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**Agenda for the February 21, 2008 CAA Meeting**

**Items approved:** None.

**Items Pending:** 07-83, Proposal for Electronic Voting at CAA Meetings  
07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses  
08-07, Geographic Information Sciences (GISci) (New Interdisciplinary Minor)  
08-08, FCS 3810, Child Care Issues (New Course)  
08-09, FCS 3812, Nutrition Topics for Child Care Professionals (New Course)  
08-10, FCS 3814, Establishing a Center/Family Child Care (New Course)  
08-11, FCS 3816, Children and Loss (New Course)  
08-12, FCS 4240, Child Advocacy (New Course)  
08-13, FCS 4242, Computer Use for Child Care Administration (New Course)  
08-14, FCS 4244, Working with Families of Children Identified as Exceptional (New Course)  
08-15, FCS 4246, Curriculum for Homes and Centers (New Course)  
08-16, FCS 4248, Family: Child/Home (New Course)  
08-17, FCS 4250, Designing and Managing Learning Environments in Early Childhood Programs (New Course)  
08-18, FCS 4252, Professionalism in Early Childhood Environments (New Course)  
08-19, FCS 4254, Early Childhood Program Base (New Course)  
08-20, FCS 4256, Working with School-age Care Programs (New Course)  
08-21, FCS 4258, Using Technology in Early Childhood Environments to Enhance Children's Learning (New Course)  
08-22, FCS 4260, Personal and Professional Self-Awareness for the Early Childhood Professional (New Course)  
08-23, FCS 4262, Discipline and Guidance of Young Children (New Course)  
08-24, FCS 4264, Child Care Programs: Marketing and Grant Writing (New Course)  
08-25, FCS 4680, Family Systems and their Impact on Child Care (New Course)  
08-26, FCS 4685, Developing Cultural Awareness in Young Children (New Course)  
08-27, FCS 4686, Activity Planning to Facilitate Brain Development and Concept Formation in Infants and Young Children (New Course)  
08-28, ENG 3907, Asian Literatures (New Course)  
Senior Seminar Review Committee (Ongoing)  
Ad Hoc Committee on Writing Across the Curriculum (Ongoing)  
Professor Laureate Selection Subcommittee (Ongoing)

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**Council on Academic Affairs  
Minutes**

*February 21, 2008*

The February 21, 2008 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Room 4440 Booth Library.

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

**Members Absent:** Ms. Dilworth.

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

**Guests Present:** Ms. Harrington, *Daily Eastern News*.

**I. Approval of the January 31, 2008 CAA Meeting Minutes.**

The minutes of January 31, 2008 were approved as written.

Ms. Fopay noted the following corrections for past meeting minutes.

1. Correction to page 4 of the 10/25/07 CAA Minutes –

The executive action request for MAR 4490 should have read "Revise the course description for MAR 4490 and remove the writing-intensive designation." The statement "remove the writing-intensive designation" was left out of the minutes by mistake.

2. Correction for the 1/10/08 and 1/24/08CAA Minutes –

The minutes do not reflect an executive action request submitted to CAA by Dean Hoadley, LCBAS, on November 26, 2007. She had requested that the writing-intensive designation be removed from MIS 3530. The item was included on the 1/10/08 CAA agenda. However, it was not listed in the pending executive action section of the 1/10/08 CAA minutes nor the approved executive actions listed on the 1/24/08 CAA minutes.

**II. Communications:****a. College Grade Appeal Reports:**

1. Summary Report of Grade Appeals from the Lumpkin College of Business & Applied Sciences.
2. Summary Report of Grade Appeals from the College of Arts & Humanities.
3. Summary Report of Grade Appeals from the College of Sciences.

**b. College Curriculum Committee Minutes:**

1. Minutes from the January 25, 2008 College of Sciences Curriculum Committee meeting.
2. Minutes from the February 8, 2008 College of Sciences Curriculum Committee meeting.
3. Minutes from the February 13, 2008 College of Arts & Humanities Curriculum Committee meeting.
4. Minutes from the February 13, 2008 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

**c. Executive Action Requests:**

1. January 25, 2008 memorandum from Dean Hanner, COS, requesting executive action to change the course titles for MAT 1420 and 2420G, and revise the course prerequisites for MAT 1160G, 1170G, and 2420G.
2. February 14, 2008 memorandum from Dean Hanner, COS, requesting executive action to renumber SOC 3610 to SOC 3630 and add a prerequisite to the course.
3. February 18, 2008 email from Associate Dean Lynch, CAH, requesting executive action to revise ENG 3401, 3402, and 4801.

**d. Waiver Reports:**

1. Academic Waiver Reports for January 2008 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

*A council member requested clarification of a denied waiver (waiver #08-04) on the January 2008 College of Education & Professional Studies waiver report. Dr. Roszkowski will contact Dean Jackman about it.*

**e. Other:**

1. Flyer regarding 2/28/08 Retention Forum  
*The Committee on Retention Efforts and the Council on Academic Affairs will co-sponsor a forum on retention issues. The forum will be held at 2 p.m. on Thursday, February 28, 2008 in the Arcola/Tuscola Room, Martin Luther King Jr. University Union. Dr. Roszkowski encouraged council members to attend the forum.*
2. February 12, 2008 email from Dr. Karla Sanders, CASA, regarding information on Electronic Writing Portfolio revisions for continuing students.  
*A subcommittee of CASL drafted the attached document (See attachment A). CASL approved it and forwarded it to CAA as an informational item. Dr. Herrington-Perry answered questions from the council. Upon the request of the council, catalog text pertaining to the electronic writing portfolio requirements was shown.*

**III. Committee Reports:**

1. Dr. Stowell gave a report about two subcommittees of the Academic Technology Advisory Committee (ATAC). The council members provided input in response to the report. Dr. Stowell will share the council's suggestions with ATAC.
2. Dr. Hyder noted that the Textbook Rental Service Advisory Committee will meet after Spring Break. He encouraged individuals to let him know if there were any topics they'd wanted the committee to review.

**IV. Item Added to the Agenda:**

1. 08-28, ENG 3907, Asian Literatures (New Course)

Dr. Dietz moved and Ms. Wyatt seconded the motion to add this item to the agenda.

**V. Items Acted Upon:**

None.

**VI. Pending:**

1. 07-83, Proposal for Electronic Voting at CAA Meetings
2. 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
3. 08-07, Geographic Information Sciences (GISci) (New Interdisciplinary Minor)
4. 08-08, FCS 3810, Child Care Issues (New Course)
5. 08-09, FCS 3812, Nutrition Topics for Child Care Professionals (New Course)
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20. 08-24 FCS 4264, Child Care Programs: Marketing and Grant Writing (New Course)
21. 08-25, FCS 4680, Family Systems and their Impact on Child Care (New Course)
22. 08-26, FCS 4685, Developing Cultural Awareness in Young Children (New Course)
23. 08-27, FCS 4686, Activity Planning to Facilitate Brain Development and Concept Formation in Infants and Young Children (New Course)
24. Senior Seminar Review Committee (Ongoing)
25. Ad Hoc Committee Review of Writing Across the Curriculum (Ongoing)
26. Professor Laureate Selection Subcommittee (Ongoing)

In lieu of a meeting next week, CAA will co-sponsor a forum on retention issues with the Committee on Retention Efforts. That forum will be held Thursday, February 28, 2008 at 2:00 p.m. in the Arcola/Tuscola Room, Martin Luther King Jr. University Union.

The meeting adjourned at 2:44 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 RETENTION FORUM \*\*\*\*\*

February 28, 2008

Arcola/Tuscola Room, MLK University Union, @ 2:00 p.m.

**Approved Executive Actions:****Correction of the 10/25/07 CAA Minutes****BAS****Effective Fall 2008**

1. Revise the course description for MAR 4490 and remove the writing-intensive designation.

**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**

**Correction of the 1/10/08 and 1/24/08 CAA Minutes****BAS****Effective Fall 2008**

1. Remove the writing-intensive designation for MIS 3530.

**3530 MIS Business Web Site Design. (3-0-3) F.** Fundamentals of designing effective web sites including graphics and animation using web application software. Some HTML and JavaScript will be introduced. Students will develop web sites with a focus on information architecture and usability standards for business web sites. Prerequisites: BUS 1950 and junior standing and admission to the School of Business or to a minor offered by the School of Business or permission of the Chair, School of Business. **WI**

**Pending Executive Actions:****CAH****Effective Fall 2008**

1. Revised the course description and prerequisites for ENG 3401.

**3401 ENG Methods of Teaching Composition in the Secondary School. (3-0-3) F, S.** Approaches to the teaching of composition in junior and senior high school. **Electronic interaction with secondary student writers.** Includes **5 on-site hours and 5 hours of laboratory on-site** pre-clinical experience. Prerequisites: **ENG 2901 and SED 2000, 3001; SED 3330 and EDP 3331; for ISEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110.** (Group 1) **WI**

2. Change the course description and prerequisites for ENG 3402

**3402 ENG Methods of Teaching Literature in the Secondary School. (3-0-3) F, S.** Approaches to the teaching of literature in junior and senior high school. Includes **5 on-site hours and 5 laboratory** hours of **on-site** pre-clinical experience. Prerequisite: **ENG 1002G, EDP 3331, and SED 3330; for ISEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110.** Prerequisites: **ENG 2901 and SED 2000.** Prerequisites or co-requisites: **EDP 3331 and SED 3330; for ISEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110.** (Group 1) **WI**

3. Amend the course description and prerequisites for ENG 4801

**4801 ENG Integrating the English Language Arts. (3-0-3) F, S.** Strategies for integrating the English language arts, including literature, composition, speech, drama, and works in other media such as film. Attention to pedagogical theory and its practical applications. **Includes 5 hours of on-site pre-clinical experience.** Prerequisites: **ENG 1002G, 3001; ENG 2901,** SED 3330 and EDP **3325 3331;** for ISEP students, SED 3000 and 3100; for Middle Level Education majors, MLE 3110. (Group 1) **WI**

**COS****Effective Fall 2008**

1. Change the course prerequisites of MAT 1160G.

**1160G MAT Mathematics: A Human Endeavor. (3-0-3)** Development of mathematical reasoning and problem solving, through concentrated study of three or four topics. Areas may include logic, sets, probability, statistics, graph theory, number theory, and/or geometry. Prerequisite: ~~ENG 1001G; and satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, or MAT 1271. This course should not be considered as preparatory for other courses in mathematics.~~ **ENG 1001G. This course may not be taken by students with a high school mathematics deficiency that has not been removed. This course should not be considered as preparatory for other courses in mathematics. M1 904**

2. Revise the course prerequisites of MAT 1170G.

**1170G MAT Problem Solving. (3-0-3) F, S.** A writing-intensive course in which students are presented with challenging problems in mathematics and are required to develop their own problem solving strategies and tactics. Prerequisite: ~~ENG 1001G; and satisfactory completion (C or better) of high school Geometry and Algebra II, or MAT 1271. This course should not be considered as preparatory for other courses in mathematics.~~ **ENG 1001G. This course may not be taken by students with a high school mathematics deficiency that has not been removed. This course should not be considered as preparatory for other courses in mathematics. WI**

3. Modify the course title of MAT 1420.

**1420 MAT ~~Introductory Mathematics and Numeration~~ Mathematics for Elementary Teachers I. (3-0-3) F, S.** The study of the concepts and theory of numeration, probability, and statistics as well as the development of the numeration system via a problem-solving approach using both calculators and microcomputers throughout. Open only to early childhood, elementary, middle level, or special education majors. Prerequisite: Placement by ACT Mathematics score.

4. Amend the course title and prerequisites of MAT 2420G.

**2420G MAT ~~Introductory Geometry~~ Mathematics for Elementary Teachers II. (3-0-3) F, S.** Geometric relationships using a problem solving approach and higher order thinking skills. Topics investigated from practical and theoretical viewpoints, emphasizing understanding via concrete modeling, as suitable for pre-service K-8 teachers. Open only to early childhood, elementary, middle level, or special education majors. Prerequisite: ~~Satisfactory completion (C or better) of high school Geometry and Intermediate Algebra, and MAT 1420, with a C or better.~~ **MAT 1420, with grade of C or better. This course may not be taken by students with a high school mathematics deficiency that has not been removed. M1 903**

5. Change the course number of SOC 3610 to 3630 and add a course prerequisite.

~~3610~~ **3630 SOC Statistical Analysis of Social Data (3-2-4) F, S.** Survey of statistical techniques used to summarize and describe the quantitative characteristics of social research. The course includes both descriptive and inferential statistics, using statistical software to analyze data. **Prerequisite: SOC 3620.**

**Attachment A**

From: Sanders, Karla  
Sent: Tuesday, February 12, 2008 12:57 PM  
To: Roszkowski, Christie; Herrington-Perry, Mary; Fopay, Janet  
Subject: EWP & cont. students

Attached is the document outlining CASL's suggestions for transitioning students under the current EWP to the new EWP. This is for CAA's information, please let me know if you have additional questions.

Thank you, Karla

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## **Information on EWP Revisions for Continuing Students**

### **Continuing Native Students**

**Continuing native students** who have submitted **three documents** by the end of SU08 have fulfilled their EWP requirements.

**Continuing native students** with **two documents** submitted by the end of SU08 will need to submit one more paper by the time they earn 105 hours; they will not be subject to the remediation portion of the new EWP.

**Continuing native students** with **one paper** submitted by the end of SU08 will need to submit two more papers: one by the time they have earned 60 hours (a hold will be placed at 75 hours) and the last by the time they have earned 105 hours. They will not be subject to the remediation portion of the new EWP.

**Continuing native students** who have **not yet submitted** to the EWP must submit three documents to the EWP: two by the time they have earned 60 hours (a hold will be placed at 75 hours) and the last one by the time they have completed 105 hours. They will not be subject to the remediation portion of the new EWP.

### **Continuing Transfer Students**

Continuing transfer students who attended Eastern Illinois University prior to FA08 will submit the number of papers required at the time of matriculation: 3 submissions if 1-59 hours were transferred; and 2 submissions if 60 or more hours were transferred. They will not be subject to the remediation portion of the new EWP.

### **Portfolio Completion**

Continuing students who started classes before FA08 will complete some version of the new EWP.

Students who graduate in Spring 2008 or Summer 2008 will complete the current EWP instituted in 2000-2001.