

Council on Academic Affairs
Minutes
February 7, 2019

The January 17, 2019 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4404 Booth Library

Members Present: Mr. Aydt, Dr. Janssen Danyi, Ms. Gordon, Dr. Gronnvoll, Dr. Kronenfeld, Dr. Rhoads, Dr. Ruholl, Dr. Wilkinson

Members Absent: Dr. Rosenstein, Dr. Throneburg

Staff Present: Interim Associate Vice President for Academic Affairs, Dr. Kattenbraker

Guests Present: Ms. Corryn Brock (DEN), Dr. Julie Dietz (HPR), Dr. Abdou Illia (MIS), Dr. Isaac Slaven (TEC), Dr. John Willems (MIS).

The meeting was called to order by Chair Gronnvoll at 2:02 p.m.

I. Approval of the January 17, 2019 CAA Meeting Minutes.

Janssen Danyi moved and Ruholl seconded the motion to approve the minutes as written.

II. Communications:

a. College Curriculum Committee Minutes:

1. Minutes of the January 22, 2019, Lumpkin College of Business and Technology Curriculum Committee meeting.
2. Minutes of the January 28, 2019, College of Health & Human Services Curriculum Committee meeting.
3. Minutes of the January 28, 2019, College of Education Curriculum Committee meeting.

b. Executive Actions:

1. January 17, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to rename FCS 3200.
2. January 17, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to rename FCS 2244.
3. January 17, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to add online delivery mode to EIU 4106G.
4. January 17, 2019 memorandum from Interim Associate Dean Cornebise, CLAS, requesting executive action to add online delivery mode to ECN 2800G, and to revise course description of ECN 2800G.
5. January 17, 2019 memorandum from Interim Associate Dean Cornebise, CLAS, requesting executive action to enforce all prerequisites for a list of SOC, CRM, and ANT courses.
6. January 17, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to add five courses to the list of electives for the B.A. in Television & Video Production.
7. January 23, 2019 memorandum from Interim Dean Lord, CHHS, requesting executive action to remove the requirement of a 3.50 major GPA from the Overall GPA Pathway for admission to the Department of Health Promotion Honors Program.
8. January 23, 2019 memorandum from Interim Dean Lord, CHHS, requesting executive action for the creation of two new major codes.

9. January 23, 2019 memorandum from Interim Dean Lord, CHHS, requesting executive action to revise the hours for NUR 4508 from (3-0-3) to (2-2-3) and add details to the course description about a virtual lab experience.

The council questioned the fee for the virtual lab experience as part of this executive action. Chair Gronnvoll to explore if the fee is a new fee and if a fee can be approved by executive action.

10. January 24, 2019 memorandum from Interim Dean Lord, CHHS, requesting executive action to change the class hours and update the course descriptions for NTR 1120, 3120, and 4757.

11. January 29, 2019 memorandum from Interim Dean Bower, COE, requesting executive action to revise prerequisites and notes for BGS 2985, BGS 3002, and BGS 4001.

12. February 4, 2019 memorandum from Interim Dean Minnis, LCBT, requesting executive action for BUS 2810 to expand prerequisites to all School of Technology majors rather than limiting it to AET/EGT majors only.

13. February 4, 2019 memorandum from Interim Dean Minnis, LCBT, requesting executive action to revise list of minor electives for the Entrepreneurship Minor.

14. February 4, 2019 memorandum from Interim Dean Minnis, LCBT, requesting executive action to strike "declared Management major or minor" from restrictions for MGT 4560

c. Waiver reports:

1. College of Health & Human Services Undergraduate Academic Waiver Report Fall 2018
2. College of Liberal Arts & Sciences Undergraduate Academic Waiver Report Fall 2018

d. Grade Appeals:

1. Lumpkin College of Business & Technology Summary Report of Grade Appeals Fall 2018

III. Items to be Added to the Agenda:

Rhoads moved and Ruholl seconded to add items 19-008 through 19-018 to the agenda.

At the request of the chair, Rhoads moved and Ruholl seconded to act on items 19-008 through 19-013 at today's meeting.

1. 19-008, Request for Reasonable & Moderate Extension BS in Fashion Merchandising and Design. This new program proposal was withdrawn from action as it includes new courses that have not yet been approved. It will remain on the agenda as pending.
2. 19-009, MIS/CIT 4760: Systems analysis, Design, and Development (new course)
3. 19-010, MIS/CIT 4770: Database and Data Management (new course)
4. 19-011, Engineering Technology Minor (revised minor)
5. 19-012, Management Information Systems Minor (revised minor)
6. 19-013, Management Information Systems Major (revised major)
7. 19-014, BGS Program Revisions
8. 19-015, SPE 4980: Non-Licensure Programming and Services for Individuals with Disabilities (new course)
9. 19-016, SPE 4981: Internship (new course)
10. 19-017, Proposed Special Education B.S. in Ed (new option)
11. 19-018, B.S. Health Promotion: Emergency Management & Disaster Preparedness Option (revised option)

IV. Items to be Acted Upon:

1. 19-007 Revised CAA Bylaws. Discussion of this item was moved to the end of the agenda items to accommodate presenters.

2. 19-009, MIS/CIT 4760: Systems analysis, Design, and Development (new course). Gordon moved and Ruholl seconded to open discussion of the proposal. Dr. Willems and Dr. Illia presented the proposal and answered questions of the council. The proposal, with revisions, was **approved** unanimously.
3. 19-010, MIS/CIT 4770: Database and Data Management (new course).). Janssen Danyi moved and Ruholl seconded to open discussion of the proposal. Dr. Willems and Dr. Illia presented the proposal and answered questions of the council. The proposal, with revisions, was **approved** unanimously.
4. 19-011, Engineering Technology Minor (revised minor). Rhoads moved and Ruholl seconded to open discussion of the proposal. Dr. Slaven presented the proposal and answered questions of the council. The proposal was **approved** unanimously.
5. 19-012, Management Information Systems Minor (revised minor). Rhoads moved and Kronenfeld seconded to open discussion of the proposal. Dr. Willems and Dr. Illia presented the proposal and answered questions of the council. The proposal, with revisions, was **approved** unanimously.
6. 19-013, Management Information Systems Major (revised major). Rhoads moved and Ruholl seconded to open discussion of the proposal. Dr. Willems and Dr. Illia presented the proposal and answered questions of the council. The proposal, with revisions, was **approved** unanimously.

V. Discussion:

The council discussed the CAA bylaws proposed revisions and agreed to postpone for one week a vote on the revisions. Revisions discussed included:

1. Changing the structure of the council to accommodate the campus reorganization. Two members will be elected from the new College of Liberal Arts and Sciences (one from the Liberal Arts and one from the Sciences). The number of at large members will be reduced by one. The total council membership will remain the same.
2. The impact of executive actions (VII.A.4.d.10 and VII.A.4.e.4) was discussed as current bylaws state that if proposals impact other departments, those departments must be notified. Executive actions that impact other departments are not addressed in the current bylaws.
3. The approval of changing delivery mode to hybrid was discussed (VII.A.4.e.1.h). Current bylaws allow for courses to be changed to online through executive action, but hybrid courses are omitted from this process. The council discussed the unique nature of hybrid courses, and that OCDI training may not be required of their instructors, and thus executive action may not be appropriate for hybrid courses. Chair Gronnvoll is to discuss with CGS their perspective on this issue.
4. The General Education committee membership proposal is for four members from the College of Liberal Arts and Sciences, one from each of the College of Health and Human Services, the College of Education, and the Lumpkin College of Business and Technology, and one CAA representative or designee.
5. The Undergraduate Learning Goals Committees are to be eliminated.

VII. Other:

1. Kelli Davis from the Office of the Vice president for Academic Affairs was introduced to the council. She will be taking minutes and providing office support.
2. Chair Gronnvoll stated that testing of the on-line course proposal/approval process was continuing.

VII. Pending:

1. 19-008, Request for Reasonable & Moderate Extension BS in Fashion Merchandising and Design

VIII. Ongoing:

1. Multi-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 Meeting)

Meeting Adjournment:

Rhoads motioned and Ruholl seconded the motion to adjourn the meeting.

The meeting adjourned at 2:55 pm

Minutes prepared by Dr. Richard Wilkinson, Vice-Chair and Recording Secretary, Spring 2019