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## **Agenda for the October 14, 2004 CAA Meeting**

**Item approved:** 04-58, Chemistry Minor (Program Revision)

**Item Pending:** 04-60, Anthropology Minor (Program Revision)

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### **Council on Academic Affairs Minutes**

*October 14, 2004*

The October 14, 2004 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Booth Library Conference Room 4440.

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

**Members absent:** Dr. Fewell, Ms. Miller, and Ms. Wroblewski.

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

**Guest present:** Dr. Burns, Family & Consumer Sciences and CASL; Dr. Hopgood, Academic Assessment & Testing; Dr. Klarup, Chemistry; and Dr. Karla Sanders, Center for Academic Support & Achievement.

#### **I. Minutes:**

The minutes of October 7, 2004 were approved as written.

#### **II. Communications:**

1. Academic Waiver Reports for September 2004 from the College of Arts & Humanities and the Lumpkin College of Business & Applied Sciences.
2. October 5, 2004 memorandum from Dean Hoadley, LCBAS, requesting executive action to remove the prerequisites from COS 4850, effective Spring 2005.
3. Minutes from the October 1, 2004 College of Sciences Curriculum Committee virtual meeting.
4. List of CAA appointments to university committees compiled by Dr. Debra Reid, CAA Vice-Chair.

*Dr. Tidwell indicated that Dr. Reid did a nice job putting together the list of CAA appointments to university committees and compiling the appendix explaining what the committees do.*

*Also concerning the list of CAA appointments, Dr. Tidwell indicated there are enough volunteers to form the General Education Assessment Subcommittee. The council agreed to Dr. Tidwell's recommendation that the subcommittee consist of the following council members: Dr. Carwell, Dr. Fewell, Dr. Methven, Dr. Reid, and Dr. Tidwell (Subcommittee Chair).*

*The General Education Assessment Subcommittee will meet immediately following each CAA meeting with the first meeting taking place today.*

#### **III. Committee Reports:**

None.

#### **IV. Old Business:**

1. 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.

*Dr. Tidwell said he sent an e-mail to the Council of Chairs and various other sources seeking a volunteer to serve on CASL. From those communications he ended up with five faculty members expressing interest in serving on the committee. Dr. Tidwell explained that he spoke with Dr. Reid, CAA Vice-Chair, earlier about what might be the fairest process for choosing an appointment from the group of five volunteers. He said they came to the conclusion that the fairest process would be for the council to appoint the first person volunteering for the committee since it would be hard to distinguish one volunteer from*

another. Dr. Rigoberto Chinchilla, School of Technology, was the first faculty member to contact Dr. Tidwell. Therefore, Dr. Tidwell suggested that the council members consider appointing Dr. Chinchilla to the committee.

Ms. Dilworth moved and Dr. Carwell seconded the motion to appoint Dr. Rigoberto Chinchilla to the Committee for the Assessment of Student Learning (CASL) for a three-year term.

The motion passed unanimously.

2. Continued discussion of general education.

This item was discussed earlier in the meeting (See communication item number four on page one.)

In other business, Dr. Tidwell explained that last spring the council approved the name change for the Board of Trustees Bachelor of Arts Degree to the **Board of Trustees Bachelor of Arts in General Studies**. Unfortunately, the new program name resulted in an awkward degree title on students' transcripts – BA in BOT BA in General Studies. It was recommended that the degree be **changed to BA in General Studies**. There were no objections by the council members.

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

1. **04-60, Anthropology Minor (Program Revision)**

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

The motion passed unanimously.

#### VI. Items Acted Upon.

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

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

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

#### VII. Other Business:

1. Dr. Karla Sanders, CASA, and Dr. Melanie Burns, CASL Chair, will present a report on general education assessment.

Dr. Sanders, along with Dr. Burns, presented a report (**See Attachment B**) to the council regarding general education data through summer 2004. The report consisted of various charts, graphs, and tables detailing the following information:

- a.) The percentage of undergraduate programs adopting general education goals.
- b.) The general education objectives adopted by percentage of programs in colleges for academic year 2004.
- c.) The four general education goals:
  - To become responsible global citizens
  - To speak effectively
  - To think critically
  - To write effectively
- d.) The number of courses and seats by general education requirements.

Dr. Sanders spent time explaining the data found in the report, how and why it was collected, and what the information meant. Both Dr. Sanders and Dr. Burns answered various

questions that the council members had regarding the data, assessment, and general education.

**The next meeting will be held Thursday, October 21, 2004.**

The meeting adjourned at 2:55 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:

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\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Thursday, October 21, 2004  
Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

1. 04-60, Anthropology Minor (Program Revision)

**Approved Executive Actions:**

**LCBAS**

**Effective Spring 2005**

1. Designate FCS 3151 as a writing-intensive course.

**Pending Executive Actions:**

**LCBAS**

**Effective Spring 2005**

1. Remove the prerequisites from COS 4850.

**COS 4850. Special Topics in Career & Organizational Studies. (1-0-1) or (2-0-2) or (3-0-3).** A study of special topics regarding: instructional systems design and development; emerging audio-visual technology such as interactive laser video, "distance" learning; advancing andragogical foundations of experiential learning, critical thinking and small group learning; human resource development; and other specialized topics as they emerge. Prerequisites: Six semester hours in Career and Organizational Studies courses.

**Attachment A****CHEMISTRY MINOR**

Chemistry 1310G, 1315G, 1410, 1415, 2730 ..... 8 11 sem. hrs.  
**Track I or II** ..... 13 14 10 sem. hrs.  
**TOTAL** ..... 21 22 sem. hrs.

**Track I:**

Chemistry 2430, 2435, 2730 ..... 7 4 sem. hrs.  
 Electives<sup>1</sup> in Chemistry (excluding 1040G,  
 2040G, 2440, 2445, 3001, 3100, 3940, 4001)  
 from the following: CHM 2310, 3300, 3780, 3910,  
 3920, 4400 ..... 6 sem. hrs.  
 13 10 sem. hrs.

**Track II:**

Chemistry 2440, 2445, 2730, 2840 ..... 10 7 sem. hrs.  
 Electives<sup>1</sup> in Chemistry (excluding 1040G,  
 2040G, 2430, 2435, 3001, 3100, 3940, 4001)  
 from the following: CHM 2310, 3300, 3450, 3780,  
 3910, 3920, 4400, 4750, 4790, 4800 ..... 4 3 sem. hrs.  
 14 10 sem. hrs.

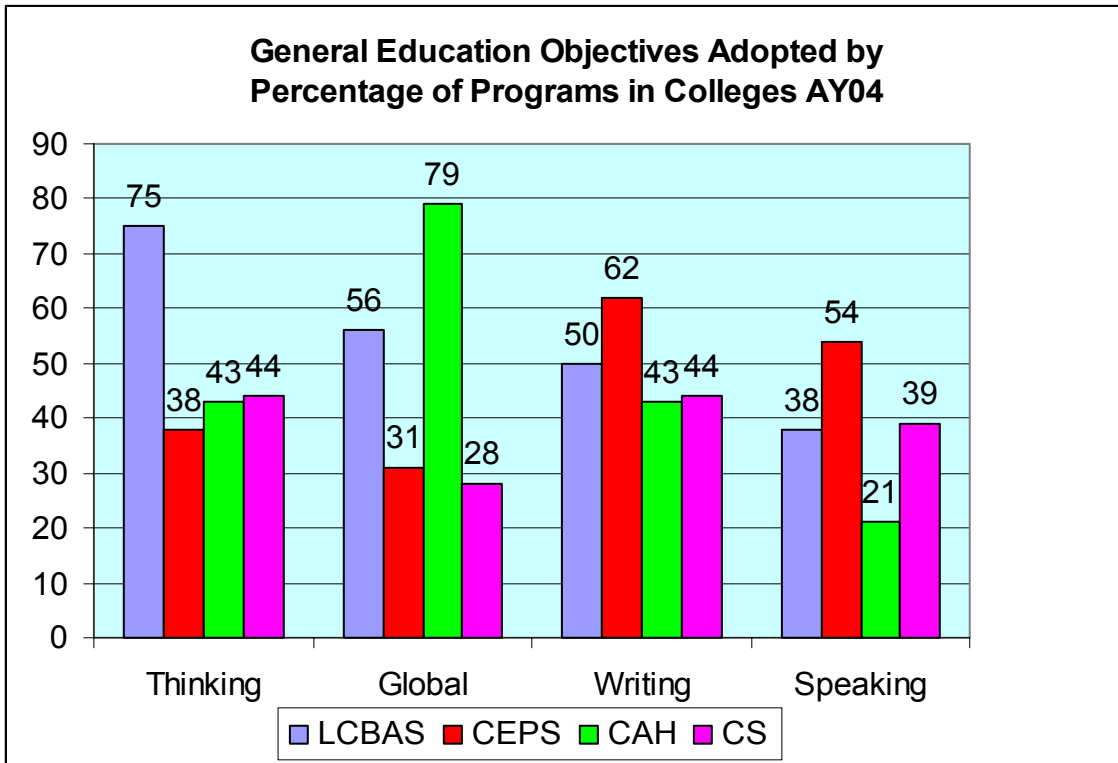
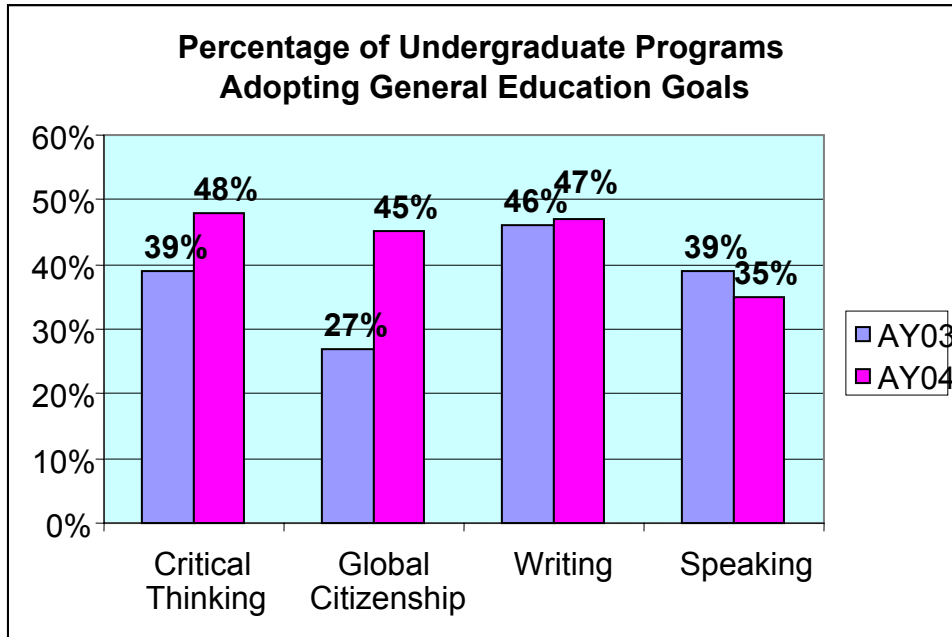
<sup>1</sup> Check course prerequisites.

**Attachment B**

**Report on General Education Data through Summer 2004**

The following information was prepared for the NCA self-study.

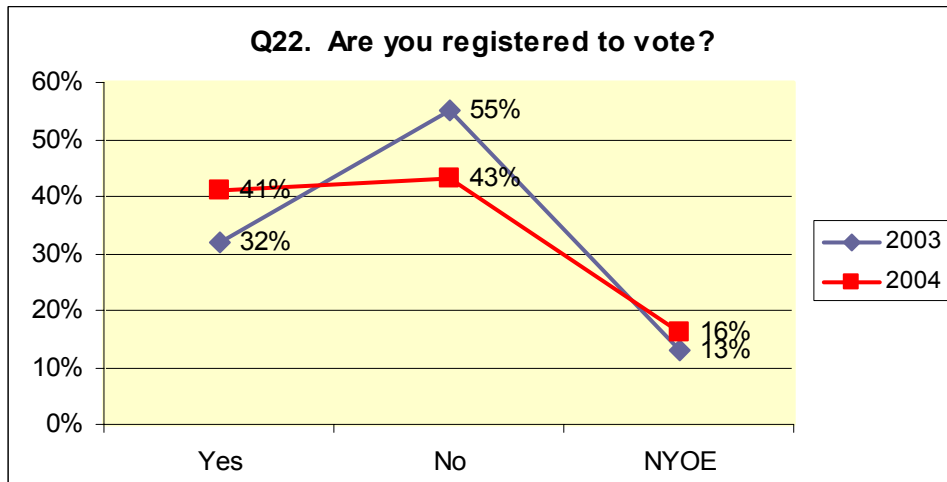
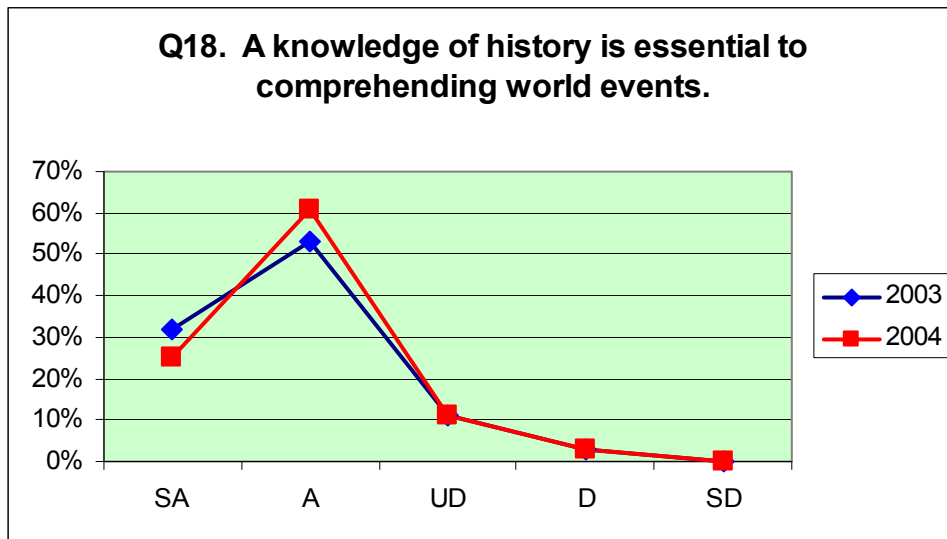
**Program Objectives and General Education Goals**



What follows are data from the 4 General Education goals by goals.

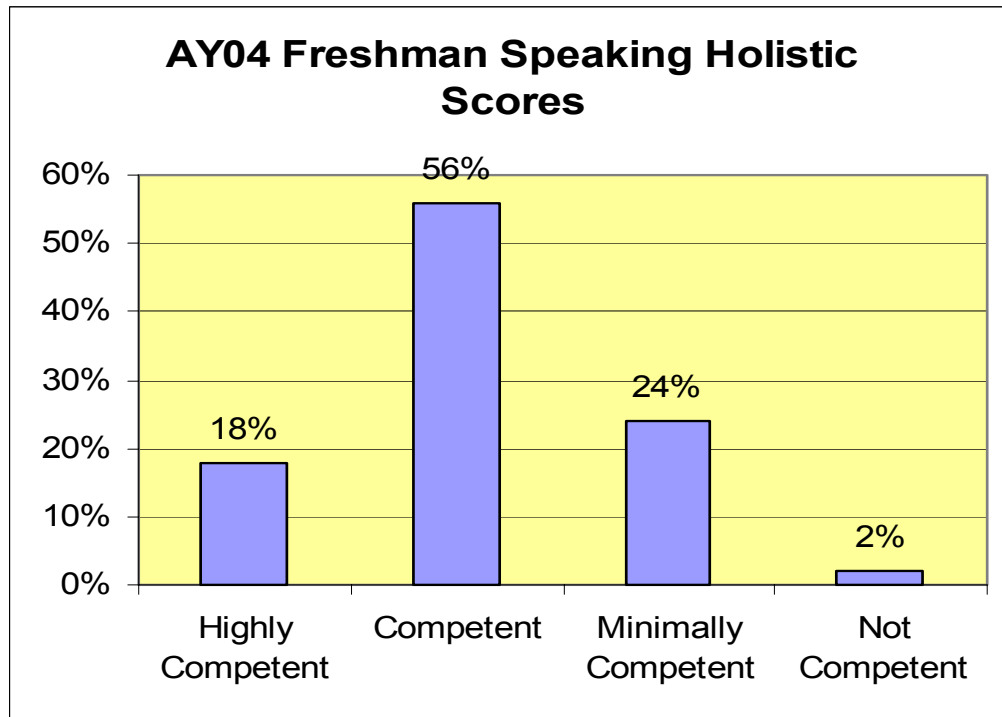
**Goal: To Become Responsible Global Citizens**

The summer 2004 freshman data and the spring and summer 2004 senior data is still being compiled for this goal from the survey given at orientation and in senior seminars. This in-house developed survey was first administered to freshmen at orientation in summer 2003; administration of surveys in senior seminars began in Spring 2004. Currently, both freshmen and senior seminar students take the survey on-line. The two graphs below give an indication of some of the information that will be forthcoming. Both graphs compare freshman responses across two summers.



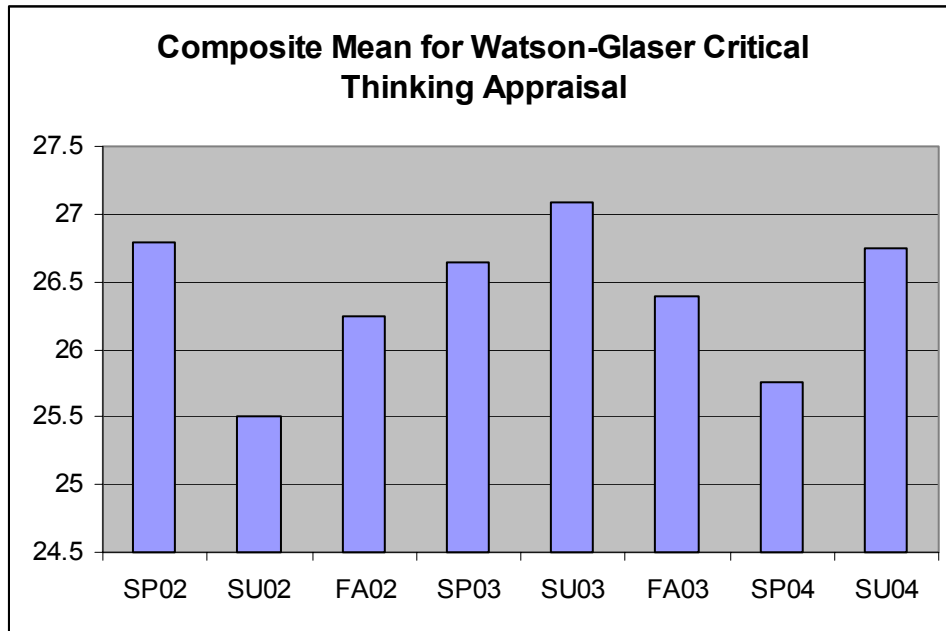
### Goal: To Speak Effectively

The following table illustrates the percentage of speeches deemed highly competent, competent, minimally competent, and not competent as defined by the speaking rubric by faculty teaching Speech 1310G in Fall 2003-Spring 2004. Data for this goal were first collected at the freshman level in Fall 2003. Since Fall 2004 will be the first semester data will be collected from senior seminars, AY05 will mark the first time data is gathered at both the freshman and senior levels.



### Goal: To Think Critically

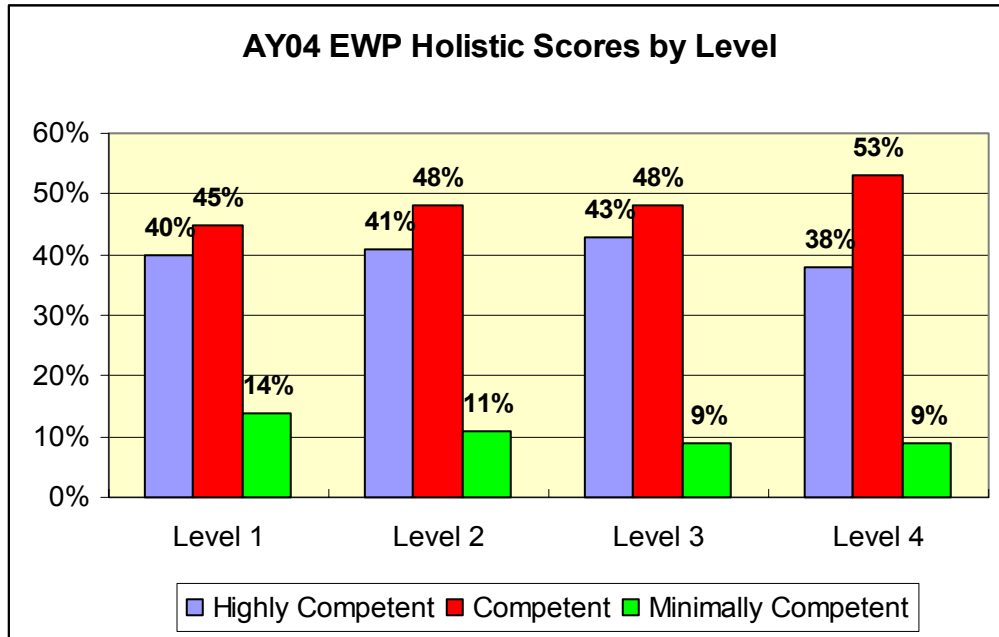
The *Watson-Glaser Critical Thinking Appraisal* has a total score of 40; this instrument has been given in senior seminars since Spring 2002 when the *Tasks in Critical Thinking Exam* was discontinued by the Educational Testing Service. The following table illustrates the composite mean of Eastern students by semester. Scores by major are sent to department chairs each semester.



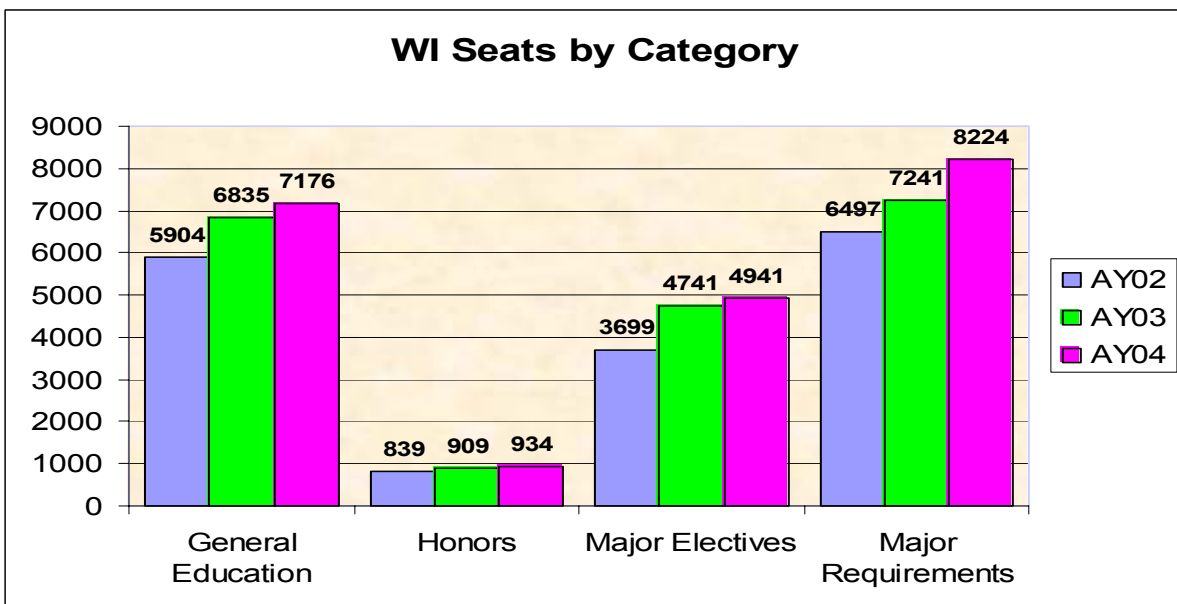


### Goal: To Write Effectively

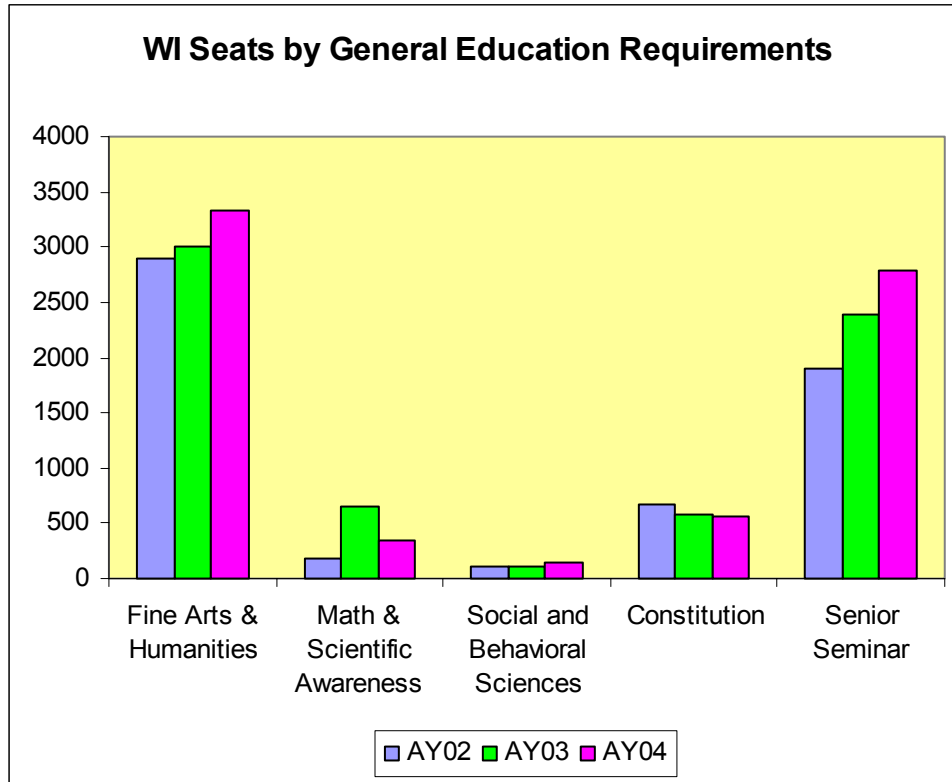
While submissions have been taken for the Electronic Writing Portfolio since Fall 2000, holistic scores were first gathered from faculty in Fall 2002. The following table illustrates the percentage of submissions that were deemed by faculty to be highly competent, competent, or minimally competent based on the EWP rubric from Fall 2003-Interession 2004.



When the EWP began, concern was expressed over whether WI courses were offered in the appropriate categories for students to be able to take courses and submit without having to take additional courses outside of the General Education and their major. The following table illustrates the categories and seats for WI courses.



In addition to tracking WI courses and seats by category, CASA also looks at seats by General Education requirement. The College of Arts and Humanities offers the lion’s share of the WI courses as it offers WI courses in the Fine Arts and Humanities as well as the Constitution and in the Social and Behavioral Sciences. All Colleges contribute to the Senior Seminar course offerings.



**Writing-Intensive Seat Availability Report:  
AY 2003-2004**

**Number of WI Seats by Level**

	<b>G Courses Non-honors</b>	<b>Honors</b>	<b>Major Requirements</b>	<b>Major Electives</b>	<b>Total</b>
<b>1000-level</b>	1,482	335	75	0	1,892
<b>2000-level</b>	1,380	257	3,894	407	5,938
<b>3000-level</b>	1,534	189	2,327	3,521	7,571
<b>4000-level</b>	2,780	153	1,928	1,013	5,874
<b>TOTALS</b>	<b>7,176</b>	<b>934</b>	<b>8,224</b>	<b>4,941</b>	<b>21,275</b>

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**Number of Courses & Seats by General Education Requirements<sup>1</sup>**
**Humanities & Fine Arts Courses**

	<b>Designated WIG Courses</b>	<b>Total Seats<sup>2</sup> Fall 2003</b>	<b>Total Seats Spring 2004</b>	<b>Total Seats Summer 2004</b>	<b>Total Seats AY 2003-2004</b>
<b>African American Studies</b>	2	87	83	0	170
<b>Art</b>	2	31	67	0	98
<b>English</b>	6	499	459	125	1,083
<b>Foreign Language</b>	11	192	175	0	367
<b>History</b>	1	606	408	40	1,054
<b>Music</b>	1	70	120	25	215
<b>Philosophy</b>	0	0	0	0	0
<b>Physical Education</b>	1	125	86	0	211
<b>Theatre</b>	3	105	35	0	140
<b>TOTALS</b>	26	1715	1433	190	<b>3,338</b>

**Constitution**

	<b>Total Designated WIG Courses</b>	<b>Seats Fall 2003</b>	<b>Seats Spring 2004</b>	<b>Seats Summer 2004</b>	<b>Total Seats AY 2003-04</b>
<b>History</b>	1	226	208	136	<b>570</b>

**Senior Seminar**

<b>Total Designated WIG Courses</b>	<b>Seats Fall 2003</b>	<b>Seats Spring 2004</b>	<b>Seats Summer 2004</b>	<b>Total Seats AY 2003-04</b>
34	943	937	900	<b>2,780</b>

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<sup>1</sup> Does not include honors sections of courses.

<sup>2</sup> Seats in honors courses have not been included in this column in any of the following tables.

**Mathematics & Scientific Awareness**

	<b>Total Designated WIG Courses</b>	<b>Seats Fall 2003</b>	<b>Seats Spring 2004</b>	<b>Seats Summer 2004</b>	<b>Total Seats AY 2003-04</b>
<b>Mathematics</b>	1	40	40	0	80
<b>Biology</b>	2	194	0	0	194
<b>Chemistry</b>	0	0	0	0	0
<b>Earth Science</b>	0	0	0	0	0
<b>Geology</b>	0	0	0	0	0
<b>Physics</b>	1	24	48	0	72
<b>TOTALS</b>	<b>4</b>	<b>258</b>	<b>88</b>	<b>0</b>	<b>346</b>

**Social and Behavioral Sciences**

	<b>Total Designated WIG Courses</b>	<b>Seats Fall 2003</b>	<b>Seats Spring 2004</b>	<b>Seats Summer 2004</b>	<b>Total Seats AY 2003-04</b>
<b>Anthropology</b>	0	0	0	0	0
<b>Geography</b>	0	0	0	0	0
<b>Philosophy</b>	0	0	0	0	0
<b>Psychology</b>	0	0	0	0	0
<b>Sociology</b>	0	0	0	0	0
<b>Women's Studies</b>	1	52	90	0	142
<b>TOTALS</b>	<b>1</b>	<b>52</b>	<b>90</b>	<b>0</b>	<b>142</b>