
Agenda for the August 26, 2004 CAA Meeting

- Items approved:** 04-47, Recreation Administration Therapeutic Recreation Option (Revised Option)
04-48, Academic Prefix for the Board of Trustees Bachelor of Arts General Studies Degree Program (New Prefix)
04-49, CIS 2000, Problem Solving with Visual Basic (Revised Course)
04-50, FCS 3784, Commercial Quantity Food Production (New Course)
04-51, Family & Consumer Sciences Business Option, Hospitality Management Concentration (Revised Concentration)
04-52, INT 4953, Color Management Applications: Print, Textiles, Web, and other Substrates (New Course)
04-53, Family & Consumer Sciences Business Option, Merchandising Concentration (Revised Concentration)
04-54, Industrial Technology, Digital Printing, Imaging, and Web Technology Technical Concentration (Revised Concentration)
- Items Pending:** 04-55, EIU 4190G, Spaceship Earth: The Present State, Honors (New Course)
04-56, Policy for Late/Retroactive Withdrawals
04-57, Student Summer Academic Load Policy
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Council on Academic Affairs Minutes August 26, 2004

The August 26, 2004 meeting of the Council on Academic Affairs was held at 2:02 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Carwell, Ms. Dilworth, Dr. Fewell, Dr. French, Dr. McGregor, Dr. Methven, Dr. Reid, Ms. Sterling, Dr. Tidwell, and Dr. Upadhyay.

Members absent: Mr. Muffler

Staff present: Dr. Lord and Ms. Fopay.

Guests present: Dr. Age, School of Technology; Dr. Butler, School of Technology; Dr. Higelmire, Recreation Administration; Dean Hine, School of Continuing Education; Dr. Holmes-Layman, Recreation Administration; Dean Irwin, Honors College; Dr. Painter, Family & Consumer Sciences; Dr. Wayland, School of Business; Dr. Wilkinson, Family & Consumer Sciences; and Dr. Woodward, Board of Trustees Degree Program.

Dr. Tidwell introduced new CAA members Dr. David Carwell, Dr. Shelly French, Dr. Francine McGregor, and Dr. Mukti Upadhyay.

I. Minutes

During the July electronic meeting, Dr. Reid requested clarification of several items on various waiver reports that were on the agenda at that time. Dr. Methven agreed to investigate her questions and get back to the council.

At today's meeting Dr. Methven responded to each of Dr. Reid's questions. His responses are shown below.

Question 1: Dr. Reid requested clarification as to why LCBAS denied waiver request 04-65 on the April 2004 LCBAS Waiver Report. She indicated in her email to the council that "Anita Shelton approved the substitution of HIS 2560 for HIS 2300 for grade re-calculation. HIS 2300 no longer exists and HIS 2560 replaced it".

Answer 1: Dr. Methven indicated that he had spoken to Ms. Kathy Bennett, LCBAS, regarding this question. She indicated to him that the wording in the waiver request had caused some confusion. Apparently, the request was not covered under the guidelines for waiver appeals so it was sent to the waiver appeals committee for action. That committee was okay with the substitution and approved it.

Question 2: Dr. Reid requested an explanation regarding waiver request 04-26 listed on the April 2004 CEPS Waiver Report. She wanted clarification "that the HIS 2020 accepted as a humanities credit for Gen. Ed. was earned somewhere other than EIU - Is it a transfer credit?"

Answer 2: HIS 2020 was indeed a transfer credit from a community college.

Question 3: In regards to waiver request CAH-04-168 listed on the April 2004 CAH Waiver Report, Dr. Reid wanted confirmation that 1581 is really MUS 1581.

Answer 3: Yes, 1581 is indeed MUS 1581.

Question 4: Regarding the April 2004 COS Waiver Report – Dr. Reid indicated that she wanted clarification regarding waiver request 04-49. In her email she indicated the following: "Does 90.133 have a preface to indicate department offering the course? And it can't waive the HIS 2010 Gen Ed. social science requirement at EIU because HIS 2010 is not a Gen Ed option. Would it be more accurate to accept 90.133 to satisfy a Gen. Ed. Social Science requirement and not mention HIS 2010?"

Answer 4: Dr. Methven mentioned he had contacted Ms. Barb Kuykendall, COS, regarding this question. He was told that the item should have been worded differently. The course should not have been listed rather the item should say that it would satisfy the social and behavioral requirement.

Question 5: Dr. Reid wanted to make sure that waiver request 04-79, listed under the waivers denied section of the May COS Waiver Report, had been resolved. She indicated the following: "The waiver to grant credit for HIS 1500G & HIS 4820 based on an AP World History test was initially denied, which prompted the policy change presented by Sue Harvey (Memo "AP Exams for European or World History" dated May 27, 2004)." Dr. Reid asked "So, has the student/will the student receive credit via the AP World or European History Exam? The policy change applies only to tests taken from Fall 2004."

Answer 5: Dr. Methven indicated that at the time of the waiver request there was no policy on how the item should be handled. Subsequent to that, the appeals policy was implemented through Ms. Sue Harvey, Records Office. The policy applies to those students taking the course at the beginning of Fall 2004 and thereafter. He explained that Sue had indicated that the request would be approved once additional wording is provided by Dr. Shelton, Chair of the History Department.

Question 6: Regarding the May 2004 CAH Waiver Report, Dr. Reid requested confirmation regarding two approved waivers. The first one, CAH-04-189, Dr. Reid wanted to know whether 1581 is really MUS 1581. The second one, CAH-04-193, she wanted to know whether 1308 is really MUS 1308 and that 1302 is really MUS 1302.

Answer 6: Yes, 1581 is indeed MUS 1581; 1308 is MUS 1308; and 1302 is MUS 1302.

The minutes of July 6-8, 2004 were approved as written.

II. Communications:

1. Academic Waiver Reports for June 2004 from the College of Arts & Humanities, Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, and College of Sciences.
2. Academic Waiver Reports for July 2004 from the College of Arts & Humanities, Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, and College of Sciences.
3. August 5, 2004 email from Ms. Carol Miller, Textbook Rental Service, requesting a Textbook Rental Service Advisory Committee representative from CAA.

Dr. Tidwell said that Dr. Reid had replaced Julie Dietz on the Textbook Service Advisory Committee last year. Dr. Reid agreed to continue to represent CAA on that committee.

4. August 19, 2004 memorandum from Provost Lord requesting CAA to consider Honors Council appointments for academic year 2004-05.

Dr. Fewell moved and Dr. Methven seconded the motion to accept the appointments of Dr. Alan Baharlou and Dr. Jean Wolski to the Honors Council for three-year terms beginning Fall 2004.

The motion passed unanimously.

Provost Lord introduced Dr. Bonnie Irwin as the new Dean of the Honors College.

III. New Business:

1. Replacement for Ms. Jean Dilworth to represent CAA on the Enrollment Management Advisory Committee.

Dr. Tidwell announced that Ms. Dilworth could no longer serve on the Enrollment Management Advisory Committee since she will be teaching a class during the scheduled committee meeting times. Ms. Dilworth provided the following information: The committee generally meets on the third Thursday of each month at 8:30 a.m. The first meeting for the fall semester will be held on September 16.

No one volunteered to replace Ms. Dilworth on the committee. As a result, Dr. Tidwell asked the council members to continue consideration of serving on the committee. He will revisit this issue at the next meeting.

2. Discussion of general education.

Dr. Tidwell indicated that since the moratorium for general education had been lifted it would be necessary for the council to start considering the issue again and come up with ideas to tweak it. He indicated that he has had some discussions with the CAA Executive Committee about possible issues to consider such as the Watson-Glaser test and who owns senior seminars.

Dr. Tidwell mentioned that he and Dr. Reid might possibly go to the Council of Chairs to get its input and ideas to bring back to CAA. Also, he requested that the CAA members consult with their colleagues and think about particular general education issues that they felt should be reviewed by the council. Finally, there was discussion about inviting Dr. Karla Sanders, Director, Center for Academic Support and Achievement, to meet with the council to discuss writing portfolios and assessment of general education.

IV. Committee Reports:

None.

V. Items Added to the Agenda:**1. 04-55, EIU 4190G, Spaceship Earth: The Present State, Honors (New Course)**

Dr. French moved and Ms. Dilworth seconded the motion to add this item to the agenda.

2. 04-56, Policy for Late/Retroactive Withdrawals

Dr. Methven moved and Ms. Dilworth seconded the motion to add this item to the agenda.

3. 04-57, Summer Academic Load Policy

Dr. Fewell requested that the word student be placed at the beginning of this agenda item title in order to make it clear that this topic is regarding student academic loads, not faculty.

Dr. Fewell moved and Ms. Dilworth seconded the motion to add this item to the agenda.

VI Items Acted Upon. (Note: The agenda order was revised to accommodate guests.)**1. 04-52, INT 4953, Color Management Applications: Print, Textiles, Web, and other Substrates (New Course)**

Dr. Age presented the proposal and answered questions of the council. The council requested minor editorial changes to the proposal. The motion passed unanimously.

The proposal, with minor revisions, was approved, effective Spring 2005.

INT 4953. Color Management Applications: Print, Textiles, Web, and other Substrates. (2-2-3) S or F. Color Management. Application of color theories, digital color reproduction, and quality control processes as they apply to color in the industries of printing, textiles, and web generated images. Prerequisite: *Industrial Technology Majors*: INT 3343, Digital Media Technologies; *Family & Consumer Sciences Majors*: FCS 2244, Consumer Textiles: Care and Production, and FCS 3245, Textiles: Color Design Production; or permission of the instructor.

2. 04-53, Family & Consumer Sciences Business Option, Merchandising Concentration (Revised Concentration)

Ms. Dilworth presented the proposal and answered questions of the council. The council members requested that the effective date be amended from Spring 2005 to Fall 2005 in order to meet the CAA guideline that programmatic changes always become effective at the beginning of the subsequent fall semester. The motion passed unanimously.

The proposal was approved, effective Fall 2005.

Merchandising Concentration

31 semester hours: FCS 3300, 4926. Apparel: FCS 2231, 2233, 2234, 3245 or Housing/Interior Design: FCS 2270, 3280, 4780, 4790; PSY 1879G counted in general education – social and behavior sciences. Select 12 additional hours from the following: FCS 2100, 2232, 2250, 3233, 3790, 4238, 4300, 4770, **INT 4953**. Select an additional six semester hours from the following courses counted in the business minor: BUS 2102,

2750, 2810, 3500, 3950: CIS 2000, 3500, 3510: FIN 3720, 3750, 3770; MAR 3720, 3875; MGT 3450, 4320.

3. 04-54, Industrial Technology, Digital Printing, Imaging, and Web Technology Technical Concentration (Revised Concentration)

Dr. Age presented the proposal and answered questions of the council. The council requested that the effective date be changed from Spring 2005 to Fall 2005 in order to meet CAA guidelines. The motion passed unanimously.

The proposal was approved, effective Fall 2005.

Digital Printing, Imaging, and Web Technology Technical Concentration

A minimum of 15 semester hours of coursework may include study in the areas of digital printing, imaging, and web technology. This concentration is designed to provide students with the knowledge and skills necessary to function in the printing and publishing industries, and in imaging and web technology careers. Coursework does include photography, digital printing, multimedia and web technology as listed below:

* INT 1363 – Graphic Communication Technologies	3 sem. Hrs.
* INT 3123 – Foundations of Photography	3 sem. Hrs.
* INT 3343 – Digital Media Technologies	3 sem. Hrs.
* INT 3353 – Print and Digital Media Production	3 sem. Hrs.
INT 4123 – Advanced Digital Capture for WEB and Print Publishing	3 sem. Hrs.
* INT 4813 – Advanced Digital Media Technologies	3 sem. Hrs.
INT 4953 – Color Management Applications: Print, Textiles, Web, and other substrates	3 sem. Hrs.

4. 04-47, Recreation Administration Therapeutic Recreation Option (Revised Option)

Dr. Higelmire and Dr. Holmes-Layman presented the proposal and answered questions of the council. Dr. Higelmire noted that Dr. Christie Roszkowski, School of Business, contacted him prior to the CAA meeting via email regarding his proposal. She brought to his attention that there is a mistake in both the proposal and the undergraduate catalog. The catalog reads: “3 hours of electives from ECN, MGT, ACC, MAR approved by advisor and department chair”. She indicated to him that ACC should be changed to BUS since the School of Business had revised the prefix for the core business course several years ago. As a result, Dr. Higelmire requested that this change be made to the proposal.

The council members requested a minor editorial change to the proposal. In addition, the council requested that the effective date be changed from Fall 2004 to Fall 2005 in order to fulfill the CAA guidelines.

The motion passed unanimously.

The proposal (**See Attachment A**), with revisions, was approved, effective Fall 2005.

5. 04-48, Academic Prefix for the Board of Trustees Bachelor of Arts General Studies Degree Program (New Prefix)

Dean Hine and Dr. Woodward presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal (**See Attachment B**) was approved, effective Fall 2005.

6. 04-49, CIS 2000, Problem Solving with Visual Basic (Revised Course)

Dr. Wayland presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2004.

CIS 2000. Problem Solving with Visual Basic. (3-0-3) F, S. Visual Basic. An introduction to the tools and methods of formal logic mandatory to produce business application programs including: basic conjunctions, truth tables, compound conjunctions and programming structure. **Object-oriented design methodology is introduced.** Includes the application of Visual **BASIC Basic.NET** to illustrate and extend the methodology being presented. Prerequisite: Sophomore standing.

7. 04-50, FCS 3784, Commercial Quantity Food Production (New Course)

Dr. Painter and Dr. Wilkinson presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2005.

FCS 3784. Commercial Quantity Food Production. (1-8-5) F, S. ComQty FoodPrep. An experiential based course where students develop the skills needed to plan, produce and serve meals to customers in a commercial setting. Topics and activities include menu planning, procurement, food production, customer service, marketing and management of meal functions. Prerequisite: FCS 1120, FCS 1121, FCS 3790.

8. 04-51, Family & Consumer Sciences Business Option, Hospitality Management Concentration (Revised Concentration)

Dr. Painter and Dr. Wilkinson presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2005.

Hospitality Management Concentration

28 30 semester hours: FCS 1120, 1121, 1800, 2100, ~~2140 (delete)~~, **3784**, 3790, 3796, 4340, 4345, 4940; BIO 1004G; and ECN 2801G also counted as general education. Select an additional six semester hours from the following courses counted in the business minor: BUS 2102, 2750, 2810, 3500, 3950; CIS 2000, 3500, 3510; FIN 3720, 3750, 3770; MAR 3720, 3875; MGT 3450, 4320.

VII. Other Business

1. Dr. Tidwell distributed a handout of the 2004-05 academic year CAA meeting dates.

Ms. Dilworth moved and Dr. Carwell seconded the motion to accept the meeting dates. The motion passed unanimously.

2. Dr. Tidwell distributed the CAA membership list to the council. He noted that although Mr. Dirk Muffler was not in attendance he is a student government representative to CAA. Also, Dr. Tidwell said he had left a message for Mr. Muffler to contact him regarding CAA and the need to appoint two additional student representatives to the council. Unfortunately, he has not heard back from him.

3. Provost Lord presented a plaque to Dr. Methven in honor and appreciation of his work as the 2003-04 CAA Chair.

The next meeting will be held Thursday, September 2, 2004.

The meeting adjourned at 2:50 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.eiu.edu/~eiucaa/elibrary/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, send an email to majordomo@eiu.edu. In the text of your email, enter the following two lines:

Subscribe caa-list
End

***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, September 2, 2004
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 04-55, EIU 4190G, Spaceship Earth: The Present State, Honors (New Course)
2. 04-56, Policy for Late/Retroactive Withdrawals
3. 04-57, Student Summer Academic Load Policy

Approved Executive Actions:

CEPS

Effective Fall 2004

1. Change the course title for REC 2550 to *Principles of Therapeutic Recreation*.

2250 REC. Principles of Therapeutic Recreation. Recreation for Individuals with Disabilities. (2-2-3) F, S PRINCIPLES TR. Introduction to the characteristics, abilities, and terminology of special populations with emphasis upon the development and implementation of programs. Practical experiences working with individuals with disabilities. WI

LCBAS

Effective Fall 2005

1. Revise the prerequisites for FCS 4940.

4940 FCS. Food Systems Management. (3-0-3) F, S. Organization and administration of food service systems, human resource management, cost control, food purchasing, facility and equipment planning. Prerequisites: BUS 2101, BUS 3010, FCS 1120, FCS 1121, and FCS 2140 or 3784, or permission of the instructor.

Pending Executive Actions:

None.

Attachment A

THERAPEUTIC RECREATION OPTION

This option comprises REC 1320, 1780, 2250, 2290, 3111, 3250, 3360, 3550 or 3551, 3910, 4274, 4275 (6 sem. hrs.), 4355, 4600, 4740, 4830, 4850; 4 hrs. of REC electives chosen from 2500, 3300, 3310, 3510, 3515, 3560, 3860, 3900, 3960, 4741, 4950; 1 hr. of PED activity courses; 3 hrs. of electives from BUS, ECN, MGT, AGG, MAR approved by advisor and department chair; BIO 2200; PSY 1879G, 3780; FCS 1800; and 6 hrs. HST 2000 and 3 hrs. of electives approved by advisor and department chair. General Education Requirements must include BIO 1001G and 2001G.

Suggested four-year plan of study for the B.S. in Recreation Administration with an option in Therapeutic Recreation:

First Year

<u>First Semester</u>		<u>Second Semester</u>	
Courses	Hours	Courses	Hours
ENG 1001G	3	ENG 1002G	3
SPC 1310G	3	GEN ED MATH (*)..	3
GEN ED		GEN ED	
HUMANITIES (*).....	3	FINE ARTS (*)	3
REC 1780	3	REC 1320	3
GEN ED SCI		GEN ED SCI	
AWARE (1).....	3	AWARE (*).....	4
FREE ELECT	3		
Total	18	Total	16

Second Year

<u>First Semester</u>		<u>Second Semester</u>	
Courses	Hours	Courses	Hours
BIO 2001G.....	4	BIO 2200.....	4
PSY 1879G.....	3	REC 2290	3
REC 3910	3	PED ACTIVITY	1
GEN ED		GEN ED	
SOC/BEHAV (*).....	3	HUMANITIES (*).....	3
REC 2250	3	REC 3360 (5).....	3
		REC 3111 (7).....	3
Total	16	Total	17

Third Year

<u>First Semester</u>		<u>Second Semester</u>	
Courses	Hours	Courses	Hours
FCS 1800	3	BUSINESS ELECT ..	3
PSY 3780	3	CERTIFICATION	
		ELECT HST 2000 ..	3
REC 3250	3	FREE ELECT.....	3
US		REC ELECT.....	3
CONSTITUTION.....	3		
REC ELECT	3	REC 4355 (6).....	3
REC 3550 (3).....	3	REC 4740	3
Total	18	Total	18

Fourth Year

<u>First Semester</u>		<u>Second Semester</u>	
Courses	Hours	Courses	Hours
CERTIFICATION		REC 4275 (2).....	6
ELECT	3		
REC 4274	1		
REC 4600	4		
REC 4830	3		
REC 4850	3		
SENIOR SEM (4)....	3		
Total	17	Total	6

Major GPA based on all recreation courses taken at EIU.

(*) See EIU Courses of the General Education Courses listed by Segment.

1. Must take Biological Science 1001G specifically.
2. Internship in Recreation should be completed after REC 3550, REC 4274, and the majority of courses in recreation
3. Fieldwork requires 15 hours per week of practical experience at a field based site along with a one hour weekly class session. Enrollment is capped, as sites in the immediate area are limited.
4. Must be taken outside major.
5. REC 3360 is only offered during Spring Semester of even-numbered years.
6. REC 4355 is only offered during Spring Semester of odd-numbered years.
7. REC 3111 is only offered during Spring Semester of even-numbered years.

*Internship (Recreation Administration 4275) must be served in a clinical, residential or community-based therapeutic program under the supervision of a Certified Therapeutic Recreation Specialist (CTRS) by the National Council for Therapeutic Recreation Certification.

**In order to seek certification by the National Council for Therapeutic Recreation Certification (NCTRC), the student must select courses from at least three of the following six areas: adaptive physical education, biological /physical sciences, human services, psychology, sociology, or special education.

(Major GPA based on all recreation courses taken at EIU.)

Attachment B**SCHOOL OF CONTINUING EDUCATION
BOARD OF TRUSTEES DEGREE PROGRAM
ACADEMIC PREFIX REQUEST**

The School of Continuing Education Board of Trustee Degree Bachelor of Arts in General Studies Degree Program requests that an academic prefix be established for use by this program. Recent changes in the program, and an increased effort to be an active participant in the university assessment process, have resulted in the establishment of two courses that are designated specifically for Board of Trustees Degree Program students. We believe it would be beneficial to offer these courses under a prefix that clearly reflects the nature of the degree and one that students can identify as being specific to their program. It is suggested that the prefix be BGS, which would be consistent with the new designation of the degree: Bachelor of Arts in General Studies. Courses developed under this prefix would be subject to approval by an interdisciplinary curriculum committee and by CAA.

Other considerations:

1. Designation of specific courses by the BGS prefix will assist the Planning Office in determining consistent data on program cost, which is calculated according to credit hours produced by courses in the major prefix. Currently this data cannot be determined for the BOT Program in a manner consistent with all other programs at the university since no program prefix has been assigned.
2. It is anticipated that here will be only three courses offered under this prefix;
 - a. EDF 2985 Adults in Transition, which has been approved by the curriculum committee in the Education Foundation Department and approved by CAA.
 - b. A second course which was developed as part of a HECA Grant, and is a writing intensive course designed to take students through the process of developing a prior learning portfolio. This course is delivered on-line and is currently being piloted at Governors State University in WebCT. Dr. Kaye Woodward and Karen Hartbank, both EIU faculty, assumed leadership in developing and writing the content of the course. This course is being migrated to EIU beginning in the fall semester and will be brought to CAA for review and approval during the 2004-05 academic year.
 - c. A third course is currently under development and will be a capstone course for adult learners in the BOT/BGS Degree Program, similar to a senior seminar.

Consideration of this request is greatly appreciated.

Thank you.