
Agenda for the May 2, 2013 CAA Meeting

Items Approved: 13-67, ACE 2000, Introduction to Adult & Community Education (New Course)
13-68, ACE/CSD 2200, Learning Principles in Adult & Community Education (New Course)
13-69, ACE 2400, Instructional Technology in Adult & Community Education (New Course)
13-70, ACE 3000, Instructional Strategies in Adult & Community Education (New Course)
13-71, ACE 3200, Curriculum and Program Design in Adult & Community Education (New Course)
13-72, ACE 3400, Assessment of Learning in Adult & Community Education (New Course)
13-73, ACE 3600, Practicum in Adult & Community Education (New Course)
13-74, ACE 4000, Organization and Leadership in Adult & Community Education (New Course)
13-75, ACE 4200, Needs Assessment, Grant Writing, and Program Evaluation in Adult & Community Education (New Course)
13-76, ACE 4400, Internship in Adult & Community Education I – Education Focus (New Course)
13-77, ACE 4450, Internship in Adult & Community Education II – Leadership Focus (New Course)
13-78, B.S. in Adult & Community Education (New Program)
13-85, BGS 4001, Self-Directed Leadership (Revised Course; Added Technology Delivery)
13-86, General Studies (Revised Program)
13-87, Membership and Fall 2013 schedule for the new CAA Committee on General Education and University Learning Goals.

Items Pending: 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's four University Learning Goals (Ongoing)
11-132R, Course Proposal Format Form (Revised Form)
13-84, JOU 3970, Race, Gender, and the Media (New Course)

**Council on Academic Affairs
Minutes
May 2, 2013**

The May 2, 2013 meeting of the Council on Academic Affairs was held at 10:20 a.m. in Room 3108, Blair Hall.

Members Present: Ms. English, Ms. Green, Dr. Gronnvoll, Dr. Klarup, Dr. Lucas, Dr. Reid, Dr. Rhoads, Dr. Ruholl, Dr. Steinke, Dr. Throneburg, and Dr. White.

Members Absent: Ms. Eskew and Mr. Thedford.

Staff Present: Provost Lord and Ms. Fopay.

Guests Present: Associate Dean Bower, College of Education & Professional Studies; Dr. Collins, School of Continuing Education; Dean Hine, School of Continuing Education; Dean Jackman, College of Education & Professional Studies; and Dr. Carrie Johnson, General Studies Degree Program.

I. Approval of the April 25, 2013 CAA Meeting Minutes.

The minutes of April 25, 2013 were approved as written.

II. Communications:

a. Curriculum Committee Minutes:

1. Minutes of the April 26, 2013 College of Sciences Curriculum Committee electronic meeting.

b. Waiver Report:

1. Academic Waiver Report for April 2013 from Lumpkin College of Business & Applied Sciences.

c. Executive Action:

1. April 26, 2013 memorandum from Dean Ornes, College of Sciences, requesting executive action to revise the prerequisites for ECN 3971.

III. Committee Reports:

None.

IV. Item Added to the Agenda:

- 1. 13-87, Membership and Fall 2013 schedule for the new CAA Committee on General Education and University Learning Goals.**

Dr. Reid moved and Dr. Rhoads seconded the motion to add this item to the agenda.

Dr. Reid moved and Dr. Steinke seconded the motion to suspend the CAA bylaws in order to act upon this item at today's meeting. The motion passed by acclamation.

V. Items Acted Upon:

- 1. 13-85, BGS 4001, Self-Directed Leadership (Revised Course; Added Technology Delivery).**

Dr. Johnson presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Steinke moved and Dr. Gronnvoll seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Summer 2013.

BGS 4001. Self-Directed Leadership. (3-0-3) Su. On Demand. In this capstone course for the B.A. in General Studies degree, students apply transformative change process, critical thinking skills and concepts to explore the influence of their educational experiences on their professional and personal lives and to assess and develop their self-directed learning and leadership skills. Open to majors in General Studies. Prerequisites: Students must be admitted to the BGS Programs and have completed at least 90 hours. WI

- 2. 13-86, General Studies (Revised Program).**

Dr. Johnson presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Reid moved and Dr. Klarup seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: English, Green, Gronnvoll, Klarup, Lucas, Reid, Ruholl, Steinke, and White.
No: Rhoads and Throneburg.
Abstain: None.

The proposal (**See Attachment A**), with revisions, was approved, effective Fall 2013.

- 3. 13-67, ACE 2000, Introduction to Adult & Community Education (New Course).**

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

Dr. Gronnvoll moved and Dr. Reid seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2014, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 2000. Introduction to Adult and Community Education. (3-0-3) Intro Adult and Comm Education. Introduction to the field of adult and community education, emphasizing foundations of the field, career paths, and necessary professional skills.

4. 13-68, ACE/CSD 2200, Learning Principles in Adult & Community Education (New Course).

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

Dr. Rhoads moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: English, Green, Gronnvoll, Klarup, Lucas, Rhoads, Ruholl, Steinke, Throneburg, and White.
No: None.
Abstain: Reid.

The proposal was approved, effective Fall 2014, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE/CSD 2200. Learning Principles in Adult and Community Education. (3-0-3) Learning Prin in Adult Comm Ed. Introduction to major learning principles and their application in adult and community education programs. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 2000 (may be taken concurrently); "C" or better in PSY 1879G (may not be taken concurrently).

5. 13-69, ACE 2400, Instructional Technology in Adult & Community Education (New Course).

Dr. Lucas presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Green moved and Dr. Rhoads seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Fall 2014, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 2400. Instructional Technology in Adult and Community Education. (3-0-3) Tech in Adult Comm Education. Effective and efficient use of technology in adult and community education, including face-to-face, online, and management applications. Restricted to Adult and Community Education majors. Prerequisite: "C" or better in ACE 2000 (may be taken concurrently).

6. 13-70, ACE 3000, Instructional Strategies in Adult & Community Education (New Course).

Dr. Lucas presented the proposal and answered questions of the council. In addition, he identified a minor correction to Part IV, 2 of the proposal.

Dr. Ruholl moved and Dr. Rhoads seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revision, was approved, effective Spring 2015, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 3000. Instructional Strategies in Adult and Community Education. (3-0-3) Instruct Strat Adult Comm Ed. Introduction to an array of instructional approaches, strategies, and techniques that can be used in adult and community education settings. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 2000, ACE 2200, ACE 2400, and EDF 2555G.

7. 13-71, ACE 3200, Curriculum and Program Design in Adult & Community Education (New Course).

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

Dr. Gronnvoll moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Spring 2015, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 3200. Curriculum and Program Design in Adult and Community Education. (3-0-3) Curriculum Prog Adult Comm Ed. Designing programs and curricula to meet educational needs in adult and community education settings, including program, workshop, and session design. Restricted to Adult and Community Education majors. Prerequisite: "C" or better in ACE 3000; may be taken concurrently.

8. 13-72, ACE 3400, Assessment of Learning in Adult & Community Education (New Course).

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

Dr. Reid moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Spring 2015, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 3400. Assessment of Learning in Adult and Community Education. (3-0-3) Assessment Learning Com Ad Ed. Development and use of a range of assessment strategies in adult and community education, including informal, formal, diagnostic, formative, and summative techniques. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 3000 and ACE 3200; may be taken concurrently.

9. 13-73, ACE 3600, Practicum in Adult & Community Education (New Course).

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

Ms. Green moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Spring 2015, *pending course fee approval and the approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 3600. Practicum in Adult and Community Education. (2-6-4) Practicum in Adult and Comm Ed. Initial field experience in adult and community education, emphasizing application of learning principles, technology, instructional strategies, and curriculum development in a specified educational experience. 90 hours of fieldwork required. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 3000, 3200, and 3400.

10. 13-74, ACE 4000, Organization and Leadership in Adult & Community Education (New Course).

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

Dr. Klarup moved and Ms. English seconded the motion to approve the proposal. The motion passed with the following vote:

Yes: English, Green, Gronnvoll, Klarup, Lucas, Reid, Ruholl, Steinke, Throneburg, and White.
No: None.
Abstain: Rhoads.

The proposal was approved, effective Spring 2015, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 4000. Organization and Leadership in Adult and Community Education. (3-0-3) Organization Leader Ad Comm Ed. Leadership practices, organizational development, and management of adult and community education programs. Restricted to Adult and Community Education majors. Prerequisite: "C" or better in ACE 3600.

11. 13-75, ACE 4200, Needs Assessment, Grant Writing, and Program Evaluation in Adult & Community Education (New Course).

Dr. Lucas presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Steinke moved and Dr. Ruholl seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Summer 2015, *pending approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 4200. Needs Assessment, Grant Writing, and Program Evaluation in Adult and Community Education. (3-0-3) Needs Grant Eval in Ad Com Ed. Application of appropriate research, data analysis, and reporting techniques to determine needs for, and assess impact of, programming in adult and community education settings. Restricted to Adult and Community Education majors. Prerequisite: "C" or better in ACE 3600.

12. 13-76, ACE 4400, Internship in Adult & Community Education I – Education Focus (New Course).

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

Dr. Ruholl moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2015, *pending course fee approval and the approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 4400. Internship in Adult and Community Education I – Education Focus. (Arr.-Arr.-3) Internship in Ad Comm Ed I. Capstone experience in adult and community education. Focuses on curriculum design, delivery, and assessment in a specified adult or community education setting. 120 hours of fieldwork required. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 4000 and ACE 4200.

13. 13-77, ACE 4450, Internship in Adult & Community Education II – Leadership Focus (New Course).

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

Dr. Gronnvoll moved and Dr. Steinke seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Fall 2015, *pending course fee approval and the approval of the Adult & Community Education Program by the Board of Trustees and IBHE.*

ACE 4450. Internship in Adult and Community Education II – Leadership Focus. (Arr.-Arr.-3) Internship in Ad Comm Ed II. Capstone experience in adult and community education. Focuses on program needs assessment, management, leadership, and evaluation specified adult or community education setting. 120 hours required. Restricted to Adult and Community Education majors. Prerequisites: "C" or better in ACE 4000 and ACE 4200.

14. 13-78, B.S. in Adult & Community Education (New Program).

Dr. Lucas presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Green moved and Ms. English seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment B**), with revisions, was approved, effective Fall 2014, *pending the Board of Trustees' and IBHE approval.*

15. 13-87, Membership and Fall 2013 schedule for the new CAA Committee on General Education and University Learning Goals.

Dr. Throneburg and Dr. Lucas presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Rhoads moved and Ms. Green seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment C**), with revisions, was approved, effective Fall 2013.

VI. Elections:

1. Elections of the Co-Chairs for the Committee on General Education and University Learning Goals.

Dr. Stephen Lucas and Dr. Rebecca Throneburg were selected the co-chairs for the Committee on General Education and University Learning Goals by acclamation.

2. Elections of 2013-14 CAA Officers.

Chair: Dr. Misty Rhoads was selected the 2013-14 CAA Chair by acclamation.

Vice Chair: Dr. Stacey Ruholl was selected the 2013-14 CAA Vice Chair by acclamation.

VII. Pending:

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132R, Course Proposal Format Form (Revised Form)
3. 13-84, JOU 3970, Race, Gender, and the Media (New Course)

VIII. Meeting Adjournment:

The meeting adjourned at 12:15 p.m.

The next meeting will be held at 3:00 p.m. on Thursday, August 22, 2013.

–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 <http://www.eiu.edu/~eiucaa/elibrary/>.

***** ANNOUNCEMENT OF NEXT MEETING *****
August 22, 2013
Conference Room 4440 – Booth Library @ 3:00 p.m.

Agenda:

To be announced.

Pending:

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132R, Course Proposal Format Form (Revised Form)
3. 13-84, JOU 3970, Race, Gender, and the Media (New Course)

Approved Executive Actions:

None.

Pending Executive Actions:

COS

Effective Fall 2013

1. Revise the course prerequisites for ECN 3971.

ECN 3971 - Statistics Applied to Economics I. (3-0-3) F, S. Measures of central tendency and dispersion, statistical distributions, regression, and hypothesis testing with applications to economics. Prerequisites and Notes: ECN 2802G or permission of the instructor. No credit toward graduation for a student with credit in BUS 2810, MAT **2250G**, 3701, or other equivalent statistics course. Credits: 3

Withdrawn Executive Actions:

(Withdrawn per the request of Dr. Joy Russell, Chair of Early Childhood, Elementary and Middle Level Education)

CEPS

1. Request to revise the prerequisites/concurrent enrollment requirements for ELE 3100, ELE 3280, ELE 3281, ELE 3290, ELE 3340, MLE 3110, MLE 3150, and MLE 40001.

Attachment A

General Studies (B.A.)

The School of Continuing Education Bachelor of Arts in General Studies Degree Program is an individualized, nontraditional program designed for **adults learners with significant life and/or work experience**. The program combines sound academic principles with advances in technology to facilitate degree completion. After admission to the program knowledge and skills acquired by **prior learning outside of the traditional classroom, may non-academic means can** be evaluated for academic credit.

Core Requirements

- 120 semester hours total
- 40 semester hours at the junior-senior level
- 20 semester hours taken from EIU
- 12 semester hours in Humanities/Fine Arts
- 12 semester hours in Social/Behavioral Sciences
- 12 semester hours in Scientific Awareness/Mathematics
- 6 semester hours in Communication/English
- 1 course in Cultural Diversity
- 1 Senior Seminar

In Addition Students Must:

- Complete BGS 2985, Adults in Transition* **and** BGS 4001, Self-Directed Leadership;
- Demonstrate writing competency;
- Maintain a minimum 2.00 cumulative grade-point average.

*** Students with 79 or greater lower division credits have the option of testing out of this by taking the Compass eWrite assessment and earning a score of a 9 or higher.**

Notes:

1. A student must be admitted to this program by the Director of the Bachelor of Arts in General Studies Degree Program.
2. After the student is admitted to the program, only grades of "C" and above will be counted toward meeting graduation requirements. Grades of "D" and "F" earned after admission to the program will be included in the cumulative EIU grade point average, consistent with current EIU grade policy.
3. After admission to the program, students may use no more than five (5) one-credit-hour courses towards their degree.

Attachment B

B.S. in Adult and Community Education (60-69 hours, including required minor)

Tier 1 – Foundations (15 hours)

PSY 1879G – Introductory Psychology (3)
ACE 2000 – Introduction to Adult and Community Education (3)
ACE/CSD 2200 – Learning Principles for Adult and Community Education (3)
ACE 2400 – Instructional Technology in Adult and Community Education (3)
EDF 2555G – Education in a Diverse Society (3)

Tier 2 – Educational Practice (13 hours)

ACE 3000 – Instructional Strategies in Adult and Community Education (3)
ACE 3200 – Curriculum and Program Design in Adult and Community Education (3)
ACE 3400 – Assessment of Learning in Adult and Community Education (3)
ACE 3600 – Practicum in Adult and Community Education (4)

Tier 3 – Leadership (15 hours)

ACE 4000 – Organization and Leadership in Adult and Community Education (3)
ACE 4200 – Needs Assessment and Program Evaluation in Adult and Community Ed (3)
EDF 4550 – Critical Focus on Education (3)
ACE 4400 – Internship in Adult and Community Education I – Education Focus (3)
ACE 4450 – Internship in Adult and Community Education II – Leadership Focus (3)

Minor Requirement (17-26 hours)

Completion of an EIU minor or an approved sequence of courses (17-26 hours)

Attachment C

**Committee on General Education and University Learning Goals
EIU Council on Academic Affairs**

The formation of a standing Committee on General Education and University Learning Goals was approved by the Council on Academic Affairs per Agenda Item 13-83 on April 25, 2013.

For the Fall 2013 semester, this Committee will have the following membership (up to 27 members):

- The full membership of the Council on Academic Affairs (13 members);
- Members of the 2013-14 Committee for the Assessment of Student Learning (CASL) (6 members):
 - CASL Chair
 - CASA Executive Director
 - CASL members representing Writing (Chair of Writing Across the Curriculum/Director of the Writing Center), Critical Thinking, Global Citizenship, and Speaking (Basic Course Director, Communication Studies)
- Director of Composition from English faculty;
- A representative from the Department of Mathematics and Computer Science (selected by CAA);
- Representatives from the Office of Faculty Development (3 members):
 - Faculty Development Director
 - Faculty Development Advisory Council (2 members)
- Committee co-chairs, at least one of whom shall be a CAA member (2 members) (selected by CAA)

During the Fall 2013 semester, the Committee will determine the number and composition of General Education faculty members to be added to the Committee beginning in the Spring 2014 semester.

Further, during the Fall 2013 semester, the Committee on General Education and University Learning Goals meet each Thursday from 2:00 to 3:00 p.m. and that the Council on Academic Affairs meet from 3:00 to 4:00 p.m. The Committee on General Education and University Learning Goals will determine the agenda and schedule for its meetings.