
*Ms. Fopay explained that it is Ms. Wendy Williamson, Director of Study Abroad, intent to delete EIU 3970, Study Abroad. As a result, she said, Ms. Williamson requested that the departmental 3970 study abroad courses with the following course description "See EIU 3970" be changed to "See STA 3970."*
2. The minutes of February 22-23, 2006 electronic were approved as written.

#### II. Communications:

##### Executive Action Requests:

1. February 8, 2006 memorandum from Dean Hanner, COS, requesting executive action to designate SOC 3620 as writing intensive and revise the course description for SOC 4900, effective Fall 2006.
2. February 14, 2006 memorandum from Dean Rohn, CEPS, requesting executive action to delete IST 4870 and 4970, effective Fall 2006.
3. February 16, 2006 memorandum from Dean Hoadley, LCBAS, requesting executive action to change the prerequisites for MAR 3780, 3860, and BUS 3500, effective Fall 2006.
4. February 24, 2006 memorandum from Dean Rohn, CEPS, requesting executive action to revise the following courses, effective Fall 2006: EDP 3331, SED 3330, PED 4762, ELE 3000, 3250, 3280, 3290, 3340, 3350, 4000, 4770, 4880, MLE 3110, 3150, 4000, 4280, and 4760.

##### College Curriculum Committee Meeting Minutes:

1. Minutes from the February 1, 2006 College of Arts & Humanities Curriculum Committee meeting.
2. Minutes from the February 3, 2006 College of Sciences Curriculum Committee meeting.
3. Minutes from the February 15, 2006 College of Arts & Humanities Curriculum Committee meeting.

##### Other:

1. February 24, 2006 memorandum from Ms. Brenda Major, Director of Admissions, regarding changes to the admission requirements of graduates of non-accredited or non-recognized high schools.  
*The council reviewed the changes from Ms. Major to the admission requirements of graduates of non-accredited or non-recognized High Schools. Dr. Herrington-Perry explained that the changes were a result of a state mandate. In addition to Ms. Major's changes, the council requested that "or SAT" be added to the sentence about the waiver of the GED requirement for home schooled students.*

The following catalog changes will be incorporated into the Undergraduate Catalog (located on page 44 of the 2005-06 Undergraduate Catalog).

Graduates of high schools which are neither regionally accredited nor recognized may not be considered for admission unless they have passed the General Education Development (GED) Test and obtained a High School Equivalency Certificate, **or have scored within the University's accepted range on the ACT or SAT.** For students who have been home schooled and do not present a recognized diploma, the GED requirement may be waived with an acceptable ACT **or SAT** score as determined by the Office of Admissions. Home-schooled students must also submit a transcript of all courses completed with grades listed for each class.

**III. Items to be Added to the Agenda:**

None.

**IV. Item Acted Upon:**

**1. 06-18, HIS 3415, World War I (New Course)**

Dr. Elder presented the proposal and answered questions of the council. The council members requested the following changes:

- ❖ Add the writing-intensive designation to the end of the course description.
- ❖ In the course description clarify which war the course pertains to.
- ❖ Change the effective date from Spring 2008 to Spring 2007.

Dr. Stowell moved and Dr. Bower seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with minor revisions, was approved, *effective Spring 2007.*

**HIS 3415. World War I. (3-0-3) S. World War I.** A study of the background, course, and consequences of the first world war. WI

**V. Program Review Presentations:**

**1. B.A. in Foreign Languages**

Dr. Canfield gave an overview of the Foreign Languages program review and answered questions of the council.

Dr. Stowell left the meeting at 2:35 p.m.

**2. B.S.B. in Accountancy**

Dr. Wayland gave an overview of the Accountancy program review and answered questions of the council.

**3. B.S.B. in Computer Information Systems**

Dr. Wayland gave an overview of the Computer Information Systems program review and answered questions of the council.

**4. B.S.B. in Finance**

Dr. Wayland gave an overview of the Finance program review and answered questions of the council.

The meeting ended due to a lack of quorum.

**VI. Pending:**

1. Report of the Course Proposal Format Review Ad Hoc Committee.
2. Discussion of General Education and Appointment of a General Education Review Committee.
3. Review of IGP 45: Grade Appeals
4. Program Review Presentation:
  - a. **March 23, 2006**

\* BS in Physics

**The next face-to-face meeting will be held Thursday, March 23, 2006. If needed, an electronic may be held during the week of March 6, 2006.**

The meeting adjourned at 2:50 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, March 23, 2006  
 Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda:**

None at this time.

**Approved Executive Actions:**

**LCBAS**

**Effective Spring 2006**

1. Designate MAR 4100, Special Topics in Marketing, as writing-intensive.

**MAR 4100. Special Topics in Marketing. (3-0-3) On Demand.** Special topics in marketing. Topics to be announced. BUS 3470, admission to the School of Business or permission of the Associate Chair. Specific additional prerequisites will depend on the topic. WI

**Pending Executive Actions:**

**LCBAS**

**Effective Fall 2006**

1. Revise the prerequisites for BUS 3500.

**BUS 3500. Management Information Systems. (3-0-3)** An introduction to MIS by management level and functional area. Among the topics are types of information systems, approaches to systems development, and security. Prepackaged software will be used in case problem solving and simulation situations. Prerequisites: BUS 1950, **BUS 3040**, junior standing, and admission to the School of Business or to a minor offered by the School of Business, or permission of Associate Chair. Not open to Computer Information Systems majors.

2. Change 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: BUS 3470 and admission to the School of Business **or to the Advertising Minor** or permission of the Associate Chair.

3. Update the prerequisites for MAR 3860.

**MAR 3860. Marketing Research. (3-0-3) F, S.** Nature and scope of marketing research; scientific method and research designs; specific marketing research procedures; research report and follow-up; and problems. Prerequisites: BUS 2810, BUS 3470, and admission to the School of Business **or to the Advertising Minor** or permission of the Associate Chair.

**CEPS****Effective Fall 2006**

1. Revise the course prerequisites for EDP 3331.  
**EDP 3331. Theories of Learning and Development for Secondary Teachers. (3-2-3) F, S.** Individual growth and development, motivation, learning theory, appraisal of human differences, classroom management, student evaluation, practices, and observation. Thirty clock (30) hours of clinical activities are required. Prerequisites: "University Approval to Take Teacher Education Courses" requirements apply; SED 2000. Corequisite: Concurrent enrollment in SED 3330. **Priority will be given to those students who are one year or less away from student teaching.**
2. Update the course prerequisites for ELE 3000.  
**ELE 3000. Instructional Strategies for the Elementary Classroom. (3-3-4)** Topics include instructional strategies, models for classroom management and discipline, parent-school community involvement, and school law. Forty-five clock hours of field-based activities primarily in reading and language arts. Prerequisites: ELE 2000 and ELE 2320. Concurrent enrollment in ELE 3280 and ELE 3350, or permission of department chair. University Teacher Education requirements apply and department requirements for enrollment must be met, **including an expectation of second semester Junior standing.**
3. Change the course prerequisites for ELE 3250.  
**ELE 3250. Facilitating Learning in Early Childhood Programs. (3-0-3) F, S.** Nature of learning in the preschool and primary levels. Specialized instruction, learning centers, individualization, educational play, and utilization of media in the curriculum. Field based activities will be provided in conjunction with ELE 4000. Prerequisites: ELE 2321, or permission of department chair. University Teacher Education requirements apply and department requirements for enrollment must be met, **including an expectation of second semester Junior standing.**
4. Amend the course prerequisites for ELE 3280.  
**ELE 3280. Developmental Reading in the Elementary School. (3-0-3)** The instructional program in reading from kindergarten through grade six; goals, methods, and materials with emphasis on basal reader approaches. Field-based activities will be provided in conjunction with ELE 3000. Prerequisites: Concurrent enrollment in ELE 3000 and ELE 3350; MLE 3110 and MLE 4000; or permission of department chair. **University Teacher Education requirements apply and department requirements for enrollment must be met, including an expectation of second semester Junior standing.**
5. Revise the course prerequisites for ELE 3290.  
**ELE 3290. Science in the Elementary School. (3-0-3)** Exploration of the nature, processes, and products of science and their relationships to society, the world, and the school curriculum. Field-based experiences will be in conjunction with ELE 4000. Prerequisites: Concurrent enrollment in ELE 3340 and ELE 4880, or permission of department chair. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
6. Modify the course prerequisites for ELE 3340.  
**ELE 3340. Social Studies for Elementary School Children. (3-0-3)** Planning and organizing for instruction; material selection; and evaluation in social studies. Field-based activities will be provided in conjunction with ELE 4000. Prerequisites: ELE 3000; and concurrent enrollment in ELE 3290, ELE 4000, and ELE 4880, or permission of department chair. **University Teacher Education requirements apply and department requirements for enrollment must be met.**

7. Change the course prerequisites for ELE 3350.  
**ELE 3350. Language Arts in the Elementary School. (2-0-2)** Objectives, research, teaching methods, and materials for teaching and evaluating the language arts. Field-based activities will be provided in conjunction with ELE 3000. Prerequisites: Concurrent enrollment in ELE 3280 and ELE 3000, or permission of department chair. **University Teacher Education requirements apply and department requirements for enrollment must be met, including an expectation of second semester Junior standing.**
8. Amend the course prerequisites for ELE 4000.  
**ELE 4000. Practicum in Elementary Curriculum and Instruction. (0-3-1)** Supervised clinical experiences with emphasis on curriculum and instructional aspects of early elementary and late elementary subject areas. Forty-five hours of classroom participation. Prerequisites: Concurrent enrollment in one or more of ELE 3250, 3281, 3290, 3340, 4880, or permission of department chair. Course may be taken twice with permission of the department chair. ~~University Teacher Education requirements apply.~~ **University Teacher Education requirements apply and department requirements for enrollment must be met.**
9. Revise the course prerequisites for ELE 4770.  
**ELE 4770. Methods and Curriculum in the Primary Grades. (3-0-3) F, S.** Study of curriculum and techniques for teaching mathematics, science, and social studies in the primary grades. Planning lessons and units of instruction. Prerequisites: ELE 3250. **University Teacher Education requirements apply and department requirements for enrollment must be met, including an expectation of second semester Junior standing.**
10. Update the course prerequisites for ELE 4880.  
**ELE 4880. Diagnostic-Prescriptive Reading Instruction. (3-0-3)** Diagnostic procedures and materials in reading for teachers in self-contained and departmentalized classrooms from kindergarten through junior high/middle school. Field-based experiences. Prerequisites: ELE 3281 for Early Childhood Option; ELE 3280 for General and Middle School options; or permission of department chairperson. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
11. Delete IST 4870.  
~~**IST 4870. Communication, Resources and Technology. (2-2-3)** Theory and principles of communication and technology in the use of instructional resources. Includes methods and techniques, equipment operation, and simple production skills.~~
12. Delete IST 4970.  
~~**IST 4970. Special Topics in Technology. (Arr. Arr. 1-4) On Demand.** Study of special topics and emerging areas in technology not ordinarily covered in standard courses. Topics to be announced. Study may include readings, reports, group discussions, and laboratory activities. May be repeated in a different topic. Prerequisites. Permission of the instructor.~~
13. Amend the course prerequisites for MLE 3110.  
**MLE 3110. Curriculum and Instruction in Middle-Level School. (3-0-3) F, S.** Definition and rationale for middle-level education, historical development, curriculum and organizational patterns, teacher's role in middle-level education, and planning for instruction. Prerequisites: MLE 2000 or ELE 2000; and ELE 2320. University Teacher Education requirements apply and department requirements for enrollment must be met, **including an expectation of second semester Junior standing.**

14. Change the course prerequisites for MLE 3150.  
**MLE 3150. Interdisciplinary Teaching in the Middle-Level School. (3-0-3) F, S.** Interdisciplinary organization and instruction appropriate for middle-level schools. Emphasis on interdisciplinary approaches and methods that facilitate integrated learning as well as appropriate assessment and evaluation techniques. Prerequisites: MLE 3110 or equivalent or permission of department chairperson. Concurrent enrollment with MLE 4280 and 4760 is desired. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
15. Modify the course prerequisites for MLE 4000.  
**MLE 4000. Practicum in Middle School Curriculum & Instruction. (0-3-1)** Supervised middle school clinical experiences with emphasis on curriculum and instruction. Must be taken twice. Minimum 45 clock hours each time. Prerequisites: Must be taken concurrently with one or combination of MLE 3110, 3150, 4280 and/or 4760; or with permission of department chair. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
16. Revise the course prerequisites for MLE 4280.  
**MLE 4280. Teaching Reading in the Middle/Secondary School. (3-0-3) S.** Techniques for providing appropriate reading instruction in proper sequence for students in grades six through 12. Prerequisites: ELE 3280 for General and Middle School Options; or permission of department chair. Concurrent enrollment in MLE 3150 and 4760 is preferred. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
17. Update the course prerequisites for MLE 4760.  
**MLE 4760. Student Social-Emotional Development in the Middle Grades. (3-0-3) F, S.** Instruction and planning in exploratory and teacher-based advisor-advisee programs. Prerequisites: MLE 3110 or equivalent or permission of department chairperson. Concurrent enrollment with MLE 3150 and 4280 desired. **University Teacher Education requirements apply and department requirements for enrollment must be met.**
18. Revise the course prerequisites for PED 4762.  
**PED 4762. Publicity in Sports. (3-0-3) S.** Applications and protocol of sports publicity strategies. Prerequisites: JOU 3820 ~~or JOU/CMN 4820~~ or permission of instructor.
19. Amend the course prerequisites for SED 3330.  
**SED 3330. Instructional Tasks in the Secondary School. (3-2-3) F, S.** Present knowledge of the state of the secondary school, to become skilled in methods of teaching, planning of instruction, selection of appropriate content, classroom management, and assessment techniques. Thirty clock (30) hours of clinical activities are required. Prerequisites: "University Approval to Teacher Education" requirements apply; SED 2000, concurrent enrollment in EDP 3331. **Priority will be given to those students who are one year or less away from student teaching.**

**COS****Effective Fall 2006**

1. Designate SOC 3620 as writing-intensive.  
**SOC 3620. Research Methods for Collecting Social Data. (3-0-3) F, S.** Surveys social scientific methods developed to collect data in human populations. Stresses importance of problem formulation, research design, and interpretation. Prerequisite: SOC 2710G. WI

2. Revise the course description for SOC 4900.

**SOC 4900. Current Issues in Sociology. (3-0-3) F, S.** Analysis of selected current social problems. Restricted to majors in Sociology and Social Science. ~~With permission of instructor, may be taken twice for credit.~~ Prerequisites: SOC 3250, 3610, and 3620; senior standing or permission of the instructor.

### **Study Abroad**

#### **Effective Fall 2006**

1. Delete EIU 3970, Study Abroad. As a result, the course descriptions for the following department Study Abroad courses will be changed from "See EIU 3970" to "See STA 3970": AFR 3970, ANT 3970, ART 3970, BUS 3970, CIS 3970, CMN 3970, ECN 3970, ELE 3970, ENG 3970, ESC 3970, FIN 3970, FLF 3970, FLG 3970, FLS 3970, GEG 3970, GEL 3970, HIS 3970, MAR 3970, MGT 3970, MLE 3970, MUS 3970, PHI 3970, PLS 3970, PSY 3970, SOC 3970, SPE 3970, and THA 3970.

~~**EIU 3970 – Study Abroad. (Arr.-Arr.-1-15)** This is not a course. This entry refers to study abroad courses offered by academic departments at EIU through the School of Adult and Continuing Education during either the fall or spring semester or the summer term. Credit varies, with 15 semester hours being the maximum credit that can be earned. For details and information about courses and programs currently available, consult the chairperson of the department of interest, the School of Adult and Continuing Education, or the Office of International Programs.~~