
Agenda for the October 12, 2006 CAA Meeting

Items approved: 06-76, Failing Grade for Non-Attendance (New Grade)
06-83, Dean's List, Honor's List, and Provost's List (Proposed Revisions)

Items Pending: 06-52, MIS 4530, Web Application Development (New Course)
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)

Council on Academic Affairs

Minutes

October 12, 2006

The October 12, 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. Dietz, Ms. Dilworth, Mr. Feimer, Ms. Green, Dr. Hyder, Dr. Melvin, Dr. Roszkowski, Ms. Sommerfeld, Dr. Stowell, and Dr. Upadhyay.

Members absent: Dr. Carwell and Mr. Mitchell.

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

Guests present: Dr. Haile Mariam, Faculty Senate and Psychology; Ms. Harvey, Records/Registration; and Ms. Zieren, Financial Aid.

I. Approval of the October 5, 2006 Meeting Minutes.

The minutes of October 5, 2006 were approved as written.

II. Communications:

a.) Academic Waiver Reports:

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

b.) Executive Action Request:

1. October 6, 2006 memorandum from Dean Hoadley, LCBAS, requesting executive action to designate MGT 4600 as writing intensive, effective Fall 2006.

c.) Correspondences:

1. October 9, 2006 email from Dr. Jeffrey Stowell, CAA Vice Chair and ATAC representative from CAA, regarding the October 6, 2006 Academic Technology Advisory Committee (ATAC) meeting.
Dr. Stowell provided details and answered questions about two items on the 10/6/06 ATAC agenda. The first item was in regards to the university-wide adoption of Blackboard 6.0 starting summer 2007 as a result of a merger between Web CT and Blackboard. The second item dealt with the idea of requiring incoming students to purchase laptop computers.
2. October 3, 2006 email from Dr. Les Hyder regarding a draft of Faculty Advisory Council's (FAC) recommendation to IBHE – teacher quality.
Dr. Hyder provided details and answered questions from the council members regarding the draft document. The council members commented on and discussed the document. In addition, Dr. Hyder asked council members to send him any additional comments that they might have prior to the next FAC meeting.
3. October 10, 2006 email from Ms. Jone Zieren, Financial Aid, commenting on agenda item 06-76, Failing Grade for Non-Attendance.

III. Committee Reports:

None.

IV. Items Added to the Agenda:

None.

No items were added to the agenda today. Therefore, there will not be a face-to-face meeting next week. However, an electronic meeting will be conducted next to week to add any agenda items that might be submitted.

V. Items Acted Upon:**1. 06-76, Failing Grade for Non-Attendance (New Grade)**

Ms. Harvey and Ms. Zeiren presented the proposal and answered questions of the council.

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

The proposal (**See Attachment A**) was approved, *effective Fall 2007*, pending CGS and the President's Council approval.

The agenda order was changed.

2. 06-83, Dean's List, Honor's List, and Provost's List (Proposed Revisions)

Ms. Harvey presented the proposal and answered questions of the council. The following revisions were requested:

1. Change the word "outstanding" to "excellent" in the following sentence:

The Dean's List at Eastern Illinois University recognizes undergraduates with a declared major whose academic performance has been ~~outstanding~~ **excellent**.

2. Change the word "excellent" to "outstanding" in the following sentence:

The Provost's List recognizes undergraduates ~~with a declared major who demonstrate~~ **excellent** ~~outstanding~~ academic performance.

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

The proposal (**See Attachment B**), with revisions, was approved, *effective Fall 2007*.

3. 06-81R, Admission Requirement for Transfer Students (Revised Requirement)

Last week the council requested that Ms. Brenda Major and Dr. Herrington-Perry submit catalog text to the council showing how the proposed requirement would be incorporated into the catalog. Today Ms. Major was not available to present the proposed catalog text. Instead Dr. Herrington-Perry presented the catalog text and answered questions of the council. No action was taken on the agenda item today since there were council questions that only Ms. Major could answer and because council members had questions about the entire policy in addition to the proposed changes. Dr. Roszkowski will contact Ms. Major to explain the questions and comments from the council members.

Finally, Dr. Roszkowski announced that November 16, 2006 is the last day for council action on items to be included in the Undergraduate Catalog.

VI. Pending:

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

The next meeting will be conducted electronically.

The meeting adjourned at 2:58 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 *****
October 18-19, 2006
Electronic Meeting

Agenda:

None at this time.

Pending:

1. 06-52, MIS 4530, Web Application Development (New Course)
2. 06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)
3. 06-81, Admission Requirement for Transfer Students (Revised Requirement)

Approved Executive Actions:

None.

Pending Executive Actions:

CAH

Effective Fall 2006

1. Designate MGT 4600 as writing-intensive.

Attachment A

Failing Grade for Non-Attendance

A grade of 'NF' will be assigned when a student fails because they stopped attending class. Federal Financial Aid guidelines require that institutions track attendance dates for students who fail a course because they stopped attending. Having a separate grade would facilitate meeting the federal mandate. The grade would become effective Fall Semester 2007 and be implemented with the Banner conversion.

**Sections of the Undergraduate Catalog that would be affected by this change:
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Academic Standing

Grades

The grades given in courses are as follows:

<u>Grade</u>	<u>Description</u>	<u>Value</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
NF	Failure –Non-Attendance	0
CR	Credit	--
NC	No Credit	--
AU	Audit	--
DC	Deferred Credit	--
I	Incomplete	--
W	Withdrew-- No Grade	--
X	No Grade Submitted	--

Deferred Credit

Students in undergraduate courses such as field-experience, independent study, thesis, or research requiring work of a continuing nature over several terms before the final project is completed may receive the grade of "DC" or "Deferred Credit." "Deferred Credit" designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor will file a "Grade Correction Form" with the Records Office no later than four days prior to the official close of the term published in the Class Schedule. If a Grade Correction Form is not submitted, then any "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Undergraduate students admitted in or after Spring 2004 may not be certified for degree completion if any grades of "DC" remain on the transcript.

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Grade Corrections

Faculty may correct grades when an error in a grade assignment has been made. Grade Correction Forms are available through the departmental office. The form requires the signature of the faculty member and department chair. Any change of a final grade from A, B, C, D, F, or NF to a grade of I or W must be accompanied by written documentation and receive approval from the student's academic dean's office (in addition to the approvals of the instructor and department chair).

Faculty members are responsible for mailing or delivering the form to the Records Office. Forms presented to the Records Office by students will not be accepted.

Attachment B

Dean's List – Current

The top 10% of each college with a GPA of 3.50 or above in a semester will be on the Dean's List. In order to be eligible, the student must complete at least 12 semester hours during a semester of courses not graded Credit/No Credit and have a declared major.

Dean's List – Proposed

The Dean's List at Eastern Illinois University recognizes undergraduates with a declared major whose academic performance has been ~~outstanding~~ **excellent**. Students who achieve a GPA of 3.80 - 3.99 (on a 4.00 scale) while completing a minimum of 12 graded semester hours in a fall or spring semester will be named to the Dean's List.

Honor's List -- Current

The top 10% of all undeclared majors with a GPA of 3.50 or above in a semester will be on the Honors List. In order to be eligible, the student must complete at least 12 semester hours of courses not graded Credit/No Credit.

Honor's List – Proposed

The Honor's List at Eastern Illinois University recognizes undergraduates with an undeclared major whose academic performance has been outstanding. Students who achieve a GPA of 3.80 - 3.99 (on a 4.00 scale) while completing a minimum of 12 graded semester hours in a fall or spring semester will be named to the Honor's List.

Provost's List - Proposed

The Provost's List recognizes undergraduates with a declared major who demonstrate excellent academic performance. Students who achieve a GPA of 4.00 (on a 4.00 scale) while completing a minimum of 12 graded semester hours in a fall or spring semester will be named to the Provost's List.

Provost's List – Revised Proposal

The Provost's List recognizes undergraduates ~~with a declared major~~ who demonstrate ~~excellent~~ **outstanding** academic performance. Students who achieve a GPA of 4.00 (on a 4.00 scale) while completing a minimum of 12 graded semester hours in a fall or spring semester will be named to the Provost's List.

Note: The calculation of GPA for honors determination will be based only on work taken at EIU.