
Agenda for the October 9, 2008 CAA Meeting

Items approved: 08-76, Undergraduate International Student Admissions Policy (Revised Policy)
08-77, FCS 2780, Culinary Pricing and Conversion (New Course)
08-78, FCS 4345, Advanced Lodging Administration (Revised Course)

Items Pending: 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
08-79, Chemistry (Revised Major)
08-80, ECN 3720, Sports Economics (New Course)
08-81, ECN 3780, Industrial Organization (New Course)
Senior Seminar Review Committee (Ongoing)
Ad Hoc Committee on Cultural Diversity (Ongoing)
Ad Hoc Fact-Finding Committee to Review and Study the Foreign Language Requirement (Ongoing)

**Council on Academic Affairs
Minutes**

October 9, 2008

The October 9, 2008 meeting of the Council on Academic Affairs was held at 2:05 p.m. in the Effingham Room at the University Union.

Members Present: Dr. Bower, Mr. Darby, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Dr. Reid, Dr. Schroeder, Dr. Sterling, and Dr. White.

Members Absent: Dr. Campbell and Ms. Kostelich.

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

Guests Present: Ms. Brownson, Faculty Senate; Dr. Pudliner, Family & Consumer Sciences; Ms. Rhodes, Family & Consumer Sciences; Ms. Thomas, International Programs; and Dr. Wilkinson, Family & Consumer Sciences.

I. Approval of the September 25, 2008 CAA Meeting Minutes.

The minutes of September 25, 2008 were approved as written.

II. Approval of the October 1-2, 2008 CAA Electronic Meeting Minutes.

The minutes of October 1-2, 2008 were approved as written.

The agenda order was revised.

Dr. Sterling arrived at 2:10 p.m.

III. Item Acted Upon:

1. 08-77, FCS 2780, Culinary Pricing and Conversion (New Course)

Dr. Wilkinson and Ms. Rhodes presented the proposal and answered questions of the council.

Mr. Darby moved and Ms. Dilworth seconded the motion to approve the proposal.

The motion passed with the following vote:

Yes: Darby, Dilworth, Green, Hendrickson, Hyder, Reid, Schroeder, Sterling, White

No: Bower

The proposal was approved, *effective Fall 2009*.

FCS 2780. Culinary Pricing and Conversions. (1-0-1) F, S. Culinary Conversions. Application of basic pricing and conversion principles in culinary, restaurant, and foodservice management environments. Prerequisite: FCS 2700. Co-requisite: FCS 3784. Course may not be repeated.

III. Communications:**a. Executive Action Request:**

1. September 24, 2008 memorandum from Dean Hoadley, LCBAS, requesting executive action to revise the course description for FCS 3784.
2. October 6, 2008 memorandum from Dean Hanner, COS, requesting executive action to revise the course prerequisites and notes for CHM 3300.
There was no discussion on this item today. Rather, it will be held until the next CAA meeting so it can be discussed with the proposed revisions to the chemistry major (agenda item #08-79).

b. Waiver Reports:

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

c. Curriculum Committee Minutes:

1. Minutes of the September 5, 2008 International Programs Advisory Committee meeting.
2. Minutes of the September 19, 2008 College of Sciences Curriculum Committee meeting.
3. Minutes of the September 22, 2008 College of Education & Professional Studies Curriculum Committee meeting.
4. Minutes of the September 24, 2008 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
5. Minutes of the October 3, 2008 College of Sciences Curriculum Committee meeting.

d. Links to Other Councils' Websites or Latest Minutes:

The following links were included on the agenda so council members may view other council Websites and meeting minutes.

| Council/Committee | Link to Website or to Latest Minutes |
|---|---|
| Academic Technology Advisory Committee (ATAC) | http://cats.eiu.edu/atac/ |
| Bachelor in General Studies Curriculum Committee | No Website; Link to the February 25, 2008 minutes |
| College of Arts & Humanities Curriculum Committee | http://www.eiu.edu/~AHColleg/text/minutes.html |
| College of Education & Professional Studies Curriculum Committee | No Website; Link to the September 22, 2008 minutes |
| College of Sciences Curriculum Committee | http://www.eiu.edu/~colsci/currcomm/currcomm.php |
| Council on Graduate Studies (CGS) | http://www.eiu.edu/~eiucgs/ |
| Council on Teacher Education (COTE) | http://www.eiu.edu/~eiucote/ |
| Faculty Senate | http://www.eiu.edu/~FacSen/minutes.php |
| Honors Council | No Website; Link to the September 4, 2008 minutes |
| International Program Advisory Committee | No Website; Link to the September 5, 2008 minutes |
| Lumpkin College of Business & Applied Sciences Curriculum Committee | http://www.eiu.edu/~lumpkin/CurriculumMin/curriculum-minutes.php |

IV. Committee Reports:

1. Dr. Bower reported on the Ad Hoc Committee on Cultural Diversity. In addition, she indicated that the Ad Hoc Committee will sponsor an open forum to discuss the current cultural diversity requirements. The forum will be held on Wednesday, October 22 at 3:30 p.m. in the Charleston/Mattoon Room at the University Union.

2. Dr. Hyder reported on the Ad Hoc Committee exploring the ramifications of increasing the foreign language requirement. The committee continues to meet with and seek input from various individuals and groups on campus. If possible, it will try to report to CAA by the November 6 deadline, but may need additional time.

V. Other:

1. Dr. Reid explained that she had receive a communication from Dr. Rebecca Throneburg, Chair of the Committee for the Assessment of Student Learning (CASL), about looking at General Education requirements and writing-intensive and writing-centered courses. It was a follow-up to the strategic plan for improving writing at EIU presented to CAA at its April 24, 2008 meeting by CAA's Ad Hoc Committee to Address the Importance of Writing Across the Curriculum. In addition to Dr. Reid's comments today, Dr. Herrington-Perry, a CASL member, indicated that CASL has been discussing the matter and has asked Dr. Tim Taylor, Chair of the Writing Across the Curriculum Committee Chair, to look into it.

VI. Items Added to the Agenda:

1. 08-79, Chemistry (Revised Major)
2. 08-80, ECN 3720, Sports Economics (New Course)
3. 08-81, ECN 3780, Industrial Organization (New Course)

Ms. Dilworth moved and Dr. Schroeder seconded the motion to add these items to the agenda.

VII. Items Acted Upon:

1. **08-76, Undergraduate International Student Admissions Policy (Revised Policy)**

Ms. Thomas presented the proposal and answered questions of the council.

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

The proposal (**See Attachment A**) was approved, *effective Summer 2009*.

2. **08-78, FCS 4345, Advanced Lodging Administration (Revised Course)**

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

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

The proposal was approved, *effective Spring 2009*.

FCS 4345. Advanced Lodging Administration. (3-0-3) S. Lodging Administration.

Advanced administrative aspects of hospitality businesses with an emphasis on full service hotel facilities. Prerequisites: BUS 3470 or FCS 2784, FCS 2700, FCS 2740; and FCS 3786. Course restricted to juniors and seniors in the Family & Consumer Science Hospitality Management Concentration. Course may not be repeated.

VIII. Pending:

1. 07-87, Voluntary Submission of Mid-Term Grades for Upper-Division Courses
2. 08-35, Proposal to modify the EIU Foreign Language Graduation Requirement (Revised Graduation Requirement)
3. 08-37, Proposal to revise the Cultural Diversity Requirement (Revised General Education Requirement)
4. Senior Seminar Review Committee (Ongoing)
5. Ad Hoc Committee on Cultural Diversity (Ongoing)
6. Ad Hoc Fact-Finding Committee to Review and Study the Foreign Language Requirement (Ongoing)

If needed, an electronic meeting will be held during the week of October 27, 2008. The next face-to-face meeting will be held Thursday, November 6, 2008.

The meeting adjourned at 2:48 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 *****

Electronic meeting, if needed, during the week of October 27, 2008

Face-to-Face meeting on November 6, 2008

Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 08-79, Chemistry (Revised Major)
2. 08-80, ECN 3720, Sports Economics (New Course)
3. 08-81, ECN 3780, Industrial Organization (New Course)

Approved Executive Actions:

None.

Pending Executive Actions:

BAS

Effective Fall 2009

1. Revise the prerequisites for FCS 3784.

FCS 3784. Commercial Quantity Food Production. (1-8-5) F, S. An experiential based course where students develop the skills needed to plan, produce and serve meals to customers in a commercial setting. Topics and activities include menu planning, procurement, food production, customer service, marketing and management of meal functions. Prerequisite: FCS 1120, FCS 1121, FCS 2700. **FCS 2780 taken concurrently with FCS 3784.**

COS

Effective Fall 2009

1. Revise the prerequisite for CHM 3300.

CHM 3300. Survey of Biochemistry. (3-0-3) F, S. An introduction to the structure of biomolecules and their function in living cells, as well as a survey of metabolic pathways involving the breakdown and synthesis of sugars, lipids, nucleic acids, and proteins. Prerequisite: CHM 2430 and 2435 with a grade of C or better in both or CHM 2840 with a C or better. **No credit toward the chemistry major.** No credit for students with prior credit in CHM 3450.

Attachment A

Revised catalog text
Page 11 of the 2008-09 Undergraduate Catalog

International Applicants**Standard and Conditional Admission for Undergraduate Applicants**

Undergraduate international applicants must submit a complete packet of admission materials to the Office of International Programs. A complete packet for undergraduate applicants includes an international application, an application fee, an approved financial affidavit form, official raised seal transcripts from high school and college (if applicable), and documentation of English mastery. The approved financial affidavit form must verify the applicant's financial status for study. For undergraduate applicants the raised seal transcript or original copy of national examinations must document completion of secondary education, comparable to that awarded by a United States high school. The high school transcript must also verify that the applicant earned a minimum GPA of 2.0 on a 4.0 scale. Official college or university transcripts (if applicable) for each institution previously attended are required to be considered for admission.

English language mastery for undergraduate applicants for admission may be documented in one of the following ways:

1. Submission of a score of 500 or higher on the paper-based Test of English as a Foreign Language (TOEFL), a score of 173 or higher on the computer-based TOEFL, a score of 61 or higher on the internet-based TOEFL, or a minimum International English Language Testing System (IELTS) score of 6.0 (academic module).
2. Submission of evidence of residency in a nation whose official language is English.
3. Submission of evidence of successful completion of 24 semester hours of college credit at an accredited college or university in the United States.
4. Submission of evidence of a Level 112, Certificate of Completion from an ELS Language Center located in the United States.
5. Submission of evidence of successful completion of three years of high school in the United States and an ACT composite standard score of at least 18 (SAT 860).
- 6. Submission of Completion of Grade Pre-1 on the STEP EIKEN Test**
- 7. Submission of a score 69 or higher on the Michigan English Language Assessment Battery (MELAB)**

Admission to EIU and an approved financial affidavit form are required in order for the Office of International Programs to issue SEVIS Form I-20 or DS-2019. Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery may be offered Conditional Admission.

Conditional admission may be offered to undergraduate international applicants who meet the criteria for admission to EIU except for English language mastery. Conditional admission is granted only by the Office of International Programs. Undergraduates with conditional admission status must provide evidence of meeting English language mastery to the Office of International Programs by submitting a score of 500 or higher on the paper-based TOEFL a score of 173 or higher on the computer-based TOEFL, a score of 61 or higher on the internet-based TOEFL, a minimum International English Language Testing System (IELTS) score of 6.0 (academic module) or completion of Level 112, Certificate of Completion from an ELS Language Center located in the United States prior to permission to enroll in classes.