

## **Agenda for the May 1, 2003 CAA Meeting**

**Items approved:** 03-19, Bylaws of the Council on Academic Affairs Bylaws (revision)  
03-53, IGP # 95, Student Withdrawal for Military Service (revision)  
03-54, Accounting Program Admission Policies (revision)  
03-55, B.S.B. in Management (revision)  
03-56, Election of CAA Officers for 2003-2004

**Items Pending:** 02-51, Policies for Awarding Undergraduate Course Credit (revision)  
03-57, Interdisciplinary Minor in Advertising  
03-58, Industrial Technology Major and Manufacturing Technology Option (revision)

## **Council on Academic Affairs**

### **Minutes**

*May 1, 2003*

The May 1, 2003 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room.

**Members present:** Dr. Bock, Mr. Deedrick, Dr. Dietz, Dr. Fewell, Ms. Grenda, Dr. Helsel, Dr. Marlow, Dr. Methven, Dr. Owen, Ms. Samuels, Ms. Sartore, and Dr. Tidwell.

**Staff present:** Dr. Herrington-Perry, Dr. Lord, and Ms. McDivitt.

**Guests present:** Dr. Borzi, SPC; Dr. Chandler, LCBAS; Dr. Dilworth, FCS; Dr. Hohengarten, Enrollment Management; Dr. Lasky, Honors College; Ms. Moock, Orientation; Dr. Sanders, CASA; Mr. Sowa, SPC; Ms. Sterling, Academic Advising; Mr. Washburn, DEN; Mr. Walsh, Student Government

### **I. Minutes**

The minutes of April 24, 2003 were approved as written.

### **II. Communications:**

1. April 21, 2003 memorandum from the College of Sciences requesting executive action regarding BIO 1300G, ECN 3853, and ECN 3873.
2. April 28, 2003 memorandum from Assistant Vice President Dr. Herrington-Perry, Academic Affairs, regarding a Pilot Test of the Technology-Delivered Senior Seminar.
3. April 23, 2003 memorandum from Dean Lasky, Honors College, requesting CAA approval regarding the Honors Council appointments for AY 2003-2004. Dr. Dietz moved and Dr. Methven seconded the motion to accept the appointments. The motion passed with a vote as follows:  
Yes: Bock, Deedrick, Dietz, Fewell, Grenda, Marlow, Methven, Owen, Samuels, Sartore, Tidwell.  
No: None  
Abstain: Helsel
4. Dr. Marlow reported that the representatives who will serve on their Committee on Reinstatement are Dr. Henry Owen, College of Sciences, and Dr. Jerry Eisenhower, Art and Humanities. Dr. Tidwell moved and Ms. Samuels seconded the motion to accept the appointments. The motion passed unanimously.
5. April 23, 2003 minutes from the Lumpkin College of Business and Applied Sciences
6. April 18, 2003 minutes College of Sciences Curriculum Committee.
7. April 30, 2003 update from the Speaking Across the Curriculum subcommittee of CASL.

### **III. Items to be Added to the Agenda:**

1. 03-57, Interdisciplinary Minor in Advertising
2. 03-58, Industrial Technology Major and Manufacturing Technology Option (revision)

Mr. Deedrick moved and Dr. Dietz seconded the motion to add these items to the agenda.

**IV. Items to be Acted Upon.****1. 03-53, IGP # 95, Student Withdrawal for Military Service (revision)**

Mr. Deedrick presented the proposal and answered questions of the council. A proposed amendment of 4a (“eighth week of the semester”) failed with a vote as follows:

Yes: Bock, Deedrick, Helsel, Sartore

No: Dietz, Fewell, Grenda, Marlow, Methven, Owen, Samuels, Tidwell.

Mr. Deedrick moved and Ms. Sartore seconded the motion to amend the proposal to eliminate 4a and 4b and add the following language to 4:

“This action is approved by the faculty member, the department chair, and the college certification officer.”

The amendment passed with the following vote:

Yes: Bock, Dietz, Fewell, Grenda, Helsel, Marlow, Methven, Owen, Samuels, Tidwell.

No: Sartore

Abstain: Deedrick

Mr. Deedrick moved and Dr. Bock seconded the motion to approve IGP #95 as amended. The motion passed with a vote as follows:

Yes: Bock, Deedrick, Dietz, Fewell, Grenda, Helsel, Marlow, Methven, Owen, Samuels, Tidwell.

No: Sartore

The proposal (**See Attachment A**) is approved, *effective Fall 2003*, pending presidential review.

**2. 03-54, Accounting Program Admission Policies (revision)**

Dr. Chandler presented the proposal and answered questions of the council. The motion passes unanimously.

This revision (**See Attachment B**) is approved, *effective Fall 2003*.

**3. 03-55, B.S.B. in Management (revision)**

Dr. Chandler presented the proposal and answered questions of the council. The motion passes unanimously.

This item is approved, *effective Fall 2003*:

**REVISION IN MANAGEMENT MAJOR****Major**

Management majors take a core of basic management courses and then select major elective courses in the areas of human resource management, international business, general management, or related areas of business to meet their career objectives. Because the study of management lends itself to many disciplines, job opportunities are found in profit and

not-for-profit, small and large organizations. Enrollment in this major requires admission to the School of Business.

The management major comprises 46 hours in general education; 36 hours in the business core; 27 hours in major courses (MGT 3450, 4310, 4320, plus 6 courses—at least 4 with the MGT prefix—from the following list: MGT 3470, 3480, 3800, 3830, 4275, 4340, 4370, 4450, 4500, 4550, 4600, 4700, 4800, 4950, MAR 3720, 4470, 4490); and 11 hours of electives (at least 8 of which must be in non-business courses).

**4. 03-56, Election of CAA Officers for 2003-2004**

Chair: Dr. Marlow nominated Dr. Bock and Dr. Fewell nominated Dr. Methven. Dr. Methven was elected Chair of the CAA for AY 2003-2004.

Vice Chair: Dr. Methven nominated Dr. Tidwell. Dr. Tidwell was elected Vice Chair for AY 2003-2004 by acclamation.

**5. 03-19, Bylaws of the Council on Academic Affairs Bylaws (revision)**

The Bylaws of the Council on Academic Affairs were discussed. Dr. Bock moved and Dr. Dietz seconded the motion to amend Article IIIA2 as follows:

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.

This motion passed with a vote as follows:

- Yes: Deedrick, Dietz, Fewell, Grenda, Helsel, Methven, Owen, Samuels, Sartore, Tidwell
- No: Bock, Marlow

Dr. Tidwell moved and Dr. Dietz seconded the motion to approve the revised Bylaws of the Council on Academic Affairs (**See Attachment C**), effective Fall 2003. The motion passed as follows:

- Yes: Bock, Deedrick, Dietz, Fewell, Grenda, Helsel, Marlow, Owen, Samuels, Sartore, Tidwell
- No: Methven

The meeting adjourned at 3:20 p.m.

--Minutes prepared by Julie M. McDivitt and Janet Fopay

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.edu.edu/~eiucaa/elibrary/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Monday, June 16, 2003  
Conference Room 4440 - Booth Library @ 2:00 p.m.

**Agenda**

1. 02-51, Policies for Awarding Undergraduate Course Credit (revision)
2. 03-57, Interdisciplinary Minor in Advertising
3. 03-58, Industrial Technology Major and Manufacturing Technology Option (revision)

**Approved Executive Actions:**

None at this time.

**Pending Executive Actions:**

**COS**

***Effective Fall 2003***

- Change course credit for BIO 1300G as follows:  
**From:** 3-2-4  
**To:** 3-3-4
- Designate ECN 3853 as writing intensive.
- Designate ECN 3873 as writing intensive.

*Attachment A*

Internal Governing Policy #95

STUDENT WITHDRAWAL FOR MILITARY SERVICE

Students who, during the course of an academic term enter active military service including National Guard and Reserve active duty and are not in attendance at the end of the term, will receive course and residence credit as follows:

1. If withdrawal is during the first four full weeks of the term, no course credit shall be awarded, no grades shall be granted, and the term shall not be counted as a term in residence.
2. If withdrawal is after the first four weeks of the term and before the last three instructional weeks of the term, students may:
  - a) "Withdraw" from the University and receive a refund of tuition and fees (except health insurance). Room and board charges, if applicable, shall be pro-rated for actual use, or
  - b) receive "Incompletes" in all coursework and no refund.
3. If withdrawal is during the last three full instructional weeks of the term, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted, and the term shall count as a term of residence.
4. Students who have met all requirements for graduation, except those that would be fulfilled by completing the courses enrolled in at time of withdrawal for military activation, may receive full credit for those courses and may be recommended for graduation provided this action is approved by the faculty member, the department chair, and the college certification officer.

Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

*Attachment B*

**ACCOUNTING PROGRAM ADMISSION**

**Major**

A dynamic, rewarding, and highly respected profession, accountancy operates at the heart of financial information services. In addition to providing services in the traditional areas of preparation and analysis of financial statements, auditing, and tax planning and compliance, accountants serve as valuable members of management teams, as highly respected consultants to top management, and as trusted advisers to professionals, business owners, and government leaders. For a person who wants to have a successful career in business, a degree in accounting is an excellent choice.

**Accounting Program's Mission Statement**

The mission of the accountancy program at Eastern Illinois University is to provide superior education at reasonable cost to well-qualified students and to prepare them for successful careers in accountancy and related fields. The faculty places priority on excellence in teaching, which is enhanced by intellectual development and contributions emphasizing applied scholarship and development of instructional resources and service to and interaction with the accounting, business, and university communities.

**Admission Requirements**

Students who seek to major in accounting must satisfy the requirements for admission to the School of Business. Students with the GPA of 2.75 or higher at the time of admission to the School of Business will be admitted to the accounting program.

Admission by Exception: A student who lacks the GPA of 2.75 at the time of admission to the School of Business may apply for admission to the accounting major by exception. A committee of faculty will review the student's academic records and other relevant information submitted by the student. The committee may also interview the student. The committee may approve the student's application subject to certain performance standards, as prescribed by the committee. The committee will communicate its decision to the Associate Chair, School of Business, and will monitor the student's progress in meeting the performance standards. If the student fails to meet the performance standards, the student will be dismissed from the accounting program.

*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 the Student Body President with the advice and consent of the 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. An advisor from the Academic Advising Center, without vote, selected by the Center's staff.

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

1. If a replacement is required among the elected members of the Council, the alternate shall be the person receiving the next highest number of votes from the list of remaining nominees in the election which decided the original member, providing that person received at least 75%

of the votes cast for the third-seated Council member. If there is no qualifying alternate, a special election must be held.

2. 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. Resignation from the Council and replacement by an alternate should be effected within a month of the time of the resignation.

#### **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.

#### **ARTICLE VII**

##### **Jurisdiction and Procedures**

- A. Jurisdiction and Duties of the Council on Academic Affairs.



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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.

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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.
      - (4). Electronic meetings may be held when the Council determines that all items on the agenda are non-controversial.
    - b. Agenda
      - (1). The agenda of each meeting shall be available to all members of the Council 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 next 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). The Council shall record all its votes by roll call ballot with the exception of matters which can be settled by common consent.
- (2). 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. The only votes that may be cast are: yes, no, and abstain.
- (3). 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.
- (4). All actions taken by the Council require a majority vote. A majority vote means more than half of the votes cast 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). 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).
- (4). Proposals for new courses will be considered only if submitted in the format prescribed by CAA.
- (5). 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.

- (6). The Chairperson shall invite the proposer(s) to be present for discussion of the proposal.
- (7). 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.
- (8). If a proposal originated in the Council, the Council may assume direct jurisdiction where unreasonable delay occurs.
- (9). 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.
- (10). 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.

- (11). 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. 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.

A motion and a second may be accepted on a proposal that is ruled controversial by either the Executive Officer or the Chairperson but final action may not be taken until the motion has appeared in the minutes. 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). 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.

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- (c). Changes in course prerequisites.
  - (d). Catalog changes which merely clarify the Council's intent.
  - (e). Deletion of courses.
  - (f). Changes in course credits.
- (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**

##### **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