
Agenda for the October 25, 2007 CAA Meeting

Item approved: 07-70, Accountancy (Revised Core Requirements)

Items Pending: 07-56, Mid-Term Grade Submission (Revised Policy)
07-61, Music Minor (Revised Minor)
07-62, Electronic Writing Portfolio (Proposed Changes)
07-63, Honors Council Appointments
07-64, JOU 3002, Introduction to Multimedia Journalism (New Course)
07-65, JOU 3300, Publication Design (New Course)
07-66, JOU 3703, Online Journalism (New Course)
07-67, JOU 3955, Reporting on the Arts (New Course)
07-68, JOU 4001, Media Management in the 21st Century (Revised Course)
07-69, Journalism (Revised Program)
07-71, Theatre Arts (Revised Program)
07-72, Philosophy (Revised Program)
07-73, SOC 3420, Sociology of Popular Culture (New Course)
07-74, SOC 4720, Sociology of Social Movements (New Course)
07-75, NUR 3103, Theoretical Foundations of Professional Nursing Practice (Revised Course)
07-76, NUR 3303, Advanced Nursing Health Assessment (Revised Course)
07-77, NUR 4106, Leadership and Management in Nursing (Revised Course)
07-78, NUR 4203, Nursing, Health Care, Policies, and Politics (Revised Course)
07-79, EIU 4115G, Pop Culture Economics (New Course)

Council on Academic Affairs Minutes

October 25, 2007

The October 25, 2007 meeting on Council on Academic Affairs was held at 2:10 p.m. in Room 4440 Booth Library.

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

Members Absent: Ms. Dilworth, Mr. Hausner, Dr. Hyder, and Ms. Kostelich.

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

Guests Present: Dr. Curry, Faculty Senate; Dr. Hoppood, Academic Assessment & Testing; Dr. Palmer, School of Business; Dr. Sanders, CASA and CASL; Dr. Throneburg, Communication Disorders & Sciences & CASL; Dr. Jean Wolski, Theatre Arts and CAHCC.

I. Approval of the October 18, 2007 CAA Meeting Minutes.

The minutes of October 18, 2007 were approved as written.

II. Communications:

a. Executive Action Requests:

1. October 11, 2007 email from Associate Dean Lynch, CAH, requesting executive action to change the prerequisites for ENG 4275, and designate the following courses as writing intensive: THA 3753G, THA 3754G, and THA 3755G.
2. October 12, 2007 memorandum from Dean Hoadley, LCBAS, requesting executive action to modify the prerequisites for FIN 3740 and the course description of MAR 4490.
3. October 18, 2007 memorandum from Dean Hoadley, LCBAS, requesting executive action to revise course titles and descriptions for COS 4820 and 4870. Note: This memorandum replaces the executive action request from Dean Hoadley dated October 2, 2007. That executive action request was included on the October 11, 2007 CAA agenda.

b. College Curriculum Committee Meeting Minutes:

1. Minutes from the October 10, 2007 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
2. Minutes from the October 5, 2007 College of Sciences Curriculum Committee meeting.

III. Committee Reports:

None.

IV. Items Added to the Agenda:

1. 07-71, Theatre Arts (Revised Program)
2. 07-72, Philosophy (Revised Program)
3. 07-73, SOC 3420, Sociology of Popular Culture (New Course)
4. 07-74, SOC 4720, Sociology of Social Movements (New Course)
5. 07-75, NUR 3103, Theoretical Foundations of Professional Nursing Practice (Revised Course)
6. 07-76, NUR 3303, Advanced Nursing Health Assessment (Revised Course)
7. 07-77, NUR 4106, Leadership and Management in Nursing (Revised Course)
8. 07-78, NUR 4203, Nursing, Health Care, Policies, and Politics (Revised Course)
9. 07-79, EIU 4115G, Pop Culture Economics (New Course)

Dr. Shank moved and Dr. Stowell seconded the motion to add these items to the agenda.

The agenda order was revised.

V. Items Acted Upon:**1. 07-70, Accountancy (Revised Core Requirements)**

Dr. Palmer presented the proposal and answered questions of the council.

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

The proposal (**See Attachment A**) was approved, effective Fall 2008.

2. 07-62, Electronic Writing Portfolio (Proposed Changes)

At the October 18, 2007 meeting CAA provided a forum in which it allowed individuals from the campus community to ask questions, make comments, and provide input regarding the Electronic Writing Portfolio and the proposed changes to it.

The Committee for the Assessment of Student Learning (CASL) met Tuesday, October 23, 2007 to assess the campus input given at Deans' Council, the College Administrative Councils, the CAA meeting and a recent Faculty Senate meeting. In addition, they reviewed results from a survey that was located at the CASL Website. The group prepared catalog copy (**See Attachment B**) based on the proposed changes shown in agenda item 07-62.

Today, Dr. Throneburg and Dr. Sanders distributed copies of the catalog copy (**See Attachment B**) prepared by CASL. It will be included as an addendum to agenda item 07-62. In addition, they answered questions about the proposed revisions and the addendum.

The council members asked questions and held a discussion.

Dr. Shank moved and Dr. Hendrickson seconded the motion to amend the addendum as follows:

Three submissions are required for the portfolio. Submissions **must** ~~may~~ come from any writing-centered or writing-intensive course, ~~or from any other course for which students complete an appropriate writing assignment.~~ * **Students who take ENG 1001G and/or ENG 1002G or their honors equivalents at EIU must submit from one of those English courses.** Only one submission is allowed from any one course. Students must deposit the first two submissions by the time they earn 60 credit hours; if they fail to do so, a registration hold will be placed at 75 credit hours. Students must deposit their final submission by the time they earn 105 credit hours.

The council discussed it.

Dr. Shank moved and Dr. Dietz seconded the motion to table the amendment to the addendum **(See Attachment C)** and agenda item 07-62 until the next meeting. The motion passed unanimously.

VI. Pending:

1. 07-56, Mid-Term Grade Submission (Revised Policy)
2. 07-61, Music Minor (Revised Minor)
3. 07-63, Honors Council Appointments
4. 07-64, JOU 3002, Introduction to Multimedia Journalism (New Course)
5. 07-65, JOU 3300, Publication Design (New Course)
6. 07-66, JOU 3703, Online Journalism (New Course)
7. 07-67, JOU 3955, Reporting on the Arts (New Course)
8. 07-68, JOU 4001, Media Management in the 21st Century (Revised Course)
9. 07-69, Journalism (Revised Program)

The next meeting will be held Thursday, November 1, 2007.

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/>.

***** ANNOUNCEMENT OF NEXT MEETING *****
November 1, 2007
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 07-62, Electronic Writing Portfolio (Proposed Changes)
2. 07-75, NUR 3103, Theoretical Foundations of Professional Nursing Practice (Revised Course)
3. 07-76, NUR 3303, Advanced Nursing Health Assessment (Revised Course)
4. 07-77, NUR 4106, Leadership and Management in Nursing (Revised Course)
5. 07-78, NUR 4203, Nursing, Health Care, Policies, and Politics (Revised Course)

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9. 07-69, Journalism (Revised Program)
10. 07-71, Theatre Arts (Revised Program)
11. 07-72, Philosophy (Revised Program)
12. 07-73, SOC 3420, Sociology of Popular Culture (New Course)
13. 07-74, SOC 4720, Sociology of Social Movements (New Course)
14. 07-79, EIU 4115G, Pop Culture Economics (New Course)

Approved Executive Actions:**BAS****Effective Fall 2008**

1. Modify the prerequisites of FIN 3740.

3740 FIN. Real Estate Fundamentals. (3-0-3) On Demand. A study of theory and practice in real estate, with social, legal and economic implications. Prerequisite: BUS 3710 with a grade of C or better **or BUS 2710 with a C or better;** junior standing; ~~and admission to the School of Business or to a minor offered by the School of Business;~~ **or** permission of the **Associate** Chair, School of Business.

2. Revise the course description for MAR 4490.

4490 MAR. International Marketing. (3-0-3) F, S. ~~An introduction to foreign trade with emphasis on international marketing institutions, cooperation, and technical features of overseas operations.~~ **Study of marketing from the international perspective. Emphasis is placed on necessary modifications of marketing strategy and practice related to global pricing and distribution, product planning, and promotions due to cultural, economic, environmental and legal differences.** Prerequisite: BUS 3470 and admission to the School of Business or permission of the Associate Chair. WI

CAH**Effective Fall 2007**

1. Change the prerequisites for ENG 4275.

4275 ENG. Internship in Professional Writing. (Arr.-Arr.-4) (Credit/No Credit) Practical experience in the local community to allow the student to apply and develop, outside the traditional classroom, the skills learned in English courses. Prerequisite: ENG ~~1002G~~ **2760 or 3005**, and permission of the Director of the Internship. (Group 6)

2. Add the writing-intensive designation to THA 3753G.

3753G THA. Development of American Theatre and Drama. (3-0-3) F. Major themes in American civilization as seen through the 18th-20th Century American plays. Attention given to development of theatre as an art form and as a social-cultural force in the U.S. Focus is on reading and analyzing dramatic texts. Prerequisite: ENG 1001G and ENG 1002G. **WI**

3. Add the writing-intensive designation to THA 3754G.

3754G THA. American Theatre on Film. (3-1-3) S. Analysis of significant American plays and film versions thereof. The object is to understand and appreciate similarities and differences between film and theatre as art and to gain insights into aspects of American society, as reflected in the works. Outside viewing assignments required. Prerequisite: ENG 1001G and ENG 1002G and sophomore-senior standing. **WI**

4. Add the writing-intensive designation to THA 3755G.

3755G THA. African-American Theatre. (3-0-3) F. This course will trace the roots of the African-American Theatre movement to African ritual, its transfer to the United States, and eventual evolution into a dynamic movement from 1960 to the present. This course satisfies the Non-western component for Teacher Certification majors. Prerequisite: ENG 1001G and ENG 1002G. **WI**

Pending Executive Actions:

BAS

Effective Fall 2008

1. COS 4820 – Revise the course title.

4820 COS. Sociotechnical Design. Change Strategies in Organizations. (3-0-3) F. A study, from the worker's perspective, of how technology affects social processes in occupational environments; human resource development; sociotechnical and open system theories; diagnosing occupational systems; change strategies; and the worker's adaptation of occupational settings to changing environmental demands. Prerequisite: Three semester hours in psychology, sociology or management, or permission of the program coordinator. WI

2. COS 4870 – Modify the course title.

4870 COS. Developing Critical Thinking in the Workplace. Coaching and Mentoring for Critical Thinking in the Workplace (3-0-3) People in the workplace are increasingly expected to think critically about their work rather than simply follow a supervisor's instructions. Participants will explore and apply principles coaching and mentoring for of critical thinking to the workplace, classroom, and training room. WI

Attachment A

Require Accounting Majors to Complete BUS 3500

1. Add BUS 3500 as a required BUS core course for Accounting majors.

Business Core Curriculum

The Business Core curriculum is designed to help students develop the foundation knowledge and skills common to all areas of business. Completion of the following courses is required to fulfill the Business Core Curriculum:

- BUS 1000 Introductory Business Seminar
- BUS 1950 Computer Concepts and Applications for Business *
- BUS 2101 Financial Accounting
- BUS 2102 Managerial Accounting *
- BUS 2750 Legal and Social Environment of Business
- BUS 2810 Business Statistics I *
- BUS 3010 Management and Organizational Behavior
- BUS 3200 International Business
- BUS 3470 Principles of Marketing
- BUS 3500 Management Information Systems **** (delete asterisks)**
- BUS 3710 Business Financial Management
- BUS 3950 Operations Management
- BUS 4360 Strategy and Policy

*Courses marked with an asterisk must be completed prior to admission to the School of Business.

~~**Not required of Accounting majors.~~

Attachment B

Electronic Writing Portfolio

Current Catalog Copy	Proposed Changes
<p>Requirements for the Bachelor's Degree: Official course requirements for baccalaureate degrees are given in Section VIII. To achieve a baccalaureate degree, the student must:</p> <ol style="list-style-type: none"> 8. Earn a "C" or better in English 1001G, English 1002G, and Communication Studies 1310G or in accepted substitutions. 9. Successfully complete the Electronic Writing Portfolio⁴. <p>⁴ The first essay/document will come from ENG 1001G, ENG 1002G, ENG 1091G, or ENG 1092G (generally completed before the student has earned 30 hours); the second essay/document will come from a writing-centered or writing-intensive course at the 1000, 2000 or 3000 level (generally completed when the student has earned between 30 and 59 hours); the third essay/document will come from an upper-division, writing-centered or writing-intensive course at the 3000 or 4000 level (generally completed when the student has earned between 60 and 89 hours); the fourth essay/document will come from the Senior Seminar (generally completed after the student has earned 90 hours). Further information about the Electronic Writing Portfolio is available at www.eiu.edu/~assess. p. 13 of the 2007-2008 Undergraduate catalog</p>	<p>Requirements for the Bachelor's Degree: Official course requirements for baccalaureate degrees are given in Section VIII. To achieve a baccalaureate degree, the student must:</p> <ol style="list-style-type: none"> 8. Earn a "C" or better in English 1001G, English 1002G, and Communication Studies 1310G or in accepted substitutions. 9. Successfully complete the Electronic Writing Portfolio. <p>Three submissions are required for the portfolio. Submissions may come from any writing-centered or writing-intensive course, or from any other course for which students complete an appropriate writing assignment.* Only one submission is allowed from any one course. Students must deposit the first two submissions by the time they earn 60 credit hours; if they fail to do so, a registration hold will be placed at 75 credit hours. Students must deposit their final submission by the time they earn 105 credit hours.</p> <p>Students whose first two submissions do not demonstrate minimally competent writing will be required to take a diagnostic writing exam. Those who do not pass the exam with a minimal score will be required to complete a one-credit, small group/one-on-one writing tutorial conducted by trained graduate assistants.</p> <p>*Papers must meet the following criteria to be submitted to the EWP:</p> <ol style="list-style-type: none"> 1. The paper must be at least 750 words in length (approximately 3 pages). 2. It must be written in standard English. 3. It must be developed in a manner consistent with the demands of the discipline for which it was written. 4. It must contain a connected writing sample with the development of ideas within and between paragraphs (therefore, lists, lesson plans, and other such documents may not be submitted). 5. Submissions may not be creative pieces, such as poems, short stories, or plays.

Additional Procedural Changes

- The portfolio will be an on-line tool. Students will submit through the EWP website, logging on using their userids. Faculty members will be alerted via email each week that papers are available to rate. Faculty will submit ratings from the website. Ratings should be completed by the time grades are due. Submissions are made only during the semester the student is enrolled in the course.
- Faculty will rate the paper with attention to four areas: content (meeting assignment criteria while conveying content accurately with well-supported assertions); organization (presenting information in a focused, logical, orderly fashion with connection made between ideas and conclusions drawn); style appropriate to the discipline (choosing appropriate vocabulary, using appropriate sentence structures, showing awareness of the purpose, topic, and audience); mechanics (adhering to the accepted conventions of grammar and punctuation, spelling words correctly, documenting sources appropriately if applicable). Faculty will rate the student's level of competency as superior, satisfactory, needs improvement, or unsatisfactory. A total score for the paper will be generated based on the instructor's rating of the four writing dimensions.
- Student scores will be available on the degree audit system. Students whose papers are consistently superior will receive a "pass with distinction" notation and will be sent a letter to this effect. Poor ratings could have the consequences of additional writing work for students.
- The electronic version will offer three additional slots for submissions that departments may use for assessment in the major.

Attachment C
Electronic Writing Portfolio

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