
Agenda for the October 23, 2003 CAA Meeting

Items approved: 03-76, PED 3140, Injury Recognition – Upper Extremity (Revised Course)
03-78, PED 3142, Injury Recognition – Lower Extremity (Revised Course)
03-82, Incomplete Grades (Revision of IGP 46)

Items Pending: 03-73, PED 2130, Athletic Training Practicum (Revised Course)
03-74, PED 2135, Basic Care and Prevention of Athletic Injuries (Revised Course)
03-75, PED 2136, Athletic Training as a Profession (Revised Course)
03-77, PED 3141, Therapeutic Exercise (Revised Course)
03-79, PED 3143, Therapeutic Modalities (Revised Course)
03-80, PED 3144, Seminar in Sport Medicine (Revised Course)
03-81, Physical Education, Athletic Training Option (Program Revision and Catalog Copy)
03-83, FLE 4405, Topics in Literature in Translation (New Course)
03-84, HIS 2560, Early Modern World History (New Course)
03-85, HIS 3555, Modern World History (New Course)
03-86, HIS 3770, Native American History (New Course)
03-87, HIS 3780, History of the American West (Revised Course)
03-88, HIS 4303, Colonial America to 1763 (New Course)
03-89, HIS 4304, Revolutionary America to 1789 (New Course)
03-90, History, Program Revision and Catalog Copy

Council on Academic Affairs

Minutes

October 23, 2003

The October 23, 2003 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Booth Library Conference Room 4440.

Members present: Mr. Bunker, Ms. Dilworth, Ms. Hall, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Samuels, Ms. Sartore, Ms. Sterling, and Dr. Tidwell.

Staff present: Ms. Fopay.

Guests present: Ms. Angellotti, Speech Communication; Dean Augustine, Graduate School; Dr. Church, Physical Education; Ms. Duel, Speech Communication; Ms. Gartley, Records Office; Mr. Houk, Speech Communication; Mr. Maline, Speech Communication; Mr. O'Boyle, Speech Communication; Mr. O'Leary, Speech Communication; Ms. Price, Physical Education; and Mr. Renick, *Daily Eastern News*

I. Minutes

The minutes of October 16, 2003 were approved as written.

II. Communications:

1. October 14, 2003 memorandum from Dean Rohn, CEPS, requesting executive action to designate REC 2250 as a writing intensive course effective Fall 2003.
Dr. Methven will contact Dr. Higelmire, Recreation Administration, for clarification as to whether this executive action item should take effect retroactive to the beginning of the Fall 2003 term.
2. October 16, 2003 email from Dean Hanner, COS, regarding a protocol change for the approval of late or retroactive withdrawal requests.
3. Minutes from the October 10, 2003 College of Sciences Curriculum Committee meeting.

III. Committee Reports

None.

IV. Items to be Added to the Agenda:

1. 03-83, FLE 4405, Topics in Literature in Translation (New Course)
2. 03-84, HIS 2560, Early Modern World History (New Course)
3. 03-85, HIS 3555, Modern World History (New Course)
2. 03-86, HIS 3770, Native American History (New Course)
3. 03-87, HIS 3780, History of the American West (Revised Course)
4. 03-88, HIS 4303, Colonial America to 1763 (New Course)
5. 03-89, HIS 4304, Revolutionary America to 1789 (New Course)
6. 03-90, History, Program Revision and Catalog Copy

Dr. Helsel moved and Dr. Tidwell seconded the motion to add these items to the agenda.

V. Items to be Acted Upon.**1. 03-73, PED 2130, Athletic Training Practicum (Revised Course)**

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

2. 03-74, PED 2135, Basic Care and Prevention of Athletic Injuries (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

3. 03-75, PED 2136, Athletic Training as a Profession (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

4. 03-76, PED 3140, Injury Recognition – Upper Extremity (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council requested that minor revisions be made to the proposal. The motion passed unanimously.

This item was approved, *effective Fall 2004*. **Note:** *PED 3131 split into two courses: PED 3140 and PED 3142. This action ~~deletes PED 3131.~~*

PED 3140 Injury Recognition – Upper Extremity. (2-4-4) S. INJ REC/UPPER. A study of the relationship of the upper extremity to various injuries, assessment procedures and immediate care of those injuries. Prerequisites: PED 2130, PED 2135, PED 2136.

5. 03-77, PED 3141, Therapeutic Exercise (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

6. 03-78, PED 3142, Injury Recognition – Lower Extremity (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council requested that minor revisions be made to the proposal. The motion passed unanimously.

This item was approved, *effective Fall 2004*. **Note:** *PED 3131 split into two courses: PED 3140 and PED 3142. This action deletes PED 3131.*

PED 3142. Injury Recognition - Lower Extremity. (2–4–4) S. INJ REC/LOWER. A study of the relationship of the lower extremity to various injuries, assessment procedures and immediate care of those injuries. Prerequisites: PED 2130, PED 2135, PED 2136.

7. 03-79, PED 3143, Therapeutic Modalities (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

8. 03-80, PED 3144, Seminar in Sport Medicine (Revised Course)

Dr. Church and Ms. Price presented the proposal and answered questions of the council. The council determined that the course proposal needed to be revised before action could be taken on it. Therefore, action on this item was postponed until the next meeting.

9. 03-81, Physical Education, Athletic Training Option (Program Revision and Catalog Copy)

Action on the item was postponed and will be revisited once all of the Physical Education course proposals have been approved.

Ms. Samuels left the meeting.

10. 03-82, Incomplete Grades (Revisions of IGP 46)

Dean Augustine presented the proposal and answered questions of the council. The motion passed unanimously.

This revision (**See Attachment A**), along with the proposed form (**See Attachment B**) were approved, effective immediately.

The proposal will go before the Council of Graduate Studies for approval before it is presented to the President's Council.

The meeting adjourned at 3:30 p.m.

--Minutes prepared by 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.edu.edu/~eiucaa/elibrary/>.

***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, October 30, 2003
Conference Room 4440 - Booth Library @ 2:00 p.m.

Agenda

1. 03-73, PED 2130, Athletic Training Practicum (Revised Course)
2. 03-74, PED 2135, Basic Care and Prevention of Athletic Injuries (Revised Course)
3. 03-75, PED 2136, Athletic Training as a Profession (Revised Course)
4. 03-77, PED 3141, Therapeutic Exercise (Revised Course)
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7. 03-81, Physical Education, Athletic Training Option (Program Revision and Catalog Copy)
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10. 03-85, HIS 3555, Modern World History (New Course)
11. 03-86, HIS 3770, Native American History (New Course)
12. 03-87, HIS 3780, History of the American West (Revised Course)
13. 03-88, HIS 4303, Colonial America to 1763 (New Course)
14. 03-89, HIS 4304, Revolutionary America to 1789 (New Course)
15. 03-90, History, Program Revision and Catalog Copy

Approved Executive Actions:

None

Pending Executive Actions:

CEPS

Effective Fall 2003

1. Designate REC 2250 as a writing intensive course.

Attachment A**1. Undergraduate Catalog Text****Incomplete for Courses Earning Letter Grades**

The grade "I" or "incomplete" for undergraduate courses in which letter grades are earned is given only by the course instructor when, because of documented illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- **Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" are required to submit the Assignment of Incomplete/ Alternate Grade Form to the Records Office. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor fails to provide a default grade. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair.
- **Submission of a Completion Plan:** The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- **Decision on Completion of the Required Course Work:** Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair. If the work is successfully completed, the instructor also submits a Grade Correction Form to the Records Office no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with Internal Governing Policy 95, "Student Withdrawal for Military Service."

2. Internal Governing Policy #46, Grades**UNDERGRADUATE GRADING SYSTEM****Credit**

The unit of measure is the semester hour. One semester hour approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester. One semester hour also approximates the effort expended in at least a 50-minute laboratory or other scheduled class activity per week (for example, art studio). Laboratories or other scheduled class activities often require more scheduled instruction and fewer minutes of study outside the time scheduled; therefore, laboratories or other scheduled class activities may be scheduled for more instructional minutes for one semester hour of

credit depending on the discipline and nature of the laboratory. In general, 2-4 hours of laboratory time per course correspond to 1 sh of credit.

This policy applies to new course proposals and course revisions submitted after January 4, 2004. Any exception to these policies requires approval of the Council on Academic Affairs; exceptions will appear in the course descriptions approved through the established curricular process.

Grades

Evaluation of a student's achievement shall be the responsibility of the instructor. At the beginning of the term the instructor shall give students the measures to be used in evaluations. Instructors should attempt to consult with students who are doing unsatisfactory work and are required to inform them of their level of performance at mid-term.

The following grades may be given:

<u>Grade</u>	<u>Description</u>	<u>Grade Point Value</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
CR	Credit	--
NC	No Credit	--
AU	Audit	--
I	Incomplete	--
W	Withdrew, No Grade	--
WP	Withdrew, Passing	--
WF	Withdrew, Failing	--
X	No Grade Submitted	--

~~An incomplete grade may be given for a course when a student has been unable to complete the course requirements within the official limits of the term because of illness or other circumstances beyond their control. The circumstances must be documented to the instructor's satisfaction.~~

- ~~1. An undergraduate student must secure an instructor approved plan which will allow completion of work no later than the end of the next grading period in which the student is in residence. A grade of F shall be recorded unless a waiver to extend the deadline for removal/change of an incomplete has been approved by the department chairperson.~~
- ~~2. A graduate student must secure an instructor approved plan which will allow completion of the work no later than the end of the next grading period in which the student is in residence, or one calendar year from the end of the term in which the incomplete grade was received, whichever is~~

- ~~3. sooner. If the plan is not accomplished and the instructor has not submitted a time extension request, in writing, to the Records Office, the graduate student will not be afforded the opportunity to complete the requirements necessary to receive a grade in the course. The incomplete grade will be permanently recorded.~~

When an instructor neglects to record a grade for a student on the official grade sheet, a grade of X shall be recorded. It shall be the responsibility of the instructor to send a change of grade form to the Records Office to report the appropriate grade for the student.

~~When the instructor fails to submit a final grade roster to the Records Office by the deadline announced, the instructor shall be responsible for submitting the original grade sheets and change of grade forms to the Records Office.~~

Policy on Incomplete Grades for Undergraduates

The grade "I" or "incomplete" for courses in which letter grades are earned is given only by the course instructor when, because of documented illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- Assignment of Incomplete and Default Grades: Instructors who assign a grade of "I" are required to submit the Assignment of Incomplete/Alternate Grade Form to the Records Office. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor fails to provide a default grade. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair.
- Submission of a Completion Plan: The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- Decision on Completion of the Required Course Work: Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair. If the work is successfully completed, the instructor also submits a Grade Correction Form to the Records Office no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with Internal Governing Policy 95, "Student Withdrawal for Military Service."

Mid-Term Grades

If, at mid-semester, students have grades of D or F in courses, instructors shall notify students, either verbally or in writing, giving appropriate counsel and advice as necessary. Such notification shall be made within one week following the mid-semester date.

In addition, instructors shall complete mid-semester grade sheets for 1000-level and 2000-level courses indicating students who are achieving grades of D or F. Grade sheets shall be distributed by and returned to ~~the Dean of Enrollment Management~~, for compilation and distribution to the following student support services: Academic Advisement **Advising**, Counseling **Center Services**, Reading **Center Clinic**, **Learning Assistance Center**, Housing, ~~Student Personnel Services~~, and Academic Development **the Center for Academic Support and Achievement**.

Grade Changes

An instructor who wishes to change a grade because of an error in recording or calculation may obtain the appropriate form from the Records Office or the Department Chair. The form, appropriately completed, shall be sent to the Records Office with a copy retained in the department. The Records Office shall make the grade change as requested.

If a student wishes to appeal a grade, the procedures outlined in the Grade Appeals policy shall be followed. If the appeals procedures result in a grade change, the instructor shall initiate the grade change and forward it through the Department Chair to the Records Office indicating that the change is the result of the appeals procedure. The Records Office shall make the change as requested.

If the circumstances suggest that consideration be given to changing a grade to a withdrawal, ~~the Dean of Enrollment Management~~ shall investigate the situation and report the results to the instructor. If the instructor authorizes the change, ~~the Dean of Enrollment Management~~ shall notify the Records Office to make the appropriate change. The instructor shall be provided a copy of such authorization.

At the end of each grading period, the Registrar shall submit to the Vice President for Academic Affairs a summary of grade changes made during the period.

Attachment B**Procedures for Assigning and Removing Incomplete Grades**

This document outlines the procedures for assigning and removing an incomplete grade. As each step is completed a copy of this document along with the plan for completing the required course work is submitted to the program chair or graduate coordinator. Refer to the Undergraduate or Graduate Catalog for a description of the policies related to assigning an incomplete grade.

Step 1: Assignment of Incomplete and Default Grade.

The instructor completes this section and submits the Assignment of Incomplete/Alternate Grade Form to the Records Office.

Student Name	
Student ID Number	
Course & Section Number	
Instructor	
Term and Year Incomplete Assigned	
Reason for Incomplete	
Default Grade	
Date Default Grade Submitted to Records Office	
Date Student Notified of Default Grade	
Date Chair/Coordinator Notified of Incomplete and Default Grade	

Step 2: Submission of a Completion Plan.

The instructor and student complete this section and develop a Completion Plan that describes how the course requirements will be met and provides a timeline for completing the work. The deadline for submitting the plan is mid-term of the next term the student is in residence or no later than mid-term of one calendar year from the end of the term in which the grade of "I" was received.

Date Completion Plan Approved by Instructor	
Date Completion Plan Submitted to Chair/Coordinator	

Step 3: Decision on Completion of Required Course Work.

The instructor decision regarding successful completion of the course requirements is recorded in this section. If the work is successfully completed, the instructor also submits the Grade Correction Form to the Records Office. The deadline for completion of the course requirements is the Last Class Day published in the Class Schedule of the next term the student is in residence or no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received.

Incomplete Work Successfully Completed by Deadline	Check: Yes ___ No ___
Date Grade Correction Form Submitted to Records Office	
Date the Chair/Coordinator Notified of Decision	

Additional Comments: