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## Agenda for the September 21, 2006 CAA Meeting

**Item approved:** 06-80, Honors Council Restructuring (New Proposal)

**Items Pending:** 06-52, MIS 4530, Web Application Development (New Course)  
06-76, Failing Grade for Non-Attendance (New Grade)  
06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)  
06-81, Admission Requirement for Transfer Students (Revised Requirement)  
06-82, Record Retention for Academic Materials (Proposed Statement)

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### Council on Academic Affairs Minutes September 21, 2006

The September 21, 2006 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Dilworth, Mr. Feimer, Ms. Green, Dr. Hyder, Dr. Melvin, Dr. Roszkowski, Ms. Sommerfeld, Dr. Stowell, and Dr. Upadhyay.

**Members absent:** Mr. Mitchell.

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

**Guests present:** Dean Augustine, Graduate School; Dr. Bredesen, English & IPAC; Ms. Brueseke, Study Abroad; Dr. Cornebeise, Geology/Geography & IPAC; Mr. Elliott, International Programs; Dr. Fischer, Biological Sciences & Honors Council; Dr. Haile Mariam, Faculty Senate; Ms. Hickenbottom, School of Continuing Education; Dean Irwin, Honors College; Ms. Songer, International Programs; and Ms. Williamson, Study Abroad.

#### I. Approval of the September 7, 2006 Meeting Minutes.

The minutes of September 7, 2006 were approved as written.

#### II. Communications:

##### a.) College Curriculum Committee Minutes:

1. Minutes of the August 25, 2006 College of Sciences Curriculum Committee meeting.
2. Minutes of the September 8, 2006 Lumpkin College of Business and Applied Sciences Curriculum Committee meeting.

##### b.) Waiver Reports:

1. Academic Waiver Reports for August 2006 from the College of Arts & Humanities and College of Education & Professional Studies.

*Dr. Dietz wanted to know who approved waiver 06-30 on the August College of Education & Professional Studies waiver report. Dr. Roszkowski indicated that she will find out and report back to the council at a future meeting.*

On another note, Dr. Herrington-Perry explained that over the next five years the printing of the undergraduate catalog will be phased out. In order to make the transition go smoothly she will put together an advisory group which will make sure individuals can find information that they need in other venues. The committee will consist of individuals from the graduate area, three advisors (including Dr. Dietz's from CAA), community college relations, CEPS Deans Office, and a student representative. At the meeting today, Mr. Mark Feimer volunteered to serve as the student representative on this committee.

#### III. Committee Reports:

None.

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

1. 06-81, Admission Requirement for Transfer Students (Revised Requirement)

Dr. Bower moved and Dr. Melvin seconded the motion to add this item to the October 5, 2006 agenda.

2. 06-82, Record Retention for Academic Materials (Proposed Statement)

Dr. Melvin moved and Dr. Bower seconded the motion to add this item to the October 5, 2006 agenda.

Dr. Roszkowski announced that the joint CAA/CGS meeting will be conducted Thursday, September 28, 2006 at 2:00 p.m. in the Arcola/Tuscola Room in the University Union. At that meeting the two councils will discuss the Policy on Review of Capricious Grading (agenda item 06-78).

**VI. Item Acted Upon:**

1. **06-80, Honors Council Restructuring (New Proposal)**

Dean Irwin presented the proposal and answered questions of the council.

Ms. Dilworth arrived at 2:15 p.m.

Dr. Hyder moved and Dr. Carwell seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (See Attachment A) was approved, *effective immediately*.

**VII. Pending:**

1. 06-52, MIS 4530, Web Application Development (New Course)
2. 06-76, Failing Grade for Non-Attendance (New Grade)
3. 06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)

**VII. Report on Study Abroad Programs**

Dean Augustine, Ms. Williamson, and Dr. Bredesen made a presentation on Study Abroad at EIU. Dean Augustine began the presentation by providing an overview of study abroad programs in Fall 2006 as compared to those in 1997-99. Ms. Williamson shared information about the Faculty-led Study Abroad Program focusing on program changes during the last four years including policies, procedures, funding, scholarships, and enrollment. Finally, Dr. Bredesen explained the structure and responsibilities of the International Programs Advisory Committee (IPAC) with respect to study abroad programs.

Following the presentation Dean Augustine, Ms. Williamson, and Dr. Bredesen addressed council questions and concerns. In response to discussion suggesting some changes should be made in study abroad procedures, Dr. Roszkowski requested that specific issues be identified in writing so that the Council could determine whether the issues were within the Council's scope of responsibility and whether review should be undertaken by the Council. Dr. Bredesen and Dean Augustine further suggested that any specific concerns could be taken to IPAC or to Dean Augustine or Ms. Williamson.

Dr. Dietz left the meeting at 3:14 p.m., Ms. Dilworth left the meeting at 3:21 p.m.; and Dr. Upadhyay left the meeting at 3:25 p.m. Also, Ms. Green left the meeting at 3:34 p.m. and Dr. Bower left the meeting at 3:47 p.m.

At this point the council lost its quorum.

**The next meeting will be held Thursday, September 28, 2006.**

The meeting adjourned at 3:50 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, September 28, 2006  
 Arcola/Tuscola Room, University Union @ 2:00 p.m.

**Agenda:**

1. Discussion of agenda item 06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)

**Pending:**

1. 06-52, MIS 4530, Web Application Development (New Course)
2. 06-76, Failing Grade for Non-Attendance (New Grade)
3. 06-81, Admission Requirement for Transfer Students (Revised Requirement)
4. 06-82, Record Retention for Academic Materials (Proposed Statement)

**Approved Executive Actions:**

**CEPS**

**Effective Spring 2007**

1. Add prerequisites to PED 2000.

**2000 PED Technique and Practice of Teaching Physical Education Activities. (0-2-1) F, S.** An introduction to the techniques of teaching physical education through observation and participation. A minimum of 21 clock hours will be spent in a pre-clinical teaching experience. **Preference will be given to Physical Education majors.**

2. Add prerequisites to PED 3000.

**3000 PED Fitness Concepts for Teachers. (1-0-1)** A study of fitness concepts and their applications for practicing and future teachers of all disciplines. Interdisciplinary fitness concepts will be introduced to be used across the curriculum. **Restriction: Physical Education Majors are excluded.**

3. Revise the prerequisites for PED 3400.

**3400 PED Methods of Teaching Physical Education. (3-0-3)** Techniques and methods of teaching students in the area of physical education. Thirty clock hours minimum of pre-clinical experience required. Prerequisites: **PED 2000**, EDP 3331 and SED 3330; for ISEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110.

4. Change the prerequisites for PED 3610.

**3610 PED Game Activities for Elementary Schools. (3-0-3) F.** Body mechanics and games; emphasis is on the analysis of and practice in such basic skills as throwing, catching, dodging, striking an object. Prerequisites: **Grade of "C" or better in both PED 2000 and PED 3600.**

5. Update the prerequisites for PED 3620.

**3620 PED Rhythmical Activities for Elementary Schools. (3-0-3) F.** Dance and creative rhythms; emphasis is on basic locomotor and axial skills in movement as well as the specific skills in folk and square dance. Prerequisites: **Grade of "C" or better in both PED 2000 and PED 3600.**

6. Modify the prerequisites for PED 3630.

**3630 PED Tumbling and Apparatus Activities for Elementary Schools. (3-0-3) S.** A study of tumbling and apparatus in the elementary school curriculum. Spotting techniques in mat and apparatus work are stressed. Prerequisites: **Grade of "C" or better in both PED 2000 and PED 3600.**

7. Delete the prerequisites for PED 3700.

**3700 PED Psychological Foundations of Coaching. (2-0-2) F.** The course is designed to provide the prospective athletic coach with an understanding of the principles of psychology as they apply to coaching. **Prerequisites: PSY 1879G.**

8. Revise the prerequisites to PED 3800.

**3800 PED Biomechanics of Human Movement. (2-0-2) F, S.** The study of the nature and function of human movement in physical activity. Also discussed will be the linear and angular kinematic variables during human movement. Prerequisites: **Admission to the Physical Education major; Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440.**

9. Amend prerequisites for PED 3900.

**3900 PED Microcomputers in Physical Education. (3-0-3) F.** This course is designed to orient students to the various kinds of software and hardware being used in the physical education and fitness-related occupations. History, hardware and software selection specific to physical education, software evaluation, fitness data management, and word processing will be included in the course content. Prerequisites: No minimum programming level requirements; this is not a programming course. Credit will not be given for both HST 3199 and PED 3900: **Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440.**

10. Revise the prerequisites for PED 4275.

**4275 PED Field Experience. (Arr.-Arr.-3 or 6) (Credit/No Credit)** An individually planned work experience in a business, agency, or program appropriate to the student's area of specialization. Prerequisites: **Admission to Physical Education major; completion of all coursework to complete Physical Education degree; permission of B.S. Advisor and Chairperson.**

11. Modify the prerequisites for PED 4340.

**4340 PED Principles of Exercise Physiology. (3-0-3)** The course is designed to provide the prospective physical educator and paramedical personnel with an understanding of the physiological factors which affect human performance. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440; or permission of Department Chair.** ~~BIO 2001G.~~

12. Change the prerequisites for PED 4440.

**4440 PED Physical Fitness Appraisal and Performance Assessment. (2-2-3) F.** A study of the basic scientific components of fitness and the measurement of different indices of physical fitness common to corporate, clinical, and laboratory settings. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, PED 2440, and PED 4340.** ~~PED 4340, BIO 2001G.~~

13. Update the prerequisites for PED 4450.

**4450 PED Designing Exercise and Sports Training Programs. (3-0-3) S.** The application of exercise science principles to the design and implementation of exercise and sports training programs for the coach, teacher and sport practitioner. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, PED 2440, PED 4340, and PED 4440.** ~~PED 4340, 4440, and BIO 2001G.~~

14. Add prerequisites to PED 4741.

**4741 PED. Independent Study. (Arr.-Arr.-1-3)** As arranged. Note: May be repeated; the maximum amount of credit which may be earned is six semester hours. **Prerequisites: Junior status and Permission of Department Chairperson.**

15. Revise the prerequisites for PED 4760.

**4760 PED. Sport Law. (3-0-3) S.** A survey of the law of liability, negligence and tort in sport (including coaching) and fitness agencies. Pertinent concepts related to owning and operating a fitness club and legal constraints affecting the operation of athletic facilities will be included. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440; or permission of the department chair.** ~~PED 4320 or permission of instructor.~~

16. Change the prerequisites for PED 4761.

**4761 PED. Sport Management and Administration. (3-0-3) F.** Concepts, administrative processes, systems and styles with theoretical application to leadership in various sport and fitness environments. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440; or permission of the department chair.** ~~PED 4320 or permission of instructor.~~

17. Revise the prerequisites for PED 4762.

**4762 PED Publicity in Sports. (3-0-3) S.** Applications and protocol of sports publicity strategies. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 1500, and PED 2440; or permission of the department chair.** ~~JOU 3820 or permission of instructor.~~

18. Modify the prerequisites for PED 4900.

**4900 PED Special Topics in Exercise Physiology. (1-0-1)** Study of special topics and contemporary issues and trends in Exercise Physiology. May be repeated with different topics for up to three undergraduate and/or three graduate credits with permission of advisor or Department Chairperson. Prerequisites: **Grade of "C" or better in BIO 2001G, PED 2440, and 4340; or permission of the Department Chair.** ~~PED 2440, 4340, BIO 2001G; or equivalent undergraduate exercise physiology course.~~

#### **COS**

**Effective Fall 2007**

1. Change the prerequisites for CHM 3915.

**3915 CHM Physical Chemistry Laboratory. (1-4-2) S.** Experimental investigation of the thermodynamic and kinetic behavior of several chemical systems. Prerequisites: ~~CHM 3910~~ **CHM 3910 with grade of C or better.** WI

2. Revise the prerequisites for CHM 3920.

**3920 CHM Quantum Chemistry. (3-0-3) S.** Introduction to the principles of quantum mechanics and their application to atoms, molecules, chemical bonding, and statistical thermodynamics. Prerequisites: ~~CHM 1410 and 1415; PHY 1361 and 1362; MAT 2442~~ **CHM 2730 (or concurrent enrollment therein); PHY 1361 and 1362; MAT 2442.**

#### **Pending Executive Actions:**

None.

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**Attachment A****Honors Council Restructuring**Background:

Established along with the Honors College in 1982, The Honors Council has six faculty/staff members and three student members. The council works as an advisory body to the Dean, functions as a college level curriculum committee, and reads and evaluates scholarship applications. The Council also accepts nominations for the Honors Distinguished Faculty Award and recommends an awardee to the Dean. Members also participate in most Honors College public events.

Planned Changes:

- Split the Council into a Faculty Staff/Advisory Committee and a Student Advisory Committee.
- Expand the membership of each new body.
- Establish regular meeting times and by-laws for each group.
- Create a system so that both committees or designated subcommittees of each, meet together periodically to approve curricular changes, vote on the distinguished faculty award, and advise each other of their activities.

Rationale for faculty/staff committee:

As the numbers of our students increase, the workload of the council has also increased. Because of liability issues, student members are not allowed to read scholarship application, thus increasing the workload of the 6 remaining faculty/staff members. Traditionally, the Council has been dominated by CAH and COS members. The other two colleges need greater representation at the table.

The revised committee has two slots for each academic college, along with designated chair slots from COS and CAH. At the present time, all University Honors courses are in these two colleges and scheduled by the chairs, who are the best informed as to the curricular needs of the college.

The Honors College functions as a microcosm of the University as a whole. The Dean and that College staff interact with student affairs and academic affairs directors and staffs on a daily basis. Thus having those groups, who provide such valuable assistance to the College, represented on the Council, is crucial. By-laws will be written by the newly constituted committee to ensure that all constituencies have a voice in the process.

Rational for student committee:

The Honors Dean, by virtue of the fact that the position has only been a dean-level position for three years, had not had a student dean in the past. For 2006-2007, a student dean has been appointed in cooperation with student government. Students' schedules are often at a variance with those of faculty, and it is believed that greater student participation would come of having the students able to govern their own committee. The exact composition of the student advisory committee has yet to be determined. Dean Bonnie Irwin and Student Dean Christopher Kromphardt are working to create a workable, representative body of students.

Bonnie D. Irwin, Dean  
August 2006

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## Honors College Faculty/Staff Advisory Committee

New appointments in *italics*.

2 faculty from CAH

- Joy Kammerling (term ends SP 2008)
- Jean Wolski (SP 2007)

2 faculty from COS

- Rebecca Throneburg (SP 2008)
- *John Best* (SP 2009)

2 faculty/chairs from LCBAS

- Martha Brown (SP 2007)
- *Melody Wollan* (SP 2009)

2 faculty/chairs from CEPS

- *Linda Reven* (SP 2009)
- *Dawn Van Gunten* (SP 2008)

1 chair/associate chair from COS

- *Bud Fischer* (SP 2009)

1 chair/associate chair from CAH

- *John Oertling* (SP 2008)

2 representatives from Student Affairs/Academic Affairs Staff

- *Ken Baker* (SP 2008)
- *Karla Sanders* (SP 2009)

Dr. John Best (Psychology) has been the coordinator of the Departmental Honors Program in Psychology for many years. His program is one of the most successful on campus, and he has also assisted in interviewing presidential scholars candidates.

Dr. Melody Wollan (Business) is a member of the Management faculty, the mentor of a Presidential Scholar and has reviewed scholarship applications as part of her service to the School of Business. She is committed to challenging students and raising their learning expectations, and will be instrumental in nurturing the nascent Departmental Honors Program in Business.

Dr. Linda Reven (EC/EE/ML Ed) was a member of the search committee for the Honors Dean, an experience which provided her with a thorough introduction to the workings of the College. She has also helped interview presidential scholars candidates and has participated in many meetings to discuss a potential departmental honors program in EC/EE/ML Ed.

Dr. Bud Fischer (Biological Sciences) has had extensive dealings with the Honors College. He is one of the instructors of the first-year seminar for Presidential Scholars, and earned the Distinguished Honors Faculty Award in 1998.

Dr. John Oertling (Theatre Arts) has twice filled in as a one-year sabbatical replacement on the Honors Council and has a keen understanding of the needs of the College. He has evaluated dozens of scholarship applications and has participated in the Presidential Scholars interviews.

Mr. Ken Baker (Director, Campus Recreation) has served diligently and cheerfully on the Honors Council in the past. As a former honors faculty member he understands both the curricular and co-curricular needs of honors students. He earned the 1999 Distinguished Honors Faculty Award.

Dr. Karla Sanders (Director, Center for Academic Support and Achievement) has ensured that the Academic Advising Center has provided excellent service to honors students over the years. In addition, as the Dean formulates an assessment plan for the Honors College, her knowledge and experience in this area will be invaluable.



Dr. Dawn Van Gunten, Secondary Education and Foundations, is a demanding teacher and familiar with the workings of honors on campus. She has been working to infuse honors experiences in the SED and EDF curriculum, and will be able to speak to the needs of secondary-level teacher certification candidates at the Honors Council.