
Agenda for the April 30, 2016 CAA Meeting

Items Approved: 15-110, BIO 3333G, Sustainable Energy (New Course, Technology-Delivery Designation)
15-111, SOC 3660, Social Organization (Revised Course; Added Technology-Delivery Designation)
15-112, ANT 3608, Anthropology of Europe (New Course)
15-113, General Studies: Option in Child Care Education (Revised Option)
15-114, ENG 2760, Introduction to Professional Writing (Revised Course; Added Technology-Delivery Designation)
15-115, ENG 3005, Technical Communication (Revised Course; Added Technology-Delivery Designation)
15-116, ENG 4275, Internship in Professional Writing (Revised Course; Added Technology-Delivery Designation)
15-117, ENG 4760, Special Topics in Professional Writing (Revised Course; Added Technology-Delivery Designation)
15-118, ENG 4765, Professional Editing (Revised Course; Added Technology-Delivery Designation)
15-119, ESC/GEG 3020, Natural Disasters (Revised Course)
15-120, GEG 3340, Land Change Science (New Course)
15-121, GEG/GEL 3420, Geomorphology: Surficial Processes & Landforms (Revised Course)
15-122, Gateway Program Admission Requirements (Revised Requirements)
15-123, Amendment to CAA Bylaws to include a standing General Education Subcommittee and a standing Essential Learning Subcommittee (Revised CAA Bylaws)

Items Pending: 15-104, Review of the Faculty Laureate Award Nomination Process and Procedures
15-124, CMN 3660, Communication and Conflict Management (Revised Course; Added Technology-Delivery Designation)

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)

**Council on Academic Affairs
Minutes
April 30, 2015**

The April 30, 2015 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Room 4440 at Booth Library.

Members Present: Ms. Ahmad, Dr. Anthony, Ms. Duffin, Ms. Green, Dr. Gronnvoll, Dr. Martinez, Dr. Reid, Dr. Rhoads, Dr. Ruholl, Mr. Simpson, Dr. Throneburg, and Dr. Wilkinson.

Members Absent: None.

Staff Present: Provost Lord, Ms. Pickle and Ms. Fopay.

Guests Present: Mr. Gregory Aydt, Academic Advising Center; Dr. Tom Canam, Biological Sciences; Dr. Mike Cornebise, Geology/Geography; Dr. Mona Davenport, Gateway Program; Mr. Richard Donaldson, *Daily Eastern News*; Dr. Darren Hendrickson, Sociology & Anthropology; Dr. Mikki Meadows, Family & Consumer Sciences; Interim Associate Dean Mitchell, College of Arts & Humanities; Dr. James Riley, Geology/Geography; and Dr. Dana Ringuette, English.

I. Approval of the April 23, 2015 CAA Meeting Minutes.

Ms. Green moved and Mr. Simpson seconded the motion to approve the minutes. The minutes of April 23, 2015 were approved with the following revision:

Members Present: ~~Ms. Ahmad~~, Dr. Anthony, Ms. Duffin, Ms. Green, Dr. Gronnvoll, Dr. Martinez, Dr. Reid, Dr. Ruholl, Mr. Simpson, Dr. Throneburg, and Dr. Wilkinson.

Members Absent: ~~Ms. Ahmad~~ and Dr. Rhoads.

II. Communications:

a. Executive Actions:

1. April 20, 2015 memorandum from Dean Ornes, COS, requesting executive action to revise a statement in the Neuroscience Minor, designate PSY 4100F as a section of PSY 4100 and as a capstone, revise the course descriptions for PSY 4100A, 4100B, 4100D, and 4100E, and update the capstone requirements to reflect PSY 4100F.

III. Committee Reports:

None.

IV. Item Added to the Agenda:

1. 15-124, CMN 3660, Communication and Conflict Management (Revised Course; Added Technology-Delivery Designation)

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

V. Items Acted Upon:

1. **15-110, BIO 3333G, Sustainable Energy (New Course, Technology-Delivery Designation).**

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

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

The proposal, with revisions, was approved, effective Summer 2015. *NOTE: BIO 3333G will be placed under the Scientific Awareness segment of General Education.*

BIO 3333G. Sustainable Energy and the Environment. (3-0-3) Su. Sustainable Energy/Environment. An exploration of current renewable energy technologies, including bioenergy, with emphasis on their environmental impact and sustainability. The course is restricted to off-campus students that are non-Biological Sciences majors and minors.

2. **15-119, ESC/GEG 3020, Natural Disasters (Revised Course).**

Dr. Riley and Dr. Cornebise presented the proposal and answered questions of the council.

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

The proposal was approved, effective Fall 2016.

ESC/GEG 3020. Natural Disasters. (3-0-3) On Demand. This course examines the physical properties of different types of natural hazards—including earthquakes, volcanic eruptions, slope movements, flooding, hurricanes, and tornadoes—and human responses to them. The natural causes of these events, human risk and vulnerability, challenges of disaster preparation and response, and the role of scientists in these issues are explored. WI

3. **15-120, GEG 3340, Land Change Science (New Course).**

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

Dr. Anthony moved and Dr. Martinez seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Fall 2016.

GEG 3340. Land Change Science. (3-0-3) On Demand. An examination of the types, rates, causes, and consequences of contemporary land use and land cover change, primarily in the United States. WA

4. **15-121, GEG/GEL 3420, Geomorphology: Surficial Processes & Landforms (Revised Course).**

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

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

The proposal was approved, effective Spring 2016, *pending approval of the revised course fee.*

GEG/GEL 3420. Geomorphology: Surficial Processes and Landforms. (2-2-3) S. Geomorphology. This course examines landforms, their development and their spatial and temporal distribution on earth's surface, and the processes responsible for their formation. The wide-ranging roles of glaciers, rivers, slope movements, wind, waves, weathering, and humans on landforms and geomorphological processes are presented. Prerequisites: ESC/GEG 1120G or ESC/GEL 1300G or ESC/GEL 1320G or consent of instructor. WI

5. **15-113, General Studies: Option in Child Care Education (Revised Option).**

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

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

The proposal (**See Attachment A**), with revisions, was approved, effective Fall 2015.

6. **15-114, ENG 2760, Introduction to Professional Writing (Revised Course; Added Technology-Delivery Designation).**

Dr. Ringuette presented the proposal. There were no questions.

Dr. Martinez moved and Mr. Simpson seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Summer 2015.

ENG 2760. Introduction to Professional Writing. (3-0-3) On Demand. Intro to Professional Writing. Introduction to the principles and practices of writing in professional settings. Students will complete case-based and/or client-based projects in multiple genres and media. Course will also address ethical communication, document design, intercultural/global communication, collaboration, basic copyediting, and oral presentation. Prerequisite: A grade of "C" or better in ENG 1002G. WC

7. **15-115, ENG 3005, Technical Communication (Revised Course; Added Technology-Delivery Designation).**

Dr. Ringuette presented the proposal. There were no questions.

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

The proposal was approved, effective Fall 2015.

ENG 3005. Technical Communication. (3-0-3) On Demand. Instruction and practice in technical communication and creating documents used in professional settings. Focus on communicating complex information to specialized and non-specialized audiences. Students will complete case-based and/or client-based projects in multiple genres and media. Course will also address online communication, ethical communication, document design, intercultural/global communication, collaboration, accessibility issues, and oral presentation. Prerequisite: A grade of "C" or better in ENG 1002G. WC

8. **15-116, ENG 4275, Internship in Professional Writing (Revised Course; Added Technology-Delivery Designation).**

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

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

The proposal was approved, effective Summer 2015.

ENG 4275. Internship in Professional Writing. (Arr.-Arr.-4) (Credit/No Credit) On Demand. Internship in Prof Writing. Practical experience in an organizational setting to allow the student to apply and develop, outside the traditional classroom, the skills learned in English courses. Prerequisite: A grade of "C" or better ENG 2760 or 3005, and permission of the Internship Coordinator. WI

9. **15-117, ENG 4760, Special Topics in Professional Writing (Revised Course; Added Technology-Delivery Designation).**

Dr. Ringuette presented the proposal. There were no questions.

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

The proposal was approved, effective Fall 2016, *pending CGS approval.*

ENG 4760. Special Topics in Professional Writing. (3-0-3) On Demand. Special Topics in Prof. Wrtg. Focused study of professional writing, designed to enhance understanding of workplace writing and provide experience in producing it. Topic will vary semester to semester. May be repeated once for credit. Prerequisite: A grade of "C" or better in ENG 1002G. WC

10. **15-118, ENG 4765, Professional Editing (Revised Course; Added Technology-Delivery Designation).**

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

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

The proposal was approved, effective Fall 2016, *pending CGS approval.*

ENG 4765. Professional Editing. (3-0-3) On Demand. Advanced practice and theory in professional editing, beginning with proofreading and copyediting then advancing to comprehensive editing for style, organization, content, and design. Focus on working effectively with writers, publishers, and audiences. Discussion of the production process and the role of technology in editing and information design. Course will also address ethics and liability in editing, editing in global contexts, and editing for accessibility. Prerequisite: A grade of "C" or better in ENG 1002G. WC

11. **15-122, Gateway Program Admission Requirements (Revised Requirements).**

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

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

The proposal (**See Attachment B**), with revisions, was approved, effective Fall 2015.

VI. Other:

1. Provost Lord had to leave the meeting for an appointment. However, before doing so, he thanked Dr. Gronnvoll for her service as the CAA Chair and presented her with a plaque. In addition, he thanked Dr. Ruholl for her service as the CAA Vice Chair and presented her with a certification of appreciate.

VII. Items Acted Upon:

1. **15-111, SOC 3660, Social Organization (Revised Course; Added Technology-Delivery Designation).**

Dr. Hendrickson presented the proposal. There were no questions.

Dr. Martinez moved and Mr. Simpson seconded the motion to approve the proposal. The motion passed unanimously.

The proposal was approved, effective Summer 2015.

SOC 3660. Social Organization. (3-0-3) F. Analysis of the elements of social organization with an emphasis on complex organizations associated with urbanization and the development of large scale systems. Prerequisites: SOC 1838G.

12. **15-112, ANT 3608, Anthropology of Europe (New Course).**

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

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

The proposal was approved, effective Spring 2016.

ANT 3608. Anthropology of Europe. (3-0-3) S. A study of the social and cultural diversity of Europe, with special focus on ethnographies of the Mediterranean and Balkans. The course will explore central anthropological themes through the lens of European culture, including race, migration and cultural identity; language; religion; gender and reproduction; material and expressive culture; cultural heritage; environment; and economic and political transformations. A limit of 3 hours may be applied to a major or minor. Prerequisite: ANT 2200G or equivalent. WI

13. **15-123, Amendment to CAA Bylaws to include a standing General Education Subcommittee and a standing Essential Learning Subcommittee (Revised CAA Bylaws)/**

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

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

The proposal (**See Attachment C**), with revisions, was approved, effective Fall 2015.

Following the approval of this item, Dr. Throneburg provided a timeline for what will happen next. The council discussed it and provided input.

VIII. Other Business:

1. **Election of the 2015-16 CAA Officers.**

Chair: Dr. Marita Gronnvoll was selected the 2015-16 CAA Chair by acclamation.

Vice Chair: Dr. Stacey Ruholl was selected the 2015-16 CAA Vice Chair by acclamation.

IX. Pending:

- 15-104, Review of the Faculty Laureate Award Nomination Process and Procedures
The council will discuss this item in the fall.

X. 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.)

XI. Meeting Adjournment:

- Ms. Green moved and Dr. Rhoads seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned 4:15 p.m.

The next meeting will be held at 2:00 p.m. on Thursday, August 27, 2015.

–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 30, 2015
Room 4440, Booth Library @ 2:00 p.m.

Agenda:

Pending:

- 15-104, Review of the Faculty Laureate Award Nomination Process and Procedures
- 15-124, CMN 3660, Communication and Conflict Management (Revised Course; Added Technology-Delivery Designation)

Approved Executive Actions:

CAH

Effective Spring 2016

- Delete HIS 3540 from the catalog.

~~**HIS 3540 – Medieval and Renaissance Italy – North and South. (3-0-3) On Demand.** This course surveys Italian history, from the fifth century collapse of Roman imperial authority in the west, through the rise of the powerful city-states in the fifteenth century. It illuminates the divergent histories of Italy's north and south, and explains how one becomes among the most intellectually and economically sophisticated areas in Western Europe, while the other is effectively colonized by foreign rulers. Course may not be repeated. WI, NUS Credits: 3~~

- Delete HIS 3770 from the catalog.

~~**HIS 3770 – Native American History. (3-0-3) F.** Explores the history of Native American peoples from prehistory to the present. WI Credits: 3~~

CAH**Effective Fall 2016**

1. Add EIU 4174G to the electives for the Film Studies Minor.

Film Studies Minor

The interdisciplinary Film Studies minor is devoted to the study of cinema history, theory, criticism and production. The minor is comprised of three required film-centered courses (Film Studies 3759G, "History of Cinema", Communication Studies 3530, "Film Communication," and English 4904, "Studies in Film.") and a core list of courses with film-specific content. Up to two courses in the film studies minor can be double counted in a student's major. Coursework may also include Honors Program course equivalents. Existing prerequisites for all courses must be satisfied. Including required courses, students may count no more than two courses in their major area(s).

Requirements:

The Film Studies minor includes three required courses, as listed below, and three courses from the list of elective courses, for a total of at least 19 hours:

1. Required Courses:

- CMN 3530 - Film Communication. Credits: 4
- ENG 4904 - Studies in Film. Credits: 3
- FILM 3759G - History of Cinema. Credits: 3

2. At least three of the following Elective Courses:

- AFR 3300 - African Cinema. Credits: 3
- CMN 2575 - Field Production. Credits: 3
- CMN 3540 - Videography. Credits: 3
- CMN 4030A - Seminar I. Credits: 3
or CMN 4030B or CMN 4030D or CMN 4030E
(See Footnote *)
- CMN 4500A - Topics in Electronic Media Production I. Credits: 3
or CMN 4500B or CMN 4500D or CMN 4500E
(See Footnote *)
- CMN 4540 - Advanced Video Production. Credits: 3
- EIU 4104G - World Film: Language and Culture in Film. Credits: 3
- EIU 4128G - Politics and Popular Culture. Credits: 3
- EIU 4170G - History on Film. Credits: 3
- **EIU 4174G - Documentary Film and Society. Credits: 3**
- EIU 4192G - Film and Contemporary Society, Honors. Credits: 4
- ENG 2005 - Creative Writing: Drama. Credits: 3
- ENG 3504 - Film and Literature. Credits: 3
- ENG 3604A - Special Topics in Literature and Language Before 1800. Credits: 3
or ENG 3604B or ENG 3604D or ENG 3604E
(See Footnote *)
- ENG 4764 - Advanced Dramatic Writing. Credits: 3
- THA 3754G - Theatre and Film. Credits: 3

Footnote:

*With the permission of the Film Studies Advisor

2. Add HIS 3901 to the electives for the Women's Studies Minor.

Women's Studies Minor

Recent scholarship has made it clear that full understanding of human behavior, culture, and society cannot be attained without investigating women's experiences. The Women's Studies minor is an 18-hour interdisciplinary program designed to offer students such an opportunity. It provides new ways of approaching conventional disciplines and opens up questions previously unexamined.

Our aim is two-fold: to stimulate and promote new scholarship in the area of Women's Studies and to encourage traditional departments to broaden fields of study to include women's issues. Attention paid to women's perspectives has altered our understanding of historical change, social, economic, and political life, and the arts and sciences. In addition, Women's Studies highlights the necessity of understanding important social divisions other than gender: those of race, economic status, sexual identity, and nationality. It provides key conceptual tools that students can use in educating themselves both in and out of college. Courses listed below are offered on a regular basis; these, as well as special topics courses, may be taken for credit toward the minor with permission of the Women's Studies Minor Coordinator. All Women's Studies Minor students are required to submit a writing portfolio in the final semester of their senior year to the Women's Studies Minor Coordinator. The portfolio should consist of papers from no fewer than three WST or gender-related courses, including one paper from WST 4309, Feminist Theory. Once they decide upon the minor, students should contact the Women's Studies Minor Coordinator and declare the minor with their major advisor, as soon as possible. For more information about the Women's Studies Minor, please e-mail: wsmminor@eiu.edu. Additional information about courses offered in the minor can be found on the Women's Studies Minor homepage: <http://castle.eiu.edu/wsmminor/minor.htm>.

Total Semester Hours: 18

Required Courses - Total Semester Hours: 6

- WST 2309G - Women, Men, and Culture. Credits: 3
- WST 4309 - Feminist Theory. Credits: 3

Electives - Total Semester Hours: 12

- ART 3685 - Women in Art. Credits: 3
- CMN 3903 - Communication of Gender and the Body. Credits: 3
- ECN 3873 - Economics of Race and Gender Credits: 3
- EIU 4108G - The Changing World of Women. Credits: 3
- EIU 4162G - Women's Voices: Women in the Theatre. Credits: 3
- FCS 2831 - Women in Contemporary Society. Credits: 3
- HIS 3900 - Women in American History. Credits: 3
- **HIS 3901 - The Family in American History. Credits: 3**
- HIS 4845 - Women and Gender in Modern Europe. Credits: 3
(Cross-listed with WST 4845)
- HST 3560 - Women's Health. Credits: 3
- JOU 3970 - Race, Gender, and the Media. Credits:
- PLS 3903 - Women & Politics. Credits: 3
- PSY 3720 - Psychology of Gender. Credits: 3
- SOC 3903 - Gender Roles and Social Change. Credits: 3
- WST 2903 - Women and Gendered Violence. Credits: 3
- WST 3309 - Independent Study. Credits: 1 to 3
- WST 4000 - Special Topics. Credits: 1 to 3
- WST 4275 - Internship. Credits: 1 to 12
- WST 4800 - Non-western Feminisms: Gender, Culture, and Nation. Credits: 3
- WST 4845 - Women and Gender in Modern Europe. Credits: 3
(Cross-listed with HIS 4845)

Pending Executive Actions:**COS****Effective Fall 2015**

1. Designate PSY 4100F as a section of PSY 4100 and as a capstone.

PSY 4100F: Undergraduate Research (Capstone). (Arr.-Arr.-1-6) F or S. An opportunity to engage in empirical research in psychology under the guidance of a psychology faculty member. Approval of instructor is required prior to registration. Successful completion of PSY4100F fulfills the psychology major capstone requirement. A maximum of three hours of Undergraduate Research (PSY 4100A-F) may be applied to the major in psychology. Prerequisites & Notes: PSY 2610 and PSY 3805 with a grade of C or better in both, or permission of the instructor. Credits: 1 to 6

2. Revise the course descriptions for PSY 4100A, 4100B, 4100D, and 4100E.

PSY 4100A - Undergraduate Research. (Arr.-Arr.-1-6) F or S. An opportunity to engage in empirical research in psychology under the guidance of a psychology faculty member. Approval of instructor is required prior to registration. May be repeated for credit once and must be repeated prior to taking PSY 4100B. A maximum of three hours of Undergraduate Research (~~PSY 4100A-E~~ **PSY 4100A-F**) may be applied to the major in psychology. **PSY4100F is the only section that will meet the psychology major capstone requirement.** Prerequisites & Notes: PSY 2610 and PSY 3805 with a grade of C or better in both, or permission of the instructor. Credits: 1 to 6

PSY 4100B - Undergraduate Research. (Arr.-Arr.-1-6) F or S. An opportunity to engage in empirical research in psychology under the guidance of a psychology faculty member. Approval of instructor is required prior to registration. May be repeated for credit once and must be repeated prior to taking ~~PYS 4100D~~ **PSY 4100D**. A maximum of three hours of Undergraduate Research (~~PSY 4100A-E~~ **PSY 4100A-F**) may be applied to the major in psychology. **PSY4100F is the only section that will meet the psychology major capstone requirement.** Prerequisites & Notes: PSY 2610 and PSY 3805 with a grade of C or better in both, or permission of the instructor. Credits: 1 to 6

PSY 4100D - Undergraduate Research. (Arr.-Arr.-1-6) F or S. An opportunity to engage in empirical research in psychology under the guidance of a psychology faculty member. Approval of instructor is required prior to registration. May be repeated for credit once and must be repeated prior to taking PSY 4100E. A maximum of three hours of Undergraduate Research (~~PSY 4100A-E~~ **PSY 4100A-F**) may be applied to the major in psychology. **PSY4100F is the only section that will meet the psychology major capstone requirement.** Prerequisites & Notes: PSY 2610 and PSY 3805 with a grade of C or better in both, or permission of the instructor. Credits: 1 to 6

PSY 4100E - Undergraduate Research. (Arr.-Arr.-1-6) F or S. An opportunity to engage in empirical research in psychology under the guidance of a psychology faculty member. Approval of instructor is required prior to registration. May be repeated for credit once. A maximum of three hours of Undergraduate Research (~~PSY 4100A-E~~ **PSY 4100A-F**) may be applied to the major. **PSY4100F is the only section that will meet the psychology major capstone requirement.** Prerequisites & Notes: PSY 2610 and PSY 3805 with a grade of C or better in both, or permission of the instructor. Credits: 1 to 6

3. Update the capstone requirements to reflect PSY 4100F.

Psychology (B.A.)

Footnotes:

¹ Capstone Requirement: Graduation with a major in psychology requires the completion of a capstone experience entailing four components:

1. Oral presentation of information about psychology
2. Engagement with original primary literature in psychology
3. Written communication of information about psychology
4. Critical and integrative thinking about psychology

The capstone requirement must be met after the student has completed 90 semester hours and PSY 3805 - Research Methods and Experimental Design, with a grade of C or better.

The capstone requirement may also be met by completing individual components in other classes (e.g., PSY 4100F), or by non-class activities. All activities outside of a capstone course must have the approval of the department chair.

² No more than 3 semester hours each of PSY 3900A-E or PSY 4100A-E may count toward this requirement.

A grade of C or better is required in all courses counting towards the Major.

(Major GPA based on all psychology courses taken at EIU)

Majors are required to complete the department's exit evaluation at least 10 days prior to the closing date of the last term of graduation.

4. Revise a statement in the Neuroscience Minor regarding the group of electives.

Neuroscience Minor

The interdisciplinary neuroscience minor involves the study of brain theory and research, psychological theory and research, philosophy of mind and consciousness, and mathematical modeling of brain and cognitive processes to understand the role that the brain plays in mental and behavioral phenomena.

The interdisciplinary neuroscience minor is composed of courses in biological sciences, communication disorders & sciences, mathematics and computer sciences, psychology, and philosophy. Courses may be double counted for the respective major and the minor. Existing prerequisites for courses must be satisfied.

Requirements:

The minor includes 3 required courses (9 hours), another course from the first group of electives (2-3 hours), and 9 hours from the last group of electives, for a total of 20-21 hours for the minor.

Required Courses (9 Hours)

- PHI 3540 - Philosophy of Mind. Credits: 3
- PSY 3310 - Biological Psychology. Credits: 3
- PSY 3820 - Cognitive Neuroscience. Credits: 3

One course from the following group of electives (2-3 Hours)

- BIO 4834 - Neurobiology. Credits: 3
- CDS 3500 - Neurological/Embryological Aspects of Communication. Credits: 3
- MAT 3800 - Seminar in Mathematics. Credits: 2

- (Allowed when title is either Neural Networks or Artificial Intelligence)
- PSY 3830 - Cognitive Processes. Credits: 3

Nine additional hours from the following group of electives (courses cannot be counted for both groups of electives); No more than 2 courses from one discipline

- BIO 5406 - Endocrinology. Credits: 4
- CDS 5400 - Special Topics. Credits: 2 (Allowed when title is Executive Functions)
- BIO 3120 - Molecular and Cellular Biology. Credits: 4
- BIO 3200 - Genetics. Credits: 4
- BIO 4832 - Animal Behavior. Credits: 4
- BIO 4834 - Neurobiology. Credits: 3
- CDS 2500 - Anatomy and Physiology of the Speech, Language, Swallowing, and Hearing Mechanism. Credits: 3
- CDS 3500 - Neurological/Embryological Aspects of Communication. Credits: 3
- MAT 3800 - Seminar in Mathematics. Credits: 2
(Allowed when title is either Neural Networks or Artificial Intelligence)
- MAT 4885 - Theory of Computation. Credits: 3
- PHI 3700G - Language and Human Nature. Credits: 3
- PHI 3780 - Philosophy of Science. Credits: 3
- PHI 3900 - Symbolic Logic. Credits: 3
- PSY 3680 - Sensation and Perception. Credits: 3
- PSY 3830 - Cognitive Processes. Credits: 3

Attachment A

General Studies: Option in Child Care Education (B.A.)

The Option in Child Care Education (known for publicity purposes as the **ABC/Alternative Bachelor's in Child Care** **ABC/Associate's to Bachelor's in Child Care**) is a cooperative effort of the School of Family and Consumer Sciences, and the School of Continuing Education, and selected community colleges. **The program is designed to allow students interested in or currently working in the profession of child care flexibility and accessibility. The required 60 hours of coursework are offered online.** Designed for nontraditional students who require flexible access to courses, it includes 60 hours of coursework offered primarily on weekends.

ABC graduates will be prepared to qualify for the Early Childhood Professional Level IV, as identified by the National Association for the Education of Young Children (NAEYC) and the Illinois Director's Credential Levels I through II or the Early Childhood Credential Levels I through V through Gateway to Opportunity Illinois Credentialing Program. At the conclusion of their course of study, graduates are prepared to qualify for the Early Childhood Professional Level IV, as identified by the National Association for the Education of Young Children (NAEYC) and the Illinois Director Credential, as identified by the Illinois Network of Child Care Resource and Referral Agencies. The Option in Child Care Education meets the qualifications of the Illinois Director's Credential as an entitled program.

Criteria for Admission to the Option:

1. Admission to the University.
2. Admission to the BA in General Studies Program.
3. **Completion of FCS 1800 Life Span Human Development or comparable coursework with the grade of "C" or better.** Completion of an associate's degree with a focus on Child Development/Education or a closely related field. Students completing associate degrees that do not meet the general education requirements of the BGS program may be required to complete additional coursework.
4. Documented employment of at least 30 hours per week in the child care field.

Option Requirements:

The option comprises a minimum of 60 hours of coursework, to include:

- Senior Seminar – Credits: 3
- Other courses needed to satisfy the core requirements of the BA in General Studies not met by the associate's degree.
- BGS 2985 - Adults in Transition. Credits: 2
- BGS 3002 - Critical Thinking and the Adult Learner. Credits: 3
- BGS 4001 - Self-Directed Leadership. Credits: 3
- FCS 1121 - Food Service Sanitation. Credits: 1
- FCS 3300 - Personal and Family Finance. Credits: 3
- FCS 3800 - Family Life Sex Education. Credits: 3
- FCS 3810 - Child Care Issues. Credits: 1
- FCS 3812 - Nutrition Topics for Child Care Professionals. Credits: 2
- FCS 4240 - Child Advocacy. Credits: 1
- FCS 4242 - Computer Use For Childcare Administrators. Credits: 2
- FCS 4244 - Working with Families of Children Identified as Exceptional. Credits: 3
- FCS 4246 - Curriculum for Child Care Homes and Centers. Credits: 3
- FCS 4250 - Designing and Managing Learning Environments in Early Childhood Programs. Credits: 2
- FCS 4256 - Working with School-Age Care Programs. Credits: 3
- FCS 4262 - Discipline and Guidance of Young Children. Credits: 2
- FCS 4264 - **Child Care Programs: Development and Grant Writing** **Grant Writing and Development in Human Services.** Credits: 3
- FCS 4275 - Internship. Credits: 3 to 9
- FCS 4680 - Family Systems and their Impact on Child Care. Credits: 3
- FCS 4685 - Developing Cultural Awareness in Young Children. Credits: 3

- FCS 4686 - Activity Planning to Facilitate Brain Development and Concept Formation in Infant, Toddler, and Preschool Children. Credits: 3
- FCS 4845 - ~~The Family in Crisis~~ **Family Stress and Resilience**. Credits: 3
- FCS 4854 - Parent/Child Study and Community Involvement. Credits: 3
- FCS 4859 - ~~Administration of Child Care Programs~~ **Administration of Child and Family Services Programs**. Credits: 3
- FCS 4860 - Addictions and the Family. Credits: 3

In Addition Students Must:

- Complete BGS 2985, Adults in Transition, BGS 3002, Critical Thinking and the Adult Learner, and BGS 4001, Self-Directed Leadership;
- ~~Complete Electronic Writing Portfolio (EWP) requirements;~~
- ~~Maintain a minimum 2.00 cumulative grade-point average.~~

Note:

A "C" or better is required in these courses.

Attachment B

Gateway Program

Students who do not meet regular admission requirements may be considered for admission to the Gateway Program. Admission is considered for beginning freshmen for the Fall Semester of each academic year. Maintaining a culturally diverse student body, including adequate representation of students in the total student body, is an educational goal of the University. The University measures annual progress toward its ultimate goal by increases in the percentage of underrepresented students in its student body. Underrepresented students include those who will be the first in their immediate family to obtain a college degree.

The University will consider applications from candidates who have an ACT composite standard score of at least 16 and who have a high school cumulative GPA of at least "C" (2.00 on a 4.00 scale) based on six or more semesters. This differential test score standard is intended to take account of the cultural bias associated with standard admission tests. Applicants must also meet the high school subject requirements specified for all entering freshmen. **In addition to the standard admission materials, applicants will submit requested information for review by the admission committee. The applicants may be asked to provide a personal statement and letter(s) of recommendation.** ~~In addition to completing a program admission application, applicants must submit a writing sample and (2) two recommendations [Gateway Recommendation Forms] from academic instructors, of which one may be from a guidance counselor which~~ **The additional materials** provide evidence of the applicant's **academic ability**, character, motivation, ability to overcome economic and educational disadvantage, work experience, and other relevant factors. An interview may be required and high school attendance patterns will be considered. Gateway is a limited enrollment program and meeting minimum academic guidelines does not guarantee admission.

Students admitted to the program are provided the following: designated program academic advisors; assessment of basic skills in reading, writing, and mathematics; placement in specified courses; and programs selected to address special needs or deficiencies identified by assessment.

Continued enrollment in the program requires that a student enroll in at least 12 hours each semester.

General guidelines for the program are established by the Advisory Committee chaired by the Director of Minority Affairs. Among the program guidelines, students are required to complete a participation agreement during their orientation and live in University residence halls; are subject to the same academic warning, probation, and dismissal policies as are all University students; may declare an academic major no sooner than the second semester of attendance; may be main-streamed as soon as the end of the second semester of attendance if they have earned a minimum of 20 hours over two semesters with a GPA of 2.00 or higher each semester; and will be mainstreamed at the end of the term in which they earn 45 semester hours of credit, or complete four semesters and obtain the permission of the program director to exit the program. Students in good standing at the end of their second semester who have failed to successfully complete two consecutive semesters with a 2.00 or higher GPA will be mainstreamed if they earn a minimum GPA of 2.00 at the end of their third semester. If a student is not in good standing at the end of his/her second semester, but makes significant academic progress in his third semester, he or she may be mainstreamed with the concurrence of the Gateway staff and the director of Minority Affairs.

Gateway Program students must agree to follow the academic program prescribed by their academic advisor and the general guidelines established for the program as conditions for continuation in the program. Students who fail to comply with program guidelines may be dismissed from the program and the University after a review and appeal process established by the Advisory Committee.

The Advisory Committee shall consist of: Director of Minority Affairs (Chair), Associate Vice President for Academic Affairs, Director of Admissions, and a faculty member appointed by the Vice President for Academic Affairs.

Attachment C

BYLAWS OF THE COUNCIL ON ACADEMIC AFFAIRS

ARTICLE I

Name

The name of this council shall be The Council on Academic Affairs.

ARTICLE II

Object

The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations.

ARTICLE III

Members

A. The Council shall consist of:

1. The Vice President for Academic Affairs as an ex officio member without vote.
2. Nine members (with voting privileges), one from each academic college (Arts & Humanities, Education and Professional Studies, Lumpkin College of Business and Applied Sciences, and Sciences) elected by the faculty of the respective colleges, and five elected from the faculty at large. The council members will serve three-year, overlapping terms. Elections are conducted by the Faculty Senate and newly elected members shall take office at the first meeting of the Fall semester after the election.
3. Three student members with voting privileges appointed by Student Senate. An alternate student member shall be appointed in the same manner. Students serving on the Council must carry at least 12 semester hours of course work in each of the semesters they serve. If a student serves during the Summer Term, the student must carry at least 3 semester hours. If student members and the alternate are not enrolled during the summer term, Student Government Executive Officers or their appointee(s) may serve to achieve the full complement of three enrolled student representatives.
4. One member (with voting privileges) from the Academic Advising Center selected by the Center's staff representing the Campus Advising Network for a three-year term.

B. Replacements, in case of resignations or absences, shall be made as follows:

1. If a replacement is required among the elected faculty members of the Council, the alternate shall be chosen according to Faculty Senate procedures.
2. If a replacement is required among the student members of the Council, the alternate shall be chosen according to Student Senate procedures.
3. If a replacement is required from the Academic Advising Center, the alternate shall be chosen according to Academic Advising Center procedures.
4. If a member of the Council is to be absent from the campus for one school term or more, his/her place shall be filled by an alternate for the length of his/her absence.
5. Replacement by an alternate should be effected within a month of the time of the resignation or the start of the member's absence from campus.

ARTICLE IV

Officers

- A. The Vice President for Academic Affairs shall serve as Executive Officer.
- B. At the last meeting held in the spring semester, the seated council shall elect a Chairperson and Vice Chairperson. Only members who have served the previous year on the Council are eligible to serve as Chairperson. Election shall be by a majority vote. The term of office for both the Chairperson and the Vice Chairperson shall be one year, beginning at the first meeting in the fall semester. It shall be the duty of the Chairperson, and in his/her absence the Vice Chairperson, to call and preside over the meetings of the Council. The Chairperson retains the right to vote.
- C. The Executive Officer of the Council shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.

ARTICLE V

Executive Committee

The Executive Committee shall consist of the Chairperson, the Vice Chairperson, and the Executive Officer or his/her designee. The duties of the Executive Committee are to set the agenda for meetings, to serve as spokespersons for Council actions, and to make committee assignments on behalf of the Council when time constraints prohibit consultation with the full Council.

ARTICLE VI**Committees**

The Council may have standing committees, subcommittees, ad hoc committees, and any other committees deemed necessary by the Council. **Standing committees shall include the General Education Committee and the Essential Learning Committee. The structure and function of these committees are described in Article IX.**

ARTICLE VII**Jurisdiction and Procedures****A. Jurisdiction and Duties of the Council on Academic Affairs.**

1. Curriculum
 - a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to:
 - (1). Changes in undergraduate degrees or degree requirements other than for teacher preparation.
 - (2). Addition, deletion, or revision of all undergraduate programs other than teacher preparation programs which fall under the jurisdiction of the Council on Teacher Education.
 - (3). Addition, deletion, or revision of courses numbered below 5000. The recommendations may include content, credit value, descriptions, titles and related aspects.
 - b. Periodically the Council shall review undergraduate courses and programs, other than teacher preparation programs, and, if deemed necessary, make appropriate recommendations.
 - c. Concerns of the Council on Academic Affairs include:
 - (1). Proliferation of courses.
 - (2). Duplication of content involving courses.
 - (3). Maintenance of desirable standards.
2. General Academic Policies, Requirements, and Regulations for Undergraduates.
 - a. The Council on Academic Affairs shall have the responsibility and authority for making recommendations to the President relative to academic regulations and requirements, including:
 - (1). Admission, retention, dismissal, and reinstatement standards.
 - (2). General education requirements for all undergraduate degrees.
 - (3). Requirements for graduation.
 - (4). Student academic load.
 - (5). Grading systems.
 - (6). Other pertinent issues and problems.
3. Communication and Implementation of Actions taken by the Council.
 - a. Minutes of the Council, including recommendations, shall be posted on the CAA web site within three working days following the meeting.
 - b. All actions shown in the minutes shall be considered as recommendations to the President for implementation.
 - c. If the Vice President for Academic Affairs does not agree with the recommendations of the Council, he/she may submit an analysis and recommendation to the President.
 - d. The President may:
 - (1). Approve, disapprove, or modify the Council's recommendations.
 - (2). Return recommendations to the Council for further study.
 - (3). Forward appropriate recommendations to the Board of Trustees for its consideration.
 - e. The President has ten working days to act on recommendations contained in the Council minutes. If the President is away during the ten day period, the period will be increased by the number of days he/she is away.
4. Procedures of the Council on Academic Affairs
 - a. Meetings
 - (1). Meetings of the Council shall be called by the Chairperson, or in his/her absence by the Vice Chairperson, or in their absence by the Executive Officer, and in his/her absence by the Chair's designee.
 - (2). A quorum shall consist of eight voting members.
 - (3). All meetings shall adhere to the provisions of the Illinois Open Meetings Act.

b. Agenda

- (1). The agenda of each meeting shall be available to at least 48 hours in advance of the meeting. It is recommended that this be published as a supplement to the minutes of the previous meeting or with the notice of the meeting.
- (2). Responsibility for preparation of the agenda rests with the Executive Officer and/or the Chairperson of the Council.
- (3). By consensus, changes may be made in the agenda before or during the meeting and any member may request the addition of an item to the agenda.
- (4). Although proposals will be added to the agenda in the order in which they are received, circumstances may make it desirable to consider items in other than their assigned order.

c. Voting

- (1). Except in matters which can be settled by common consent, the Council shall record all its votes either by electronic ballot or by roll call ballot.
- (2). The only votes that may be cast are yes, no, and abstain.
- (3). If electronic ballot using an audience response system is used, each Council member shall be assigned a unique keypad (clicker) at the beginning of each meeting. When a vote is taken, each member will record his or her vote on the keypad. Voting will remain open until all members present have completed his or her vote. Immediately after voting is closed, the results shall be displayed showing each member's vote. If any member disputes the accuracy of his/her vote, the electronic vote shall be considered invalid and the entire vote shall be retaken using roll call ballot as described in VII, A. 4. c. (4).
- (4). If roll call ballot is used, the roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call.
- (5). Any member of the Council may request publication of the explanation of his/her vote, but not the explanation of his/her abstention from voting.
- (6). All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast based on attendance with a minimum of five (5) majority votes (excluding abstentions).

d. Handling of Proposals

- (1). All proposals to the committee should be submitted in electronic form to the Executive Officer.
- (2). Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Council, or students. The Council reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the university for recommendation prior to giving the proposal extended consideration.
- (3). Proposals submitted to the Council regarding changes in undergraduate general education and university graduation requirements must have university-wide public discussion by faculty and administration before consideration by the Council. This requires, at the minimum, discussion of such proposals before the college curriculum committees, faculty senate, student senate, and other appropriate administrative bodies before such proposals, along with the results of the discussion, are considered by the Council.
- (4). Each item received for the agenda shall be identified with a permanent number designating both the calendar year and the order in which the items are received, beginning with the number one for the first item in January. (For example, the first item added to the agenda in January 2003 was identified as 03-1).
- (5). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
- (6). In order to be placed on the agenda, a proposal must be moved and seconded by a member of the Council. The agenda item is then published in the minutes of the Council and is voted upon in a subsequent meeting. Alternatively, in the event a meeting is cancelled, the Chairperson of the Council may place a proposal on the agenda for a future meeting. The agenda item is then to be published with the notice of the meeting cancellation and can be voted on at a subsequent meeting.
- (7). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
- (8). Where a proposal has been referred to a given department or curriculum committee and no action is reported after a reasonable time, the person with which the proposal originated may request the Council to consider the proposal.

- (9). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
- (10). When a department has a proposal which is part of a program, or a service to a program other than its own, the proposal must bear the approval signature of the appropriate dean(s), as well as the signatures of the appropriate department chairpersons and the departments' curriculum committee chairpersons.
- (11). If the Council requires major changes in a proposal from a college or department, the proposal is returned to the proposing unit for revision.

If the Council requires only minor changes, and those changes are acceptable to the department concerned, the proposal need not be returned to its originator for revision.

- (12). Final action may be taken on a proposal ruled non-controversial by the Executive Officer and the Chairperson after the item has appeared on the agenda without the motion having been published in the minutes or published with the announcement of a meeting cancellation. In some exceptional cases, final action on a proposal which has been declared non-controversial by the Executive Officer and the Chairperson may be taken before it has appeared on the agenda of the Council, if the Council by a two-thirds vote of those present, suspends this rule to take immediate action.

Final action may not be taken on a proposal that is ruled controversial by either the Executive Officer or the Chairperson unless the proposal (1) has been published with the meeting agenda and (2) has previously been published in the minutes as moved and seconded or published with the notice of a meeting cancellation. This rule may not be suspended.

e. Executive Decisions

- (1). The Executive Officer may make decisions upon request from either a Dean or a Department Chairperson concerning the following:
 - (a). Minor changes in course titles and course descriptions, where course content remains generally the same.
 - (b.) Minor changes to programs:
 - Additions or deletions of electives in majors, minors, and concentrations
 - Changes in the title of existing concentration titles
 - (c). Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.
 - (d). Changes in course prerequisites.
 - (e). Catalog changes which merely clarify the Council's intent.
 - (f). Deletion of courses.
 - (g). Changes in class, lab, and/or credit hours.
- (2). Changes which are approved by the Executive Officer will be reported to the Council and are subject to discussion and revocation by the Council. The changes will be published in the minutes.
- (3). No executive action is permitted concerning General Education Program Requirements or Graduation Requirements.

ARTICLE VIII

Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IX

Standing Committees

The General Education Committee is a Standing Committee for the Council on Academic Affairs.

A. Membership

1. The 11 voting members of the Committee shall be as follows: a representative from each College (4), a representative from each of the Essential Learning Goal committees (Writing, Speaking, Critical Thinking, Citizenship, and Quantitative Reasoning, 5), and CAA representatives (2). The regular voting council members will serve three-year, overlapping terms. The Provost (or his/her delegated

representative) and EIU's Illinois Articulation Initiative (IAI) General Education Panel representatives shall serve as ex-officio members of the committee.

See item I. 2 for additional members who serve 1 year terms to assist with the on-going review cycle but not other functions of the committee.

Eligibility for membership will be limited to tenured/tenure track faculty members in at least their third year of employment at the university.

2. The method of selection of the faculty members of the Committee shall be as follows:
 - a. During the Spring term new appointments will be made as needed for the following academic year.
 - (1). In February, the chair of CAA will consult with the chair of the General Education committee and notify the dean of the college and chair of the college curriculum committee of an opening on the General Education committee in the upcoming year. The department chairs and the college curriculum committee members will be asked to solicit volunteers who indicate their willingness to serve to the chair of CAA. If more than one eligible faculty member volunteers, then the college curriculum committee votes to determine who will serve as their college representative on the General Education Committee.
 - (2). In February, the chair of CAA will consult with the chair of the General Education committee and notify the chair of the Essential Learning Committee of any openings in Learning Goal representation in the upcoming year. The Learning Goal (LG) representatives will be selected by their LG subcommittee (to serve a 3-year term after completing at least 1 year on the Learning Goal Committee). If more than one member of the LG subcommittee volunteers, the chair of the Essential Learning Committee will designate the representative.
 - (3). CAA will select their representatives from members of CAA. If more than two members volunteer from CAA, then CAA will vote to select their representatives. The term for the CAA representative may be less than 3 years on the General Education committee if his/her term completes and he/she is no longer a CAA member.
 - (4). The IAI segment representatives will retain their ex-officio position on the General Education Committee as long as they serve as the IAI representative.
 - b. The candidates shall be presented for confirmation by CAA at their April meetings.
 - c. Vacancies created in the middle of a term by resignation or inability to serve shall be filled according to the procedure in A2a within one month of the resignation.
 - d. If a member of the Council is to be absent from the campus for one school term or more, his/her place shall be filled by an alternate for the length of his/her absence.
3. During the Spring term, a members of the General Education Committee will select a Chair for the GEC with at least one year experience on the committee. This selection shall be presented for confirmation by the CAA in April for the next academic year.

This selection shall be presented for confirmation by the CAA at the same time as the slate of proposed new members of the General Education Committee.

- B. The responsibilities of the Chair shall be as follows:
 1. To call meetings of the Committee (or in the Chair's absence the meeting may be called by his/her designee) for the timely consideration of such matters as shall have been submitted to it
 2. To enact the Committee's oversight (see below) of the General Education Program.
- C. The Provost shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.
- D. The General Education Committee shall meet at the call of its Chairperson. A quorum of the Committee shall be six (6) voting members, including the Chairperson.

- E. The General Education Committee bears the primary responsibility for maintaining and developing the General Education Program at Eastern Illinois University. Its responsibilities include the following:
1. To review proposals for additions, terminations, and modification of all general education courses and requirements.
 2. To place any General Education course or requirements that the General Education Committee deems deficient in satisfying the goals established for the relevant General Education components on probationary status for one year. The course can be offered during the probationary year. If the department or unit is unable to make satisfactory amendments to the course, the General Education Committee, in consultation with the Provost, will recommend to CAA that the course be removed from the General Education Program.
- F. All decisions of the General Education Committee are subject to review and approval by CAA and ultimately the President.
- G. Procedures of the General Education Committee shall be as follows:
1. All proposals for the addition of general education courses shall be circulated to members one week prior to the meeting at which it is considered.
 2. Representatives of the proposing Department(s), College or School(s) shall be invited to meet with the General Education Committee during the discussion portion of deliberations relating to their proposal and respond to proposed modifications.
 3. Except in matters which can be settled by common consent, the General Education Committee shall record all its votes either by electronic ballot or by roll call ballot. The only votes that may be cast are yes, no, and abstain.
 4. All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast based on attendance (excluding abstentions).
- H. Requests to propose, modify, or delete general education courses shall be routed in the following sequence:
1. Originated by the individual faculty members or departments who desire to teach the course;
 2. Approved by the Curriculum Committee(s) of the Department(s) or School involved;
 3. Approved by the Curriculum Committee(s) of the College; and Honor's Council when applicable;
 4. Routed to the Office of the Provost and directed to the General Education Committee; and reviewed and approved by the General Education Committee, as appropriate;
 5. Reviewed and approved by the CAA; recommendation to President of EIU.
- I. The General Education Committee shall have responsibility for the continuing review of the General Education program. Responsibilities include:
1. Conducting a continuous review of the General Education program beginning in 2020. The review shall be done annually in such a way that it is completed at the end of five years, when the review process shall begin again.
 2. Reviewing, in a manner determined by CAA, the General Education program on an annual basis. For example, "Foundations" and Natural Science courses reviewed in the first year, Humanities and Fine Arts courses in the second year, Social and Behavioral Science courses in the third year, and Seminar courses in the fourth year. The fifth year in the cycle shall be devoted to reviewing the entire program from a holistic and comprehensive perspective.

Each year, the Committee may be augmented with additional members as needed to help with the review. These members shall be eligible to vote on Committee decisions related to the review and will serve one-year terms. They may succeed themselves, but would not typically hold more than three consecutive terms.

Additional members who are invited to serve 1-year terms for the segment review in years 1 through 4 of each review cycle include 1 member from Honor's Council, 1 additional Critical Thinking Learning Goal representative, 1 additional Learning Goal representative based on the learning goal associated with the segment (e.g. citizenship in the social and behavioral sciences), and 2-3

representatives from the segment. Segment reps are recruited/selected through the college(s) in a manner similar to the college representatives described in A2a. Honor's Council selects its representative. Additional Learning Goal representatives are selected in the manner described in A2a.

All members of CAA and the standing General Education committee will participate in the holistic/comprehensive review of the General Education Program in the 5th year of each review cycle. A representative from Faculty Senate, members of CASL, and representatives who served 1-year terms in the most recent 4-year review cycle would also be invited to participate.

2. Placing all courses that are not re-approved in the General Education Committee's annual review on probationary status. Departments will have one year to address satisfactorily the Committee's concerns; otherwise, such courses may be recommended to be removed from the lists of courses approved for General Education credit.
3. Preparing materials in support of any special reviews that CAA, CASL, or the Provost shall undertake.

The Essential Learning Committee is a Standing Committee for the Council on Academic Affairs.

A. Mission

The mission of the Essential Learning Committee (ELC) is to facilitate essential student learning proficiencies in domains related to the university's undergraduate learning goals. The primary function of the Essential Learning Committee is to provide resources and support to faculty to increase intentional effective instructional practices of the university's learning goals. Members of the ELC serve on the General Education Curriculum Committee, the Committee for the Assessment of Student Learning, and a Faculty Development subcommittee. As such, ELC members play an important role in assessment, curriculum and providing the tools for successful learning goals pedagogy.

B. Membership Structure and Recruitment

1. During the Spring term, a members of the ELC will select a Chair for the ELC with at least one year experience on the committee. This selection shall be presented for confirmation by the CAA in April for the next academic year.
2. The ELC has a subcommittee dedicated to each undergraduate university learning goal (Critical Thinking, Writing/Critical Reading, Speaking/Listening, Quantitative Reasoning, and Responsible Citizenship). Each subcommittee has a Learning Goal Leader who is designated as such by the subcommittee and confirmed by CAA.
3. The optimal size for each learning goal subcommittee of the ELC is approximately 5 to 8 members. Tenure-track or annually contracted faculty as well as staff or administrators with an interest in teaching and learning of the skills and dispositions embodied in the university learning goals are eligible to serve on the committee. Ideally, members of the faculty with specific areas of expertise (e.g. the director of composition, the director of the speech communications course, etc.) would choose to participate on the ELC and share that expertise with fellow faculty. The announcement of ELC subcommittees in need of more members can be relayed to the Faculty Senate nominations committee to solicit names of volunteers in February and the announcement could also be forwarded to college curriculum committees and chairs to share with their faculty. Efforts should be made to have representatives from different colleges serving on ELC subcommittees when possible.
4. The chair of the ELC is responsible to call meetings of the ELC. Learning goal leaders may call additional meetings of their subcommittees.
5. Each learning goal subcommittee selects a representative to serve on the General Education Committee, the Committee for the Assessment of Student Learning, and the Faculty Development Learning Goal Subcommittee. Representatives from the learning goal subcommittee who serve on CASL or the General Education Committee must be tenure/tenure-track faculty members in at least their third year of employment at the university and who have served on the ELC for at least one year.

C. Procedures and Goals

1. The ELC chair is responsible for overall upkeep and organization of the learning goals website. The chair may ask for assistance of other members in this regard or enlist other university support. Learning goal leaders and members should make suggestions for resources to be added, deleted or updated pertaining to their learning goal.
2. The chair of the ELC will serve on the Faculty Development Advisory Board and is responsible for coordinating with the Director of Faculty Development about what information is available/presented to new faculty at new faculty orientation about the university learning goals.
3. The ELC chair is responsible for developing a yearly report to CAA summarizing the committee's work.
4. The ELC will present workshops coordinated with Faculty Development with a tentative goal of 1 regular repeated workshop for new faculty, 1 new/focused workshop or Let's Talk Teaching (some workshops might be coordinated with multiple goals or some might focus on a single goal).
5. ELC subcommittee members will consult with faculty/departments who are working to infuse successful instruction of the university learning goals into General Education or Major coursework.
6. ELC subcommittee members will support faculty in developing learning objectives, instructional techniques, practice activities, assignments, and assessment and feedback techniques for Learning Goal Intensive courses.
7. The ELC and, more specifically, the writing subcommittee, will partner with WAC¹ on learning goal efforts related to writing.
8. ELC members will discuss effective instructional practices that can be used to facilitate success in more than one learning goal such as the use of digital tools, backwards design, problem-based learning, and meeting the needs of diverse learners.
9. The ELC will assist with faculty development, assessment, and curricular matters related to the university's undergraduate learning goals.
10. ELC subcommittee members will be aware of student resources and services for the learning goals.
11. The ELC subcommittees will utilize information gained from ELC members' participation on CASL, the General Education Committee, and discussions with Faculty Development, so the ELC continually monitors the needs of faculty and students and provides appropriate resources and support to faculty for instruction.

¹WAC will continue to exist as an independent committee but will work with the writing & critical reading learning goal subcommittee

ARTICLE IX**Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting