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## **Agenda for the April 3, 2014 CAA Meeting**

**Items Approved:** 14-72C, CMN 3100, Persuasion (Revised Course)  
11-132R, Course Proposal Format Form (Revised Form)

**Items Pending:** 14-71, Gateway Program Admission Policy (Revised Policy)  
14-73, CAA Syllabus Policy (Revised Policy)  
14-74, Revisions to General Education catalog description  
14-75, University Learning Goals for the Catalog

**Ongoing:** Five-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting)

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### **Council on Academic Affairs Minutes**

*April 3, 2014*

The April 3, 2014 meeting of the Council on Academic Affairs was held at 3:05 p.m. in the Arcola/Tuscola Room at the University Union.

**Members Present:** Ms. Ahmad, Ms. Duffin, Ms. English, Ms. Green, Dr. Gronnvoll, Dr. Lucas, Dr. Reid, Dr. Rhoads, Dr. Ruholl, Ms. Sage, Dr. Throneburg, and Dr. White.

**Members Absent:** Dr. Anthony.

**Staff Present:** Ms. Fopay.

**Guests Present:** Mr. Bradd, Communication Studies; Mr. Cruikshank, *Daily Eastern News*; Dr. DePetro, Philosophy; and Dr. Rosa, ACE Fellow.

#### **I. Approval of the March 27, 2014 CAA Meeting Minutes.**

Dr. Ruholl moved and Ms. Green seconded the motion to approve the minutes. The minutes of March 27, 2014 were approved as written.

#### **II. Communications:**

##### **a. College Curriculum Committee Minutes:**

1. Minutes from the March 24, 2014 College of Education & Professional Studies Curriculum Committee meeting.

#### **III. Committee Reports:**

1. Dr. Gronnvoll reported that the Faculty Laureate Selection Committee met and recommended Dr. Grant Sterling for the 2014 Faculty Laureate Award.

Dr. White moved and Ms. Green seconded the motion to accept the committee's recommendation of Dr. Sterling. The motion passed by acclamation.

Dr. Grant Sterling was selected the 2014 Faculty Laureate.

2. Dr. Throneburg reported that she had met with the Council on Graduate Studies (CGS) this past Tuesday to present the proposed revisions to the course proposal format form and the syllabus policy. She indicated that CGS will act upon those proposals at its next meeting.

#### **IV. Items Added to the Agenda:**

1. 14-73, CAA Syllabus Policy (Revised Policy)
2. 14-74, Revisions to General Education catalog description.
3. 14-75, University Learning Goals for the Catalog.

Ms. English moved and Dr. Gronnvoll seconded the motion to add these items to the agenda.

**V. Items Acted Upon:****1. 14-72C, CMN 3100, Persuasion (Revised Course).**

Mr. Bradd and Dr. Gronnvoll presented the proposal and answered questions of the council.

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

The proposal was approved, effective Summer 2014.

**CMN 3100. Persuasion. (3-0-3) On Demand.** This class will study symbolic communication intended to influence beliefs, attitudes, values, and behaviors. The course will focus on the critical assessment of persuasive messages, with additional attention to the theories and research behind persuasive message construction.

**2. 11-132R, Course Proposal Format Form (Revised Form).**

- Proposed New/Revised Course Proposal Format form
- Proposed Directions & Resources for the New/Revised Course Proposal Format Form

Dr. Rhoads explained that the council would vote on the proposed revisions to the course proposal format form (agenda item 11-132R), but not the directions for the course proposal format form given it is considered a resource document.

Dr. Lucas and Dr. Throneburg presented the proposal and answered questions of the council. In addition, council members provided feedback regarding the directions for the course proposal format form.

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

The proposal (**See Attachment A**) was approved, effective Fall 2014, *pending CGS approval*.

Note: It was clarified that if a course proposal is currently in the process and has gotten at least the department curriculum committee's approval, then the proposal could be submitted to CAA in the existing format this fall. Otherwise, beginning Fall 2014 course proposals must be submitted to CAA in the new format which was approved today.

Also, the council will explore possibly incorporating the course proposal form into a PDF form and whether some information could be populated into the form from Banner.

**VII. Pending:**

1. 14-71, Gateway Program Admission Policy (Revised Policy).  
*This item is being held for action at a later CAA meeting at the request of the Minority Affairs Office.*

**VIII. Ongoing:**

1. Five-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting.)

**IX. Meeting Adjournment:**

1. Ms. Green moved and Ms. English seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned 3:15 p.m.

The next meeting will be held at 2:00 p.m. (rather than 3:00 p.m.) on Thursday, April 10, 2014.

–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 \*\*\*\*\*

April 10, 2014

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

**Agenda:**

1. 14-73, CAA Syllabus Policy (Revised Policy)
2. 14-74, Revisions to General Education catalog description
3. 14-75, University Learning Goals for the Catalog

*Pending:*

1. 14-71, Gateway Program Admission Policy (Revised Policy)

**Approved Executive Actions:**

**COS**

**Effective Fall 2014**

1. Revise the option electives in the Biological Sciences: Environmental Biology Option major.

**Biological Sciences: Environmental Biology Option (B.S.)**

**Option Electives**

Option electives to choose from (15 semester hours required):

- BIO 3300 - General Microbiology. Credits: 4
- BIO 3322 - Dendrology. Credits: 3
- BIO 3450A - Independent Study I. Credits: 1 to 3  
or BIO 3450B
- BIO 3451A - Undergraduate Research I. Credits: 1 to 3  
or BIO 3451B
- **BIO 3612- Plant Evolution and Diversity. Credits: 3**
- BIO 3710 - Plant – Animal Interactions. Credits: 3
- BIO 3810 - Freshwater Ecology. Credits: 3
- BIO 3950 - Vertebrate Natural History. Credits: 3
- BIO 3952 - Invertebrate Natural History. Credits: 3
- BIO 4400A - Teaching in the Lab I. Credits: 1  
or BIO 4400B
- BIO 4810 - Plant Ecology. Credits: 3
- BIO 4812 - Fisheries Ecology and Management. Credits: 3
- BIO 4814 - Conservation Biology. Credits: 3
- BIO 4816 - Study of Biotic Communities. Credits: 3
- BIO 4818 - Environmental Microbiology. Credits: 4
- BIO 4820 - Spatial Analysis for Environmental Sciences. Credits: 4
- BIO 4832 - Animal Behavior. Credits: 4
- BIO 4840 - Resource Management and Environmental Assessment Credits: 3
- BIO 4842 - Wildlife Ecology and Management. Credits: 3
- BIO 4940 - Phycology. Credits: 3
- BIO 4942 - Mycology. Credits: 3
- BIO 4944 - Lichens. Credits: 3
- BIO 4946 - Bryology. Credits: 3
- BIO 4948 - Plant Taxonomy. Credits: 3

- BIO 4950 - Ichthyology. Credits: 3
- BIO 4952 - Herpetology. Credits: 3
- BIO 4954 - Ornithology. Credits: 3
- BIO 4956 - Mammalogy. Credits: 3
- BIO 4958 - Parasitology. Credits: 4
- BIO 4960 - Wetland and Aquatic Vascular Plants. Credits: 3
- BIO 4964 - Entomology. Credits: 4
- **CHM 4750 - Environmental Chemistry. Credits: 3**
- ECN 3810 - Economics of Natural Resources. Credits: 3
- ESC 3300 - Soils. Credits: 3
- ESC 3550 - Surface Water Processes and Resources. Credits: 3
- GEG 3780 - Land Use Planning. Credits: 3
- GEG 3810 - Geographic Information Systems I. Credits: 3
- GEG 3820 - Remote Sensing I. Credits: 3
- GEG 3860 - Geographic Information Systems II. Credits: 3
- GEG 3870 - Remote Sensing II. Credits: 3
- GEL 4850 - Environmental Geology. Credits: 3
- ~~REC 3860 - Environmental Interpretation. Credits: 2~~
- ~~REC 3900 - Operation of Leisure Facilities. Credits: 3~~
- ~~REC 4600 - Planning and Design of Leisure Facilities. Credits: 4~~

**AND**

- ~~CMN 3920 - Public Relations in Society Credits: 3~~
- or
- ~~JOU 3920 - Public Relations in Society. Credits: 3~~

2. Update footnote 3 of the cooperative engineering degree program to include specific direction on taking ECN 2801G.

**Engineering (B.S.)****Footnotes:**

(Major GPA based on all courses in chemistry, Applied Engineering & Technology, mathematics, and physics taken from the list above.)

Students completing cooperative degree programs, i.e., Engineering and Clinical Laboratory Sciences, will not be required to take a senior seminar.

<sup>1</sup> This course should be repeated each semester that a student attends Eastern. In the case of course conflicts with this course, a waiver should be obtained from the Chair of the Pre-Engineering Studies Committee.

<sup>2</sup> Students are encouraged to take all of these courses, but one or more may not be required in certain engineering fields. SIUC electrical engineering majors take PHY 3410 instead of AET 2043.

<sup>3</sup> These courses should be selected in consultation with the chairperson of the Pre-Engineering Studies Committee to ensure that Eastern's General Education requirements and UIUC or SIUC requirements are both fulfilled. **ECN 2801G is highly recommended in the Social and Behavioral Sciences since it is required in some UIUC and SIUC Engineering Programs.**

3. Add PLS 3513 to the list of electives in the Political Science with International Studies Option.

### **Political Science with International Studies Option (B.A.)**

#### **Political Science Field Requirements (18 hours):**

Students will take four courses (12 hours) from the Comparative Politics and International Relations group. Students will take one additional course from each of the other two subfields.

#### **Comparative Politics & International Relations**

- PLS 3100 - Global Threats and Problems. Credits: 3
- PLS 3203 - American Foreign Policy. Credits: 3
- PLS 3223 - International Organizations. Credits: 3
- PLS 3233 - International Terrorism. Credits: 3
- PLS 3253 - International Criminal Law. Credits: 3
- PLS 3303 - European Politics and Governments Credits: 3
- PLS 3333 - Politics of Latin America and the Caribbean. Credits: 3
- PLS 3343 - Government and Politics of the Middle East. Credits: 3
- PLS 3353 - Politics of Sub-Saharan Africa. Credits: 3
- PLS 3363 - Government and Politics in Asia-Pacific Rim. Credits: 3
- PLS 3373 - International Political Economy. Credits: 3
- PLS 3863A - Special Topics in Political Science. Credits: 3
- PLS 4823 - International Policy Issues. Credits: 3

#### **American Politics, Public Policy & Public Administration**

- PLS 3653 - American Indian Politics. Credits: 3
- PLS 3703 - African American Politics. Credits: 3
- PLS 3713 - Political Parties and Elections. Credits: 3
- PLS 3723 - Political Behavior. Credits: 3
- PLS 3733 - Interest Groups and Lobbying. Credits: 3
- PLS 3743 - Congress. Credits: 3
- PLS 3753 - The American Presidency. Credits: 3
- PLS 3763 - Environmental Politics and Policy. Credits: 3
- PLS 3863B - Special Topics in Political Science. Credits: 3
- PLS 4793 - Public Organization Theory. Credits: 3
- PLS 4873 - Human Resource Management in Government. Credits: 3
- PLS 4893 - Government Budgeting and Politics. Credits: 3

#### **Public Law & Political Theory**

- **PLS 3513 - Politics and the Legal Process. Credits: 3**
- PLS 3523 - Criminal Law. Credits: 3
- PLS 3543 - Civil Liberties in America. Credits: 3
- PLS 3553 - Federal Indian Law and Policy. Credits: 3
- PLS 3863D - Special Topics in Political Science. Credits: 3
- PLS 3903 - Gender, Public Policy and the Law. Credits: 3
- PLS 4774 - American Constitutional Law. Credits: 3
- PLS 4853 - Contemporary Constitutional Development. Credits: 3
- PLS 4903 - Classic Political Theory. Credits: 3
- PLS 4913 - Contemporary Political Theory. Credits: 3
- PLS 4923 - African American Political Thought. Credits: 3
- PLS 4933 - Ideologies of the Developing World. Credits: 3
- PLS 4943 - American Political Thought. Credits: 3

#### **Pending Executive Actions:**

None.

**Attachment A**

**Eastern Illinois University  
New/Revised Course Proposal Format**

**Banner/Catalog Information (Coversheet)**

1.  New Course or  Revision of Existing Course

2. **Course prefix and number:** \_\_\_\_\_

3. **Short title:** \_\_\_\_\_

4. **Long title:** \_\_\_\_\_

5. **Hours per week:**  Class  Lab  Credit

6. **Terms:**  Fall  Spring  Summer  On demand

7. **Initial term:**  Fall  Spring  Summer Year: \_\_\_\_\_

8. **Catalog course description:** \_\_\_\_\_

9. **Course attributes:**

General education component: \_\_\_\_\_

Cultural diversity  Honors  Writing centered  Writing intensive  Writing active

10. **Instructional delivery**

**Type of Course:**

Lecture  Lab  Lecture/lab combined  Independent study/research

Internship  Performance  Practicum/clinical  Other, specify: \_\_\_\_\_

**Mode(s) of Delivery:**

Face to Face  Online  Study Abroad

Hybrid, specify approximate amount of on-line and face-to-face instruction \_\_\_\_\_

11. Course(s) to be deleted from the catalog once this course is approved. \_\_\_\_\_

12. **Equivalent course(s):** \_\_\_\_\_

a. **Are students allowed to take equivalent course(s) for credit?**  Yes  No

13. **Prerequisite(s):** \_\_\_\_\_

a. **Can prerequisite be taken concurrently?**  Yes  No

b. Minimum grade required for the prerequisite course(s)? \_\_\_\_

c. Use Banner coding to enforce prerequisite course(s)? \_\_\_\_ Yes \_\_\_\_ No

d. Who may waive prerequisite(s)?

\_\_\_\_ No one \_\_\_\_ Chair \_\_\_\_ Instructor \_\_\_\_ Advisor \_\_\_\_ Other (specify)

14. Co-requisite(s): \_\_\_\_\_

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: \_\_\_\_\_

b. Degrees, colleges, majors, levels, classes which may not take the course: \_\_\_\_\_

16. Repeat status: \_\_\_\_ May not be repeated \_\_\_\_ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: \_\_\_\_

18. Grading methods: \_\_\_\_ Standard \_\_\_\_ CR/NC \_\_\_\_ Audit \_\_\_\_ ABC/NC

19. Special grading provisions:

\_\_\_\_ Grade for course will not count in a student's grade point average.

\_\_\_\_ Grade for course will not count in hours toward graduation.

\_\_\_\_ Grade for course will be removed from GPA if student already has credit for or is registered in:

\_\_\_\_\_

\_\_\_\_ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: \_\_\_\_\_

20. Additional costs to students:

Supplemental Materials or Software \_\_\_\_\_

Course Fee \_\_\_\_ No \_\_\_\_ Yes, Explain if yes \_\_\_\_\_

21. Community college transfer:

\_\_\_\_ A community college course may be judged equivalent.

\_\_\_\_ A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

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**Rationale, Justifications, and Assurances (Part I)**

1. \_\_\_ Course is required for the major(s) of \_\_\_\_\_  
\_\_\_ Course is required for the minor(s) of \_\_\_\_\_  
\_\_\_ Course is required for the certificate program(s) of \_\_\_\_\_  
\_\_\_ Course is used as an elective

**2. Rationale for proposal:**

**3. Justifications for (answer N/A if not applicable)**

Similarity to other courses:

Prerequisites:

Co-requisites:

Enrollment restrictions:

Writing active, intensive, centered:

**4. General education assurances (answer N/A if not applicable)**

General education component:

Curriculum:

Instruction:

Assessment:

**5. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

Online or hybrid delivery justification:

Instruction:

Integrity:

Interaction:



**Model Syllabus (Part II)**

Please include the following information:

1. Course number and title
2. Catalog description
3. Learning objectives.
4. Course materials.
5. Weekly outline of content.
6. Assignments and evaluation, including weights for final course grade.
7. Grading scale.
8. Correlation of learning objectives to assignments and evaluation.

**Date approved by the department or school:**

**Date approved by the college curriculum committee:**

**Date approved by the Honors Council (*if this is an honors course*):**

**Date approved by CAA:       CGS:**