
Agenda for the April 13, 2006 CAA Meeting

Items approved: 06-33, BUS 4444, Honors Independent Study (New Course)
06-34, BUS 4555, Honors Research (New Course)
06-35, BUS 4644, Honors Thesis (New Course)
06-36, BUS Honors Program (New Program)
06-37, Course Proposal Format (Revised Format)

Items Pending: 06-38, Interdisciplinary Minor in Asian Studies (New Interdisciplinary Minor)
06-39, INT 3603, Mechanical Systems in Residential and Commercial Buildings
(New Course)
06-40, FCS 3755, Nutrition Across the Lifespan (Revised Course)
06-41, FCS 4756, Adult Weight Management (New Course)
06-42, FCS Merchandising Concentration (Revised Concentration)
06-43, Print and Textile Technologies Interdisciplinary Minor
(New Interdisciplinary Minor)
06-44, MIS 2000, Information Systems & Logic (Revised Course)
06-45, MIS 3200, Networking Fundamentals (Revised Course)
06-46, MIS 3330, Java Programming (Revised Course)
06-47, MIS 3515, Information Presentation (Revised Course)
06-48, MIS 3530, Business Web Site Design (Revised Course)
06-49, MIS 4200, Systems and Database Analysis, Design, and Development
(New Course)
06-50, MIS 4300, File Organization with COBOL (Revised Course)
06-51, MIS 4330, Advanced Java Programming (Revised Course)
06-52, MIS 4530, Web Application Development (New Course)
06-53, MIS 4700, Advanced Networking (Revised Course)
06-54, MIS 4850, Systems Security (New Course)
06-55, Management Information Systems (Proposal to Rename & Restructure
the Computer Information Systems Major and Minor)

Council on Academic Affairs Minutes April 13, 2006

The April 13, 2006 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. Dietz, Ms. Dilworth, Ms. Frederick, Dr. French, Mr. Glenn, Mr. Marcy, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, and Dr. Upadhyay.

Members absent: Dr. Carwell.

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

Guests present: Ms. Beck, Student Senate; Dr. Haile Mariam, Faculty Senate; Dean Irwin, Honors College; Ms. Sunderman, Honors College; and Dr. Wayland, School of Business.

I. Approval of the March 30, 2006 Meeting Minutes and the April 5-7, 2006 Electronic Meeting Minutes.

1. The minutes of March 30, 2006 were approved as amended.
Dr. Roszkowski identified that the minutes do not accurately reflect a correction that was requested for the Marketing Major (agenda item #06-26). MAR 4470, rather than MAR 3620, should be included in the list of major courses for the Marketing Major. See Attachment A for corrected catalog copy.
2. The minutes of April 5-7, 2006 were approved as written.
The council members discussed how difficult it is to move items with the current electronic meeting setup. Per Dr. Reid's request, Ms. Fopay will contact Mr. Danny Harvey, Center for Academic Technology Support, to see if the setup can be changed so more than one item can be moved at the same time.

Dr. Bower and Mr. Marcy arrived at 2:05 p.m.

The agenda order was reordered.

II. Item Acted Upon:

1. 06-37, Course Proposal Format (Revised Format)

Dr. Herrington-Perry, representing the Course Proposal Format Review Ad Hoc Committee, presented the proposal and answered questions of the council. The council requested revisions to the proposal.

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

The proposal, with revisions, (**See Attachment B**) was approved, *effective Fall 2006*, pending approval from the Council on Graduate Studies.

III. Communications:

a.) Executive Action Requests:

1. March 28, 2006 memorandum from Dean Hoadley, LCBAS, requesting executive action to remove the course prerequisite from FCS 2244, effective Fall 2006.
2. March 6, 2006 email from Associate Dean Lynch, CAH, requesting executive action to change the titles for CMN 3200, 4810, and 4750; Communication Studies: Communication Studies Option; revise the course description for THA 3220; and change the titles and short titles for THA 2000, 2001, 2002, 2003, 2004, 3000, 3001, and 3002. *Ms. Fopay noted a correction to the executive action request to rename CMN 4810. Associate Dean Lynch, she explained, indicated that the course number was typed incorrectly. The course title change is for CMN 4800 rather than CMN 4810.*

Ms. Fopay will contact Associate Dean Lynch to find out when the revisions should become effective.

b.) Curriculum College Committee Meeting Minutes:

1. Minutes from the March 22, 2006 College of Arts & Humanities Curriculum Committee meeting.
2. Minutes from the March 27, 2006 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
3. Minutes from the March 23, 2006 Honors Council meeting.
4. Minutes from the April 5, 2006 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
5. Minutes from the April 5, 2006 College of Arts & Humanities Curriculum Committee meeting.

c.) Academic Waiver Reports:

1. Academic Waiver Reports for March 2006 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

d.) Other:

1. March 28, 2006 email from Ms. Carol Miller, Textbook Rental Service, requesting CAA to appoint a replacement for Dr. Shelley French to serve on the Textbook Rental Service Advisory Committee beginning Fall 2006. *Dr. Reid asked council members to consider serving on the committee. If anyone is interested she asked that they let her know.*
2. March 23, 2006 memorandum from Provost Lord requesting CAA to appoint a replacement for Thomas Hawkins on the Enrollment Management Advisory Committee beginning Fall 2006. (**Item pending from the March 30, 2006 Meeting.**) *Ms. Sterling agreed to serve on the Enrollment Management Advisory Committee.*
3. *Dr. Reid reported that the Academic Advising Center recommended a replacement for Ms. Julie Sterling to serve on CAA beginning Fall 2006. Ms. Sterling indicated her replacement will be Ms. Lora Green.*

4. April 4, 2006 email from Dr. Debra Reid, CAA Chair, regarding the EIU Mission Statement.
The council members had no comments regarding the mission statement. Provost Lord agreed to share this with the Council on University Planning and Budget (CUPB).
5. April 7, 2006 email from Dr. Debra Reid, CAA Chair, regarding the results of the Faculty Senate elections, Dr. Shelley French's position on CAA, and CAA's chair and vice-chair positions.
Dr. Reid announced that Dr. Les Hyder was elected and Ms. Jean Dilworth and Dr. Julie Dietz were re-elected to serve on CAA beginning Fall 2006.

IV. Committee Reports:

1. Professor Laureate Subcommittee.
*Ms. Dilworth distributed copies of a memo (**See attachment C**) to the council members from the Professor Laureate Subcommittee recommending Dr. Lynne Curry be named the 2006 Professor Laureate. Ms. Dilworth moved and Dr. Dietz seconded the motion to accept the subcommittee's recommendation. The motion passed by acclamation.*

Ms. Dilworth commented that all of the nominees were very qualified and exceptional teachers.

V. Items to be Added to the Agenda:

1. 06-38, Interdisciplinary Minor in Asian Studies (New Interdisciplinary Minor)
2. 06-39, INT 3603, Mechanical Systems in Residential and Commercial Buildings (New Course)
3. 06-40, FCS 3755, Nutrition Across the Lifespan (Revised Course)
4. 06-41, FCS 4756, Adult Weight Management (New Course)
5. 06-42, FCS Merchandising Concentration (Revised Concentration)
6. 06-43, Print and Textile Technologies Interdisciplinary Minor (New Interdisciplinary Minor)
7. 06-44, MIS 2000, Information Systems & Logic (Revised Course)
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12. 06-49, MIS 4200, Systems and Database Analysis, Design, and Development (New Course)
13. 06-50, MIS 4300, File Organization with COBOL (Revised Course)
14. 06-51, MIS 4330, Advanced Java Programming (Revised Course)
15. 06-52, MIS 4530, Web Application Development (New Course)
16. 06-53, MIS 4700, Advanced Networking (Revised Course)
17. 06-54, MIS 4850, Systems Security (New Course)
18. 06-55, Management Information Systems (Proposal to Rename & Restructure the Computer Information Systems Major and Minor)

Dr. French moved and Dr. Bower seconded the motion to add these items to the agenda.

Ms. Frederick arrived at 2:25 p.m.

VI. Items Acted Upon:

1. **06-33, BUS 4444, Honors Independent Study (New Course)**
Dean Irwin and Dr. Wayland presented the proposal and answered questions of the council.

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

The proposal was approved, *effective Fall 2006.*

4444 BUS Honors Independent Study. (Arr.-Arr.-1-3) On Demand. Hon Ind Study. Intensive investigation of a topic – under the supervision of a School of Business faculty member – to develop business research proposal in preparation for business honors thesis. Prerequisites: Admission to the Business Honors Program and approval of written Honors Independent Study Proposal by chair, department honors coordinator, and supervising faculty member.

2. 06-34, BUS 4555, Honors Research (New Course)

Dean Irwin, Dr. Wayland, and Dr. Roszkowski presented the proposal and answered questions of the council.

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

The proposal was approved, *effective Spring 2007*.

4555 BUS Honors Research. (3-0-3) On Demand. Hon Ind Study. Study of business research methods and processes including defining research problems, collecting and analyzing data. Students will conduct a literature review and prepare a research proposal. Prerequisites: Admission to the Business Honors Program and approval of department honors coordinator.

3. 06-35, BUS 4644, Honors Thesis (New Course)

Dean Irwin, Dr. Wayland, and Dr. Roszkowski presented the proposal. There were no questions.

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

The proposal was approved, *effective Fall 2006*.

4644 BUS Honors Thesis. (Arr.-Arr.-1-3) On Demand. Honors Thesis. Written thesis based on student's research under the supervision of a School of Business faculty member. Prerequisites: Admission to the Business Honors Program; BUS 4444 or BUS 4555; and approval of written Honors Thesis Proposal by chair, department honors coordinator, and supervising faculty member.

4. 06-36, BUS Honors Program (New Program)

Dean Irwin, Dr. Wayland, and Dr. Roszkowski presented the proposal and answered questions of the council. Dr. Roszkowski noted the following revision that should be made to the first sentence under the Business Honors Requirements:

Students in the Business Honors Program must complete 12 semester hours of **course** **coursework** by fulfilling the following requirements:

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

The proposal, with the minor revision, (**See Attachment D**) was approved *effective Fall 2006*.

VII. Other Business:

- 1. Establish a subcommittee to assess whether the senior seminars are meeting the goals – as set forth in “Senior Seminar Mission” adopted by CAA on March 2, 2000 and modified on February 22 and April 26, 2001 – and to report its findings to CAA by Spring Break 2007.**

Dr. Reid asked the council members let her know if they're interested in serving on the subcommittee. She would like to have a committee consisting of 4 or 5 members formed by the April 27, 2006 CAA meeting.

2. Summer Meeting

Prior to today's meeting council members submitted their availability for a summer meeting to Ms. Fopay at Dr. Reid's request. Today, Dr. Reid asked Ms. Fopay to compile a list of possible summer meeting dates and times, based on the council members' schedules, to be distributed to the council members at the April 27 meeting. The council members briefly discussed what would be the best time for a summer meeting if one is needed. It will be determined at the April 27 meeting whether or not a summer meeting should be conducted.

VIII. Pending:

1. Review of IGP 45: Grade Appeals

The next meeting will be held Thursday, April 20, 2006.

The meeting adjourned at 2:48 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, April 20, 2006
 Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 06-38, Interdisciplinary Minor in Asian Studies (New Interdisciplinary Minor)
2. 06-39, INT 3603, Mechanical Systems in Residential and Commercial Buildings (New Course)
3. 06-40, FCS 3755, Nutrition Across the Lifespan (Revised Course)
4. 06-41, FCS 4756, Adult Weight Management (New Course)
5. 06-42, FCS Merchandising Concentration (Revised Concentration)
6. 06-43, Print and Textile Technologies Interdisciplinary Minor (New Interdisciplinary Minor)
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16. 06-53, MIS 4700, Advanced Networking (Revised Course)
17. 06-54, MIS 4850, Systems Security (New Course)
18. 06-55, Management Information Systems (Proposal to Rename & Restructure the Computer Information Systems Major and Minor)

Approved Executive Actions:

None.

Pending Executive Actions:

CAH

Effective Fall 2006

1. Change the course title for CMN 3200.

3200 CMN ~~Rhetorical Criticism.~~ Introduction to Rhetoric and Social Critique. (3-0-3) On Demand. The analysis of persuasive messages from a variety of mediums. Practice in the application of various critical perspectives to the analysis of persuasive messages. WI

2. Rename the title for CMN 4800.

4800 CMN ~~Contemporary American Public Address.~~ Voices of Democracy. (3-0-3) On Demand. Study of competing points of view on a series of critical issues of the Twentieth Century. WI

3. Revise the course title for CMN 4750.

4750 CMN ~~Advanced Theory of Mass Communication.~~ Contemporary Approaches to Mass Communication. (3-0-3) On Demand. Survey of legal procedures of broadcast law, a survey of audience analysis, the structure of mass communications audiences, propaganda, communication networks, social and self-regulation of the media, and current research. Prerequisite: CMN 2520 or graduate standing or permission of instructor.

4. Change the Communication Studies option name in the B.A. in Communication Studies program (page 70 of the 2005-06 Undergraduate Catalog)

From: Communication Studies

To: Communication Theory and Practice

5. Revise the course title and short title for THA 2000.

2000 THA ~~Performance Practicum.~~ Hands-On Theatre: Performance. (0-3-1) F, S. HOT Performance. Practical acting experience in faculty-supervised Theatre Arts Department Mainstage or Studio productions or for significant participation in departmental student productions. Repeatable once for a maximum of two hours' credit.

6. Change the course title and short title for THA 2001.

2001 THA ~~Costume Practicum I.~~ Hands-On Theatre: Costuming I. (0-3-1) F, S. HOT Costumel. This course gives students practical experience working with costumes on Mainstage or Studio productions. It is a requirement for Theatre Arts Majors, giving hands-on experience in the Costume Shop. It is also a prerequisite for further work in the Costume Shop. Prerequisites: THA 2210 or permission of the instructor.

7. Amend the course title and short title for THA 2002.

2002 THA ~~Scenic/Lighting Practicum I.~~ Hands-On Theatre: Scenic/Lighting I. (0-3-1) F, S. HOT Scn/Lightl. This course, a production/technical course for the Theatre Arts major, will serve as a requirement giving hands-on experience in the Scene and Light Shops. It is also the prerequisite for further shop work. Prerequisite: THA 2211 or permission of the instructor.

8. Update the course title and short title for THA 2003.

THA 2003 ~~Costume Practicum II.~~ Hands-On Theatre: Costuming II. (0-3-1) F, S. HOT Costumell. This course gives students practical experience working with costumes on Mainstage or Studio productions. It is a requirement for Theatre Arts Majors, giving more advanced hands-on experience in the Costume Shop. Prerequisite: THA 2001.

9. Revise the course title and short title for THA 2004.

2004 THA ~~Scenic/Lighting Practicum II.~~ Hands-On Theatre: Scenic/Lighting II. (0-3-1) F, S. HOT Scn/LightII. This course, a production/technical course for the Theatre Arts major, will serve as a requirement giving hands-on experience in the Scene and Light Shops. It is also the prerequisite for further shop work. Prerequisite: THA 2002 or permission of the instructor. Repeatable once for a maximum of two hours' credit.

- a. Change the course title and short title for THA 3000.

3000 THA ~~Advanced Performance Practicum.~~ Hands-On Theatre: Advanced Performance. (0-3-1) F, S. HOT AdvPerf. Practical advanced performance (acting) experience in faculty-supervised Theatre Arts Department Mainstage or Studio productions or for significant participation in departmental student productions. Repeatable three times for a maximum of four hours' credit. Prerequisites: THA 2000, and either THA 1144 or THA 2244.

11. Update the course title and short title for THA 3001.

3001 THA ~~Advanced Costume Practicum.~~ Hands-On Theatre: Advanced Costuming. (0-3-1) F, S. HOT AdvCostume. This course gives students practical experience working with costumes on Mainstage or Studio productions. It is an elective for Theatre Arts Majors, giving more advanced hands-on experience in the Costume Shop. Repeatable 3 times for a total of 4 hours credit. Prerequisite: THA 2003.

12. Amend the course title and short title for THA 3002.

3002 THA ~~Advanced Scenic/Lighting Practicum.~~ Hands-On Theatre: Advanced Scenic/Lighting. (0-3-1) F, S. HOT AdvScn/Light. This course, a production/technical course for the Theatre Arts major, will serve as an elective giving further practical experience in the Scene and Light Shops. Prerequisite: THA 2004 or permission of the instructor. Repeatable 3 times for a total of 4 credits.

13. Revise the course description for THA 3320.

3320 THA Theatre Seminar II. (1-1-1) F. An advanced seminar that focuses on final evaluation of the Theatre Arts majors ~~in their third or fourth year~~ **with Junior/Senior standing or permission of the chair.** Prerequisites: THA 1133, 1134, 2210, 2211, 2220, 2244, 2257 and 2258 or with departmental permission.

LCBAS

Effective Fall 2006

1. Delete the course prerequisites from FCS 2244.

2244 FCS Consumer Textiles: Care and Production. (3-0-3) F, S. Study of family clothing, common household and commercial textile product development as it relates to the consumer. ~~Prerequisites: FCS 1000.~~

Attachment A**Marketing Major**

Eastern's marketing program provides students with knowledge of marketing principles, concepts, and fundamentals. Graduates prepare for entry positions in careers such as marketing management, professional sales, and marketing research. Marketers are involved in both private and public sector organizations. Enrollment in this major requires admission to the School of Business.

The BSB in Marketing comprises:

- 46 semester hours in general education
- 36 semester hours in the business core
- 27 semester hours in major courses; and
- 11 semester hours in electives (8 of them in non-business courses)

Major Courses

- MAR 3490 - Business-to-Business Marketing. Credits: 3
- MAR 3550 - Marketing Professionalism and Management . Credits: 3
- MAR 3720 - Consumer Behavior. Credits: 3
- MAR 3860 - Marketing Research. Credits: 3
- MAR 4470 – Professional Sales. Credits 3
- MAR 4700 - Marketing Strategies. Credits: 3

Plus 3 courses selected from the following major electives (at least two must have the MAR prefix):

- CIS 3510 - Business Presentations and Document Design. Credits: 3
- CMN 3920 - Public Relations in Society Credits: 3
- JOU 3820 - Publicity Methods. Credits: 3
- JOU 3920 - Public Relations in Society. Credits: 3
- MAR 3780 - Promotion Management. Credits: 3
- MAR 3875 - Retail Management. Credits: 3
- MAR 4100 - Special Topics in Marketing. Credits: 3
- MAR 4275 - Internship in Marketing Credits: 1 to 12
- MAR 4480 - Sales Management. Credits: 3
- MAR 4490 - International Marketing. Credits: 3
- MAR 4740 - Independent Study Credits: 1 to 3
- MGT 4320 - Small Business and Entrepreneurship. Credits: 3

Footnotes:

Calculation of the major GPA is based on courses taken at EIU with the prefix BUS and MAR, plus CIS, JOU, MGT, or CMN course taken at EIU as a Marketing major elective.

Effective: FA 06

Attachment B

Eastern Illinois University
COURSE PROPOSAL FORMAT

This format is to be used for all courses submitted to the Council on Academic Affairs and/or the Council on Graduate Studies.

Gray boxes (except check boxes) will expand as you type in them.

Please check one: New course Revised course

PART I: CATALOG DESCRIPTION

1. Course prefix and number, such as ART 1000:
2. Title (may not exceed 30 characters, including spaces):
3. Long title, if any:
4. Class hours per week, lab hours per week, and credit [e.g., (3-0-3)]:
5. Term(s) to be offered: Fall Spring Summer On demand
6. Initial term of offering: Fall Spring Summer Year
7. Course description (not to exceed four lines):
8. Registration restrictions:
 - a. Identify any equivalent courses (e.g., cross-listed course, non-honors version of an honors course).
 - b. Prerequisite(s), including required test scores, courses, grades in courses, and technical skills. Indicate whether any prerequisite course(s) MAY be taken concurrently with the proposed/revised course.
 - c. Who can waive the prerequisite(s)?

No one Chair Instructor Advisor Other (Please specify)
 - d. Co-requisites (course(s) which MUST be taken concurrently with this one):
 - e. Repeat status: Course may not be repeated.
 Course may be repeated to a maximum of _____ hours or _____ times.
 - f. Degree, college, major(s), level, or class to which registration in the course is restricted, if any:
 - g. Degree, college, major(s), level, or class to be excluded from the course, if any:
9. Special course attributes [cultural diversity, general education (indicate component), honors, remedial, writing centered or writing intensive]
10. Grading methods (check all that apply): Standard letter C/NC Audit ABC/NC (“Standard letter”—i.e., ABCDF—is assumed to be the default grading method unless the course description indicates otherwise.)
11. Instructional delivery method: lecture (This is a drop-down menu.)

PART TWO: ASSURANCE OF STUDENT LEARNING

(See the CAA website for examples of items 1, 2, and 3.)

- a) List the student learning objectives of this course:
- a. If this is a general education course, indicate which objectives are designed to help students achieve one or more of the following goals of general education and university-wide assessment:
 - EIU graduates will write and speak effectively.
 - EIU graduates will think critically.
 - EIU graduates will function as responsible citizens.
 - b. If this is a graduate-level course, indicate which objectives are designed to help students achieve established goals for learning at the graduate level:
 - Depth of content knowledge
 - Effective critical thinking and problem solving
 - Effective oral and written communication
 - Advanced scholarship through research or creative activity
- b) Identify the assignments/activities the instructor will use to determine how well students attained the learning objectives:
- c) Explain how the instructor will determine students' grades for the course:
- d) For technology-delivered and other nontraditional-delivered courses/sections, address the following:
 - (1) Describe how the format/technology will be used to support and assess students' achievement of the specified learning objectives:
 - (2) Describe how the integrity of student work will be assured:
 - (3) Describe 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.):
- e) For courses numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include:
 - (1) course objectives;
 - (2) projects that require application and analysis of the course content; and
 - (3) separate methods of evaluation for undergraduate and graduate students.
- f) If applicable, indicate whether this course is writing-active, writing-intensive, or writing-centered, and describe how the course satisfies the criteria for the type of writing course identified. (See Appendix *.)

PART III: OUTLINE OF THE COURSE

Provide a week-by-week outline of the course's content. Specify units of time (e.g., for a 3-0-3 course, 45 fifty-minute class periods over 15 weeks) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. For technology-delivered or other nontraditional-delivered courses/sections, explain how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described above.

PART IV: PURPOSE AND NEED

1. Explain the department's rationale for developing and proposing the course.
 - a. If this is a general education course, you also must indicate the segment of the general education program into which it will be placed, and describe how the course meets the requirements of that segment.
 - b. If the course or some sections of the course may be technology delivered, explain why.
2. Justify the level of the course and any course prerequisites, co-requisites, or registration restrictions.
3. If the course is similar to an existing course or courses, justify its development and offering.
 - a. If the contents substantially duplicate those of an existing course, the new proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees and their responses noted in the proposal.
 - b. Cite course(s) to be deleted if the new course is approved. If no deletions are planned, note the exceptional need to be met or the curricular gap to be filled.
4. Impact on Program(s):
 - a. For undergraduate programs, specify whether this course will be required for a major or minor or used as an approved elective.
 - b. For graduate programs, specify whether this course will be a core requirement for all candidates in a degree or certificate program or an approved elective.

If the proposed course changes a major, minor, or certificate program in or outside of the department, you must submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted.

PART V: IMPLEMENTATION

1. Faculty member(s) to whom the course may be assigned:

If this is a graduate course and the department does not currently offer a graduate program, it must document that it employs faculty qualified to teach graduate courses.

2. Additional costs to students:

Include those for supplemental packets, hardware/software, or any other additional instructional, technical, or technological requirements. (Course fees must be approved by the President's Council.)

3. Text and supplementary materials to be used (Include publication dates):

PART VI: COMMUNITY COLLEGE TRANSFER

If the proposed course is a 1000- or 2000-level course, state either, "A community college course may be judged equivalent to this course" OR "A community college course will not be judged equivalent to this course." A community college course will **not** be judged equivalent to a 3000- or 4000-level course but may be accepted as a substitute; however, upper-division credit will not be awarded.

PART VII: APPROVALS

Date approved by the department or school _____

Date approved by the college curriculum committee _____

Date approved by the Honors Council (if this is an honors course) _____

Date approved by CAA _____ CGS _____

*In **writing-active courses**, frequent, brief writing activities and assignments are required. Such activities -- some of which are to be graded -- might include five-minute in-class writing assignments, journal keeping, lab reports, essay examinations, short papers, longer papers, or a variety of other writing-to-learn activities of the instructor's invention. Writing assignments and activities in writing-active courses are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills. In **writing-intensive courses**, several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses, students' writing should constitute no less than 35% of the final course grade. In **writing-centered courses** (English 1001G, English 1002G, and their honors equivalents), students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).

Academic
Success
Center

<http://www.eiu.edu/~suc/cess/>

581-6696

free, confidential services
counseling
center
EASTERN ILLINOIS UNIVERSITY

<http://www/eiu.edu/~comsctr/>

581-3413

Career
Services

<http://www.jobserv.eiu.edu/>

581-2412

Disability
Services

<http://www.eiu.edu/~disability/>

581-6583

Attachment C

To: Debra Reid, Chair of Council for Academic Affairs

From: Jean K. Dilworth, Chair, David Carwell, Julie Dietz
Professor Laureate Subcommittee

Date: April 13, 2006

RE: Recommendation for Professor Laureate for 2006

The Subcommittee to review the nominations for Professor Laureate met April 13 at 12 noon in 4440 Booth Library Conference Room.

All candidates nominated are exceptional teachers with proven success as documented by their nomination letters, supporting materials and student evaluations. All had mentored undergraduate students, written successful grants, taught writing intensive courses and had been awarded recognitions by their peers and their professional organizations.

The committee selected Dr. Lynn Curry to be the Eastern Illinois University Professor Laureate for 2006. To quote from her own undergraduate teaching statement: "A professor enables her students to understand the inter-connections between themselves and the world they inhabit. Further, she encourages them to analyze and evaluate that world so that they may improve upon it."

The committee thanks all who supported the nomination process.

Attachment D**Business Honors Program****Business Honors Program Admission Requirements**

Students who meet the following criteria will be admitted to the Business Honors Program:

- Admission to the School of Business as an upper division business major;
- Completion of at least 12 semester hours of coursework at EIU with a cumulative GPA of 3.5 or higher;
- Business major GPA of 3.5 or higher; and
- Permission of the Dean of the Honors College and the Business Honors Coordinator.

Provisional Admission. Transfer students who have not completed 12 semester hours of credit at EIU but who meet the following criteria will be granted provisional admission to the Business Honors program:

- Admission to the School of Business as an upper division business major;
- Cumulative GPA of 3.5 or higher for coursework undertaken at the transfer institution; and
- Permission of the Dean of the Honors College and the Business Honors Coordinator.

After completing 12 semester hours of credit at EIU, students provisionally admitted will be granted admission to Business Honors if they meet the Business Honors continuation requirements, below.

Business Honors Program Continuation Requirements

Students in the Business Honors Program must maintain a cumulative GPA of 3.5 or higher for all course work undertaken at EIU and a business major GPA of 3.5 or higher. Students who fail to maintain both a cumulative and major GPA of 3.5 will be dismissed from the program. Students dismissed from the program will be readmitted one time if they:

- Raise their cumulative and major GPA to at least 3.5 and
- File a petition seeking readmission with the Business Honors Coordinator.

Students who have been dismissed from the program more than one time are not eligible for readmission.

Business Honors Requirements

Students in the Business Honors Program must complete 12 semester hours of coursework by fulfilling the following requirements:

- Completion of BUS 4555 Honors Research (or, if approved by the Business Honors Coordinator, completion of BUS 4444 Honors Independent Study);
- Completion of BUS 4644 Business Honors Thesis; and
- Completion of two of the following:
 - Business internship approved by the Business Honors Coordinator;
 - Study Abroad approved by the Business Honors Coordinator;
 - Honors course approved by the Business Honors Coordinator;
 - Graduate level business course approved by the Business Honors Coordinator.