
Agenda for the September 13, 2007 CAA Meeting

Item approved: 07-54, GST 1100, Career Seminar (Revised Course)

Item Pending: 07-56, Mid-Term Grade Submission (Revised Policy)

Council on Academic Affairs Minutes

September 13, 2007

The September 13, 2007 meeting on Council on Academic Affairs was held at 2:05 p.m. in Booth Library Conference Room 4440.

Members Present: Dr. Bower, Dr. Dietz, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Ms. Kostelich, Dr. Reid, Dr. Roszkowski, Dr. Stowell, and Ms. Wyatt.

Members Absent: Mr. Hausner.

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

Guests Present: Ms. Boyer, Academic Success Center; Ms. Davenport, Minority Affairs; Mr. Dawson, Gateway Program; Ms. Sue Harvey, Office of the Registrar and Enrollment Management; and Ms. Sanders, Gateway Program.

I. Approval of the September 6, 2007 CAA Meeting Minutes.

The minutes of September 6, 2007 were approved as written.

Dr. Roszkowski indicated that Dean Irwin contacted her about the effective date for agenda item 07-55 (proposal to include grades for Study Abroad and National Student Exchange courses into students' EIU GPAs). The proposal was approved at the 9/6/07 CAA meeting with a Fall 2008 effective date. However, Dean Irwin asked whether it could be changed to Fall 2007 so two students would not lose their financial aid. Dr. Roszkowski noted that the Office of the Registrar & Enrollment Management is not opposed to changing the effective date.

The council members discussed it.

Dr. Hyder moved and Dr. Stowell seconded the motion to change the effective date for agenda item 07-55 to Fall 2007. The motion passed with the following vote.

Yes: Bower, Dietz, Hendrickson, Hyder, Kostelich, Roszkowski, Stowell, Wyatt

No: Dilworth, Reid

Abstain: None.

Dr. Roszkowski will notify the Council on Graduate Studies (CGS) since the proposal will also be reviewed by that council.

II. Communications:

1. Academic Waiver Reports for August 2007 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

There were no questions about the August waiver reports.

Follow-up to questions asked about waivers at previous CAA meetings:

1. Waiver #07-73 on the May 2007 LCBAS Waiver Report

At the 8/30/07 CAA meeting, there was a question about why Dr. Jackman, Dean of the College of Education & Professional Studies, approved LCBAS waiver #07-73, allowing ISP 200 from DePaul University to fulfill the general education cultural diversity requirement. Dr. Roszkowski explained that DePaul University requires students to take a sophomore seminar. The ISP 200 course has different topics. The topic for the course in waiver #07-73 was diverse values and voices in education. Dr. Hoadley, Dean of the Lumpkin College of

Business & Applied Sciences, referred the waiver to Dean Jackman because the course was related to education and she thought Dean Jackman might be familiar with the course. In the end, Dr. Roszkowski indicated that Dean Jackman was familiar with the course.

2. Waiver #07-21 on the June 2007 CEPS Waiver Report

According to the waiver report, CEPS waiver #07-21 was denied. At the 9/6/07 CAA meeting the council members recommended that Dr. Roszkowski suggest to the appropriate parties that the waiver be appealed. Today, Dr. Roszkowski explained she had investigated the matter. She found out that the waiver had already been appealed to the Waiver Appeals Committee. In addition, she discovered that students can appeal the Waiver Appeals Committee's decision to Provost Lord. Therefore, she will make sure that all of the parties are aware that this waiver can be appealed to the Provost.

III. Other Discussion:

1. Temporary replacement for Dr. Julie Campbell

Dr. Roszkowski explained that she contacted Ms. Ann Brownson, Faculty Senate Vice-Chair, after last week's meeting. Dr. Roszkowski indicated that in addition to the votes for Dr. Campbell there were 3 write-in votes during last year's election for CAA. She said two of those individuals with write-in votes could not serve on CAA during the fall semester. The reason was because one person was on sabbatical leave and the other couldn't serve due to time constraints. The third person with write-in votes is a department chair. Dr. Roszkowski explained that Ms. Brownson didn't want to go to the department chair without first telling the committee that it was a department chair that had the write-in votes. The council verified that department chairs can be and have served on CAA in the past. Dr. Roszkowski will report this to Ms. Brownson and ask that she contact the individual.

IV. Committee Reports:

1. Dr. Roszkowski indicated that Dr. Mark Borzi agreed to continue serving on the Technology Enhancement and Management (TEAM) Grants Council. His appointment will be for the Academic Years 2007-09.
2. Dr. Stowell noted the deadline for agenda items for the Academic Technology Advisory Committee (ATAC) is next Friday. If anyone has anything for the agenda, please feel free to contact him.
3. Dr. Dietz reported that the ACA applications are due to Dr. David Carwell, Political Science, by Monday, September 17, 2007. The Achievement & Contribution Award (ACA) Selection Committee will meet Wednesday, September 19, 2007 to review the applications.
4. Dr. Hyder said that the Textbook Rental Service Advisory Committee will meet later in the semester. If anyone has issue for that committee, please let Dr. Hyder know.

V. Other Discussion:

Dr. Hyder reported concerns expressed to him about the availability of writing centers at host universities for off-campus students and the availability of the writing center on campus for on-campus students. In addition, he indicated that some other services, such as disability services and financial aid, are not available at off-campus sites. The council members discussed the issue. Dr. Dietz noted that the on-campus writing center is not open during the summer four-week session. Provost Lord agreed to investigate the matter and report back to the council.

VI. Items to be Added to the Agenda:

None.

VII. Items Acted Upon:

1. 07-54, GST 1100, Career Seminar (Revised Course)

Ms. Davenport, Mr. Dawson, and Dr. Sanders presented the proposal and answered questions of the council. Ms. Davenport explained that the course had been offered since Spring 1990. However, it had never gone to CAA for approval. This was discovered when the University moved to the Banner system.

The council requested the following revisions:

1. Change the effective date from Spring 1990 to Spring 2008
2. Revise 8.g. under Part I to read: The course is restricted to Freshman students in the Gateway Program.
3. Revise student learning objectives 2 and 3 under Part II of the form.

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

The proposal was approved, effective Spring 2008.

GST 1100. Career Seminar. (1-0-0) S. This course is designed to help individuals develop the skills needed to make wise decisions regarding their academic and career goals. Course may not be repeated. This course is only for students in the Gateway Program.

2. 07-56, Mid-Term Grade Submission (Revised Policy)

Ms. Harvey and Ms. Boyer presented the proposal and answered questions of the council. The council discussed the proposal.

Dr. Dietz moved and Ms. Dilworth seconded the motion to table agenda item 07-56 to a future CAA meeting when the council members have had a chance to see how the Banner grading process works and more details about the process can be provided by Office of the Registrar & Enrollment Management.

The motion passed unanimously.

There will not be a face-to-face meeting on Thursday, September 20, 2007. The council members will be notified by email if an electronic meeting is needed.

The next meeting date: To be determined

The meeting adjourned at 3:22 p.m. *–Minutes prepared by Ms. 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 the <http://www.eiu.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 *****
TO BE DETERMINED

Agenda:

None at this time.

Pending: 07-56, Mid-Term Grade Submission (Revised Policy)

Approved Executive Actions:

None.

Pending Executive Actions:

None.