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## Agenda for the September 2, 2004 CAA Meeting

**Items approved:** 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

**Items Pending:** None.

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### Council on Academic Affairs Minutes September 2, 2004

The September 2, 2004 meeting of the Council on Academic Affairs was held at 2:04 p.m. in Booth Library Conference Room 4440.

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

**Members absent:** None.

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

**Guests present:** Dr. Baharlou, Geology-Geography; Ms. Evans, Registration; Ms. Gorski, *Daily Eastern News*; Ms. Harvey, Records and Registration; and Dean Irwin, Honors College

Dr. Tidwell introduced Ms. JC Miller as one of the new student government representative to CAA.

#### I. Minutes

The minutes of August 26, 2004 were approved as amended.

#### 1. August 5, 2004 email from Ms. Carol Miller, Textbook Rental Service, requesting a Textbook Rental Service Advisory Committee representative from CAA.

*Dr. Tidwell announced that Dr. Julie Dietz had contacted him to clarify that the Textbook Rental Service Advisory Committee consists of two representatives from CAA rather than one which had been indicated at that August 26, 2004 CAA meeting. He said that Dr. Reid is currently serving as a representative to the committee, but there is also a vacant position that was created when Dr. Dietz's term expired. As a result, Dr. Tidwell requested a volunteer to fill Dr. Dietz's position as a representative to the Textbook Rental Service Advisory Committee.*

*Dr. French volunteered.*

*Ms. Dilworth moved and Dr. Carwell seconded the motion to accept Dr. French's appointment to the committee. The motion passed unanimously.*

*Dr. French will serve a two-year term on the Textbook Rental Service Advisory Committee.*

#### 2. 04-52, INT 4953, Color Management Applications: Print, Textiles, Web, and other Substrates (New Course)

*At last week's meeting, a council member noted that the word Bridg's in Bridg's Color Handbook had been spelled two different ways (Bridg's and Brig's) in the INT 4953 course proposal. At that time Dr. Age, who presented the proposal, indicated that the word should be spelled Brig's.*

*At today's meeting, Dr. Tidwell explained that Dr. Age later noted that the spelling he gave at the August 26, 2004 meeting was incorrect. The word should be spelled Bridg's rather than Brig's. Dr. Tidwell requested that the proposal and the August 26 minutes be amended to reflect this correction.*

## **II. Communications:**

1. A report of approved waiver appeals for Summer 2004 from Ms. Judy Kopp, Records Office.
2. A report of denied waiver appeals for Summer 2004 from Ms. Judy Kopp, Records Office.
3. Request for approval of nominations from Dr. Mary Herrington-Perry, Chair of the Committee on Reinstatement, for a representative from both the College of Arts & Humanities and the College of Education & Professional Studies to serve three-year appointments on the Committee on Reinstatement beginning Fall 2004.

*Dr. Herrington-Perry, Chair of the Committee on Reinstatement, requested that the council reaffirm two appointments for the Committee on Reinstatement. She said that Dr. Jerry Eisenhower had been serving on the committee as a representative from the College of Arts & Humanities. Likewise, she indicated that Dr. Kathlene Shank had served as the representative from the College of Education & Professional Studies. Dr. Herrington-Perry explained the terms for both individuals had expired and she was seeking the council's approval to reaffirm their appointments since both individuals had expressed their willingness to continue to serve on the committee.*

*Dr. French moved and Ms. Miller seconded the motion to confirm the re-appointment of Dr. Shank and Dr. Eisenhower to the Committee on Reinstatement for three-year terms.*

*The motion passed unanimously.*

## **III. Old Business:**

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

*Discussion continued from the August 26, 2004 CAA meeting. Dr. Tidwell sought a volunteer to represent CAA on the Enrollment Management Advisory Committee. There were no volunteers from the council.*

*At this point, Dr. Tidwell indicated that Dr. Thomas Hawkins, School of Technology, had expressed interest on serving on this committee. Dr. Tidwell asked the council to consider appointing Dr. Hawkins to the committee even though he was not a CAA member.*

*Dr. Fewell moved and Dr. French seconded the motion to accept the appointment of Dr. Hawkins to the Enrollment Management Advisory Committee. He will serve a one-year term.*

## **IV. Committee Reports:**

None.

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

None.

## **VI. Items Acted Upon.**

Mr. Muffler entered the meeting at 2:15 p.m.

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**1. 04-55, EIU 4190G, Spaceship Earth: The Present State, Honors (New Course)**

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

The proposal was approved, effective Spring 2005.

**EIU 4190G. Spaceship Earth: The Present State, Honors. (4-0-4) F, S, Su. Spaceship Earth.** The course will be a science-based, holistic discussion of the Earth's problems, potentials, and limitations. Topics will include population and its control, resource management, pollution, the relationship of religions and rights on a multinational to individual scale, and other appropriate current global topics. Biological Sciences and Geology majors are excluded. Prerequisites: 75 semester hours completed and admission to University Honors College.

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

Ms. Harvey presented the proposal and answered questions of the council. The council members requested that Ms. Harvey create a web page explaining the procedures for submitting/responding to late/retroactive withdrawal requests. The council asked that all of the bulleted items, with the exception of the last one, be removed from the proposed catalog text and moved to the new web page. Also, the council members requested some minor revisions to the catalog text.

The motion passed unanimously.

The proposal (**see Attachment A**), with revisions, was approved, effective immediately, *pending CGS approval*.

**3. 04-57, Student Summer Academic Load Policy**

Dr. Tidwell indicated that it was time to revisit the student summer academic load policy since the Summer 2005 academic calendar had been revised and approved by the University.

Dr. Weber explained that he had met with the CAA and CGS Executive committees this past spring for initial discussion as to what needed to be changed on the load policy as a result of the new Summer 2005 academic calendar. Also, he indicated that he had met with the CAA Executive Committee about a week and a half ago and at its request drafted a revision to the existing academic load policy to facilitate CAA's discussion on the topic.

Dr. Weber discussed and answered questions regarding his draft. He indicated that Dr. Reid had sent him an email with additional suggested revisions to the policy. Copies of Dr. Reid's suggestions were distributed to the council members.

The council members accepted both Dr. Weber's recommendations and Dr. Reid's suggested revisions. In addition, the council fine tuned the policy by adding additional revisions.

The motion passed unanimously.

The student summer academic load policy (**see Attachment B**) was approved, with revisions, effective Summer 2005.

**VII. Other Business:**

1. Dr. Herrington-Perry distributed a hard copy of what the front page of the new online catalog will look like. She gave a brief overview of the new catalog and answered the council's questions. Also, she indicated that she plans to give the council a demonstration of the web page at a later CAA meeting date.

**The September 9, 2004 meeting was canceled due to a lack of agenda items.**

The meeting adjourned at 2:59 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/>.

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](mailto:majordomo@eiu.edu). In the text of your email, enter the following two lines:

Subscribe caa-list  
End

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Meeting date to be announced.

**Agenda**

None at this time.

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

None.

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**Attachment A**

(For CATALOGS)

**Late/Retroactive Withdrawals**

A student may request a late/retroactive withdrawal through the course instructor when a documented illness or other ~~valid reason~~ **extraordinary circumstance** prevents withdrawal from a course by the established deadlines. ~~The following guidelines should be followed when submitting a late retroactive withdrawal request:~~

- ~~• Students seeking a total medical withdrawal should be referred to Health Services or Counseling Center.~~
- ~~• The student should complete a "Late/Retroactive Withdrawal Request" form which clearly states the reason for the request and take it to the instructor of the course.~~
- ~~• The course instructor should sign the form, make a recommendation regarding the granting of the withdrawal and forward it to the chair of the department in which the course was taught.~~
- ~~• The chair should sign the form, make a recommendation regarding the granting of the request and forward the form to Registration.~~
- Upon receipt of the completed form, the Registrar will determine the granting of a late/retroactive withdrawal consistent with applicable policy.

Failing a class is not an appropriate reason to seek a late/retroactive withdrawal. Students who are failing a course should follow the "Repeating Courses" policy stated in the catalog.

**Procedures for submitting/responding to late/retroactive withdrawal requests are available at [insert website URL].**

The Registration Office will forward all appeals of the Registrar's determination of Late/Retroactive Withdrawal requests to the Appeal Committee, whose decision is final.

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(For RECORDS OFFICE WEBSITE)

**Procedures for Submitting/Responding to Late/Retroactive Withdrawal Requests**

- Students seeking a total medical withdrawal should be referred to Health Services or Counseling Center.
- The student should complete a "Late/Retroactive Withdrawal Request" form which clearly states the reason for the request and take it to the instructor of the course.
- The course instructor should sign the form, make a recommendation regarding the granting of the withdrawal, and forward it to the chair of the department in which the course was taught.
- The chair should sign the form, make a recommendation regarding the granting of the request, and forward the form to Registration.

Upon receipt of the completed form, the Registrar will determine the granting of a late/retroactive withdrawal consistent with applicable policy. The Registration Office will forward all appeals of the Registrar's determination of Late/Retroactive Withdrawal requests to the Appeal Committee, whose decision is final.

**Attachment B**

**Academic Load**

For purposes of certifying that a student is full time *academically*, such student must be enrolled for at least 12 semester hours each semester and during the summer term.

For loan deferments, a student must be enrolled in 12 semester hours during Summer Term for full-time or six semester hours for half time.

**Undergraduate Student in Good Standing**

*Normal Load:* The normal load during a semester is 15-18 semester hours.

*Maximum Load--Student Teaching Semester:* Students may enroll for no more than 15 semester hours during the semester in which they student teach except Special Education, Early Childhood Education majors, Early Childhood majors with dual certification in Elementary Education, and Family and Consumer Sciences majors, who may enroll for a maximum of 17 semester hours.

**Summer Term:** ~~The normal load for summer term is 15-18 hours. The maximum load for a student without an approved overload is 15-18 semester hours. A student~~ Students may enroll for no more than six non-internship hours in the Summer 4 session. ~~during any four week session including the four week intercession. A student may enroll for a total of no more than nine non-internship hours in the Summer 6 and Summer Flex-8 sessions combined. A student~~ Students may enroll for as many as ~~no more than 12 semester hours in a summer internship course provided that the internship is a full-time experience of ten weeks or more. when taking courses concurrently during the eight week session and the two four week sessions. Thus, a student may enroll for a maximum of six hours during the intercession and up to a maximum of 12 hours during the eight week summer session.~~

~~Overloads are not permitted during the summer term. Overloads are permitted during the summer term only with the permission of the student's College Dean and may not exceed three hours. The maximum load for a student with an approved overload is 18 semester hours.~~

~~A student may enroll for as many as 12 semester hours in a summer internship course providing the internship is a full time experience of ten weeks or more.~~

**Semester Overload:** An undergraduate student with a minimum of sophomore standing may enroll for up to and including 21 semester hours during the fall or spring semesters (except during the student teaching semester) providing he/she has earned the following cumulative grade point average at EIU:

Freshman .....	No overload
Sophomore .....	3.00
Junior .....	2.75
Senior.....	2.50

**No student may enroll for more than 21 semester hours.**

**Concurrent Enrollment.** The above academic load limits also apply to a student who is concurrently enrolled at Eastern and another college or university.

**Undergraduate Student on Academic Warning or Academic Probation:** ~~The maximum load for which~~ An undergraduate student on academic warning or academic probation may enroll ~~is for a maximum of 15 semester hours during a fall or spring semester or and a maximum of 12 semester hours during summer term.~~

An undergraduate student on academic warning or academic probation may enroll for no more than ~~42~~ **four semester hours during the Summer 4 session and no more than eight semester hours during the Summer 6 and Summer Flex-8 sessions combined.** ~~hours during the eight week summer session and the two concurrent four week sessions. The student may enroll for no more than three semester hours during either four week session. The student may enroll in no more than three semester hours during intercession.~~