
Agenda for the September 30, 2004 CAA Meeting

Items approved: None

Items Pending: 04-58, Chemistry Minor (Program Revision)
04-59, FLG 3401, Cadet Teaching in German (New Course)

Council on Academic Affairs Minutes September 30, 2004

The September 30, 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. French, Dr. McGregor, Ms. Miller, Mr. Muffler, Dr. Reid, Dr. Tidwell, Dr. Upadhyay, and Ms. Wroblewski.

Members absent: Dr. Fewell, Dr. Methven, and Ms. Sterling.

Staff present: Dr. Lord and Ms. Fopay.

Guests present: Dr. Coles, Music; Ms. Hershberger-Kidwell, Academic Advising Center; Ms. Patefield, Academic Advising Center; and Dr. Stoner, Music.

I. Minutes:

The minutes of September 2, 2004 were approved as written.

II. Communications:

1. Academic Waiver Reports for August 2004 from the College of Arts & Humanities, Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, and College of Sciences.
2. September 7, 2004 email from Ms. Sue Harvey, Acting Registrar, requesting CAA to appoint a representative for academic year 2004-05 to sit on the Records and Registration Advisory Committee.

Dr. Carwell volunteered.

Ms. Dilworth moved and Dr. Upadhyay seconded the motion to appoint Dr. David Carwell as the CAA representative to the Records and Registration Advisory Committee for the 2004-05 Academic Year.

The motioned passed unanimously.

Dr. Tidwell introduced Ms. Nicole Wroblewski as the new student member appointed to CAA.

Mr. Muffler entered the meeting at 2:08 p.m and Ms. Miller at 2:12 p.m.

3. Minutes from the September 1 and September 15, 2004 College of Arts & Humanities Curriculum Committee meetings.
4. September 10, 2004 email from Associate Dean Lynch, CAH, requesting executive action to remove the writing intensive designation from THA 1133, 2220, 3344, 3400, and 3445.
5. September 16, 2004 memorandum from Dean Rohn, CEPS, requesting executive action to revise the course titles for SED 3000, 3100, and 4000, effective immediately, in order to incorporate the name change of the Alternate Secondary Education Program (ASEP) to the Integrated Secondary Education Program (ISEP).
6. September 17, 2004 email from Associate Dean Lynch, CAH, requesting the following executive action requests.
 - a.) Request to remove SOC 2850 and GEG 3025 as core requirements for the Social Science Teaching major.

- b.) Request to change both the number and title of MUS 3553G, Musical Masterworks, to MUS 3554G, Music in European Cathedrals, Castles, and Cafes, ONLY when the course is offered in the Study Abroad program.

NOTE: Both executive action requests were withdrawn after consultation from the Academic Affairs Office following the September 30, 2004 CAA meeting. The request to remove SOC 2850 and GEG 3025 as the core requirements for the Social Science Teaching major is an item that requires COTE action rather than CAA. The request to create a new number and title for the study abroad version of MUS 3553G cannot be handled by executive action, rather the Music department must submit a course proposal for the new study abroad course.

At the September 30, 2004 CAA meeting Dr. Tidwell said that Ms. Sterling could not attend the meeting but had submitted an email to him regarding questions and concerns she had about the executive action request for changes to MUS 3553G. He distributed the copy of the email to the council members. Also, Ms. Hershberger-Kidwell from the Academic Advising Center attended the meeting in order to represent Ms. Sterling and the Academic Advising Center in this matter.

Dr. Stoner and Dr. Coles from the Music Department explained the executive request, addressed Ms. Sterling's email, and answered the council members' questions.

7. Minutes from the September 17, 2004 College of Sciences Curriculum Committee meeting.
8. September 20, 2004 memorandum from Dean Hanner, COS, requesting executive action to remove the writing intensive designation for BIO 3510, effective Fall 2004.

After discussion, Dr. Tidwell indicated that the effective date should be changed to Spring 2005 since the Fall 2004 semester had already begun.

9. Minutes from the September 13, 2004 College of Education & Professional Studies Curriculum Committee meeting.
10. September 23, 2004 memorandum from Dr. Melanie Burns, Committee for the Assessment of Student Learning (CASL) Chair, requesting that CAA appoint an at-large faculty member to CASL.

No one volunteered to serve on CASL. As a result, Dr. Tidwell indicated that he will continue to seek a volunteer and will revisit the matter at the next council meeting.

11. CASL Annual Report for Academic Year 2003-04.

There was discussion about inviting Dr. Karla Sanders, Center for Academic Support & Achievement, to attend a future council meeting to discuss and give a report on assessment.

12. Minutes from the September 20, 2004 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

III. Committee Reports:

1. Dr. Reid reported on the 9/30/04 Textbook Rental Advisory Committee meeting. She indicated the following items were discussed at that meeting.

- Carol Miller, Textbook Rental Service, was not aware that Dr. French had been appointed to the committee. As a result, Dr. French was not invited to the committee meeting.
- There were a record number of new book purchases for the Fall 2004 semester, which resulted in a record amount spent on purchases.
- Minor changes were made to IGP 49.
- There was discussion about what to do regarding textbooks not returned for dropped courses and charges for supplemental materials.
- The textbook inventory is now online and is found at the Textbook Rental Service web page.
- There was discussion about the amount spent for textbooks for seminars, special topics, etc. and what to do about textbooks that might be used only once and never again.

IV. Old Business

1. Discussion of general education.

Dr. Tidwell explained that he and Dr. Reid attended the September 29, 2004 Council of Chairs meeting to discuss general education and the guidelines for technology-delivered sections of courses that have been previously approved as a traditional face-to-face courses.

- a.) *Dr. Tidwell indicated that the Council on Chairs had some good ideas regarding general education and had suggested that CAA do the following:*
- *Appoint a subcommittee to look at general education issues.*
 - *Set a deadline for when course proposals for general education courses should be submitted and then have CAA review all of the proposals at once.*
 - *Establish parameters and guidelines for the university community as to what CAA is looking for.*

Dr. Tidwell would like to create a CAA general education subcommittee and he asked the council members to consider volunteering for it. He will revisit this matter at a future meeting.

In addition, Dr. Reid explained that the Council of Chairs talked about a General Education Assessment Committee that had been eliminated and that there possibly could be some general education assessment data that might still exist which has or has not been analyzed. The Council of Chairs suggested that there be an analysis of waivers from the last four to five years to determine which courses were most frequently waived to satisfy requirements.

Dr. Tidwell mentioned that Dr. Sanders, Center for Academic Support & Achievement, might be able to help with this since she has some interesting data on assessment of general education. He thought it would be a good idea to invite her to a future CAA meeting to discuss it.

- b.) *Dr. Tidwell explained that he reminded the Council of Chairs that the policy for technology-delivered sections of courses that were previously approved as traditionally face-to-face courses would become effective Fall 2005. He noted that CAA approved the policy on March 4, 2004 and CGS approved it on April 6, 2004.*

After addressing this topic to the Council of Chairs, Dr. Tidwell mentioned that he has received several communications from faculty members who indicated some instructors had already submitted materials to CAA two or three years ago.

Dr. Tidwell asked the CAA members if they had a recollection of previous discussions regarding technology-delivered courses and whether materials had been previously submitted to CAA. It was believed that some materials were collected, unfortunately no one was sure what happened to it. Provost Lord suggested that previous meeting minutes be reviewed to determine what discussion had occurred regarding the topic. Meanwhile, Dr. Tidwell will continue to seek answers.

V. Items Added to the Agenda:

Dr. Tidwell indicated that the following agenda item numbers had been numbered incorrectly. 04-55 should be 04-58 and 04-56 should be 04-59.

1. ~~04-55~~ (04-58), Chemistry Minor (Program Revision)

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

The motion passed unanimously.

2. ~~04-56~~ (04-59), FLG 3401, Cadet Teaching in German (New Course)

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

The motion passed unanimously.

VI Items Acted Upon.

None.

VII. Pending:

1. Demonstration of the new online catalog.

Dr. Tidwell distributed an updated CAA membership list to the council members.

The next meeting will be held Thursday, October 7, 2004.

The meeting adjourned at 2:39 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. In the text of your email, enter the following two lines:

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***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, October 7, 2004
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda

1. 04-49, FLG 3401, Cadet Teaching in German (New Course)

Approved Executive Actions:

None.

Pending Executive Actions:**CAH****Effective Spring 2005**

1. Remove the writing intensive designation from THA 1133, 2220, 3344, 3400, and 3445.

CEPS**Effective Immediately**

1. Revise the course title for SED 3000 to *ISEP Level I*.

3000 SED. ~~Level I: ASEP~~ ISEP Level I (2-3-3) (Credit/No Credit) First course in a competency-based program integrating educational psychology, instructional methods, special education, and educational foundations; leading to secondary certification. Attaining skills from learning packages, public school contacts and experiences. Some classes will be held in the public schools; car pooling can be arranged. WI

2. Revise the course title for SED 3100 to *ISEP Level II*.

3100 SED. ~~Level II: ASEP~~ ISEP Level II (2-3-3) (Credit/No Credit) Continuation of program leading to secondary certification. Integrating educational psychology, instructional methods, special education and educational foundations. Attaining skills

from learning packages, public school contacts and classroom experiences. Prerequisite: SED 2000; SED 3000. "University Admission to Teacher Education"

requirements apply. Some classes will be held in the public schools; car pooling can be arranged. WI

3. Revise the course title for SED 4000 to *ISEP Level III*.

4000 SED. ~~Level III: ASEP~~ ISEP Level III (Arr.-Arr.-3) (Credit/No Credit.) F, S. Final course leading to secondary certification, to be taken in conjunction with student teaching. Integrates educational psychology, instructional methods, special education, and educational foundations. Prerequisites: SED 3100 and departmental methods course(s). Concurrent enrollment with STG 4001 is required. This course is delivered on line. WI

COS**Effective Spring 2005**

1. Remove writing intensive designation from BIO 3510.