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## **Agenda for the September 1, 2005 CAA Meeting**

**Items approved:** 05-23, Industrial Technology (Revised Major)  
05-24, Policy for Minors/Study Abroad in the Minor (Policy & Waiver Regulations Revisions)

**Items Pending:** 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)  
05-25, Adjust Due Date for the CAA/CGS Policy for Technology-Delivered Courses

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### **Council on Academic Affairs Minutes September 1, 2005**

The September 1, 2005 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Dilworth, Ms. Fredrick, Dr. French, Dr. Reid, Dr. Roszkowski, Ms. Sterling, Dr. Stowell, Mr. Tracy, and Dr. Upadhyay.

**Members absent:** None.

**Staff present:** Dr. Lord, Dr. Weber, and Ms. Fopay.

**Guests present:** Dean Augustine, Graduate School; Dean Hanner, College of Sciences; Dr. Haile Mariam, Psychology/Faculty Senate; Dr. Wahby, School of Technology; and Dr. Woodley, School of Technology.

#### **I. Approval of the August 25, 2005 Minutes.**

The minutes of August 25, 2005 were approved as written.

#### **Follow-up from 8/25/05 meeting**

1. Dr. Reid indicated that there has been continued discussion about summer waivers and possibly adjusting the policy. She will continue to keep the council informed as discussions continue.
2. Ms. Sterling reported that Dr. Methven, Biological Sciences, answered her questions about the waivers for BIO 1100 and AP credit. She explained that the waivers were approved because the AP tests had been taken before January 2004. After that date the College of Sciences decided that they weren't going to approve waivers for BIO 1100 for General Education credit.

Dr. Weber entered the meeting at 2:10 p.m.

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

1. Dr. Reid distributed a handout containing assessment examples pertaining to sections 2.a. and 2.b. of the New/Revised Course Proposal Format. She provided details and asked for feedback from council members about this document. She explained that these examples were created to help individuals who are creating/revising course proposals. In the past couple of years proposals were sent back for revisions of sections 2.a. and 2.b. once they had reached the CAA level. An assessment example was posted to CAA's Web site last year in efforts to assist individuals and to avoid extra work for departments. It was later taken down when some individuals indicated that it wasn't a good example.

Dr. Reid explained that with the assistance of Dr. Rich Foley, Philosophy/College of Arts & Humanities Curriculum Committee, devised a preliminary explanation and examples of assessment. Then from that she modified and expanded on it to create the handout distributed today. The handout includes examples from three colleges consisting of a 2000-level course, two undergraduate/graduate level courses, as well as one Senior Seminar course representing a General Education course. Dr. Reid indicated that for General Education proposals, individuals should include a little paragraph at 2.a. explaining why the General Education course fits the General Education mission.

Dr. Reid reassured the council members that the document would be used only as an example to guide individuals while completing course proposals. She explained that although some of the examples included matrixes, individuals were NOT required to use it in their course proposals—the information could be written out instead.

### III. Committee Reports:

None.

### IV. Item to be Added to the Agenda:

1. 05-25, Adjust Due Date for the CAA/CGS Policy for Technology-Delivered Courses

Dr. Roszkowski moved and Dr. Dietz seconded the motion to add these items to the agenda. The motion passed by consensus.

### V. Items to be Acted Upon:

1. **05-23, Industrial Technology (Revised Major)**

Dr. Wahby and Dr. Woodley presented the proposal and answered questions of the council.

Dr. French moved and Ms. Dilworth seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment A**) was approved, effective Fall 2006.

Dr. Wahby and Dr. Woodley left the meeting.

2. **05-24, Policy for Minors/Study Abroad in the Minor (Policy & Waiver Regulation Revision)**

Dean Augustine and Dean Hanner presented the proposal and answered questions of the council.

Ms. Dilworth moved and Dr. Carwell seconded the motion to approve the proposal. The motion passed unanimously.

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

Dean Augustine and Dean Hanner left the meeting.

At this point, council members questioned and asked for clarification of items a. and b. listed under the "Requirements for Minors." *Note: These items had nothing to do with the proposed revisions approved today. Rather, council members questioned the items after reading the proposal which included the list of requirements.*

Dr. Dietz questioned requirement A: "Any student interested in a departmental minor must receive approval from the appropriate department chairperson; and in the case of an interdisciplinary minor, approval must be secured from the appropriate dean." She wanted to know whether this requirement was happening since she had never seen paperwork for it or heard her department chair say he needed to sign off on anything. She explained that she thought all students had to do was go to the Registration Office to declare their minor or interdisciplinary minor. The other council members were not aware of the requirement either.

In addition, council members requested clarification of requirement B" "All minors are excluded from the Credit/No Credit Option following the rules which apply to majors."

Provost Lord indicated that he would do some research to find out the background and history as to why these requirements were written. From there it could be determined whether the requirements should be revised and brought to CAA for action.

Following the discussion of the requirements for minors, Dr. Reid introduced Dr. Assege Haile Mariam. She explained that as the Faculty Senate Chair, Dr. Haile Mariam would be attending CAA meetings on a regular basis.

**VI. Pending:**

1. 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)

**The next meeting will be held Thursday, September 8, 2005.**

The meeting adjourned at 2:30 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/>.

The CAA minutes, agendas, and summaries of CAA actions are distributed via a listserv, caa-list. To subscribe, go to the following web site: <http://lists.eiu.edu/mailman/listinfo/caa-list>. Locate the section "Subscribing to caa-list" and enter your email address and create a password. Next, click on the subscribe box. An email will be sent to you requesting confirmation. Once confirmation is received, your request will be held for approval by the list administrator. You will be notified of the administrator's decision by email.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
 Thursday, September 8, 2005  
 Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

1. 05-25, Adjust Due Date for the CAA/CGS Policy for Technology-Delivered Courses

**Pending:** 05-22a, Proposal for Intervening with Students Who Have Been Reinstated Following Academic Dismissal (Revised Policy)

**Approved Executive Actions:**

**Graduate School  
 Effective Fall 2005**

1. Revise the standard and conditional admission information for undergraduate international applicants found on pages 44 and 45 of the 2005-06 Undergraduate Catalog.

**International Applicants**

**Standard and Conditional Admission for Undergraduate Applicants**

Undergraduate international applicants must submit a complete packet of admission materials to the Office of International Programs. A complete packet for undergraduate applicants includes an international application, an application fee, an approved financial affidavit form, an official raised seal transcript from high school, and documentation of English mastery. The approved financial affidavit form must verify the applicant's financial status for study. For undergraduate applicants the raised seal transcript or original copy of national examinations must document completion of secondary education, comparable to that awarded by a United States high school. The high school transcript must also verify that the applicant earned a minimum GPA of 2.0 on a 4.0 scale.

English language mastery for undergraduate applicants for admission may be documented in one of the following ways:

1. Submission of a score of 500 or higher on the paper-based Test of English as a Foreign Language (TOEFL), ~~or~~ a score of 173 or higher on the computer-based TOEFL, or a score of 61 or higher on the internet-based TOEFL.
2. Submission of evidence of residency in a nation whose official language is English.
3. Submission of evidence of successful completion of 24 semester hours of college credit at an accredited college or university in the United States.
4. Submission of evidence of a Level 9 112, Certificate of Completion from an ~~Intensive English Language Center~~ ELS Language Center located in the United States.
5. Submission of evidence of successful completion of three years of high school in the United States and an ACT composite standard score of at least 18 (SAT 860).

Admission to EIU and an approved financial affidavit form are required in order for the Office of International Programs to issue ~~Sevis~~ SEVIS Form I-20 or DS-2019. Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery may be offered Conditional Admission.

Conditional admission may be offered to undergraduate international applicants who meet the criteria for admission to EIU except for English language mastery. Conditional admission is granted only by the Office of International Programs. ~~Conditional admission limits enrollment to Intensive English Language courses.~~ Undergraduates with conditional admission status must provide evidence of meeting English language mastery to the Office of International Programs ~~in one of two ways to be considered for standard admission: Students must provide evidence of full-time enrollment in the Intensive English Language Center at EIU and earn a 500 or higher on the institutional Test of English as a Foreign Language taken at EIU or students must earn~~ by submitting a score of 500 or higher on the paper-based TOEFL taken in their home country, or a score of 173 or higher on the computer-based TOEFL, a score of 61 or higher on the internet-based TOEFL, or completion of Level 112, Certificate of Completion from an ELS Language Center located in the United States.

#### **LCBAS**

##### ***Effective Fall 2005***

1. Designate FCS 4300, Consumer Issues, as a writing-intensive course.

#### **Pending Executive Actions:**

None.

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**Attachment A****Industrial Technology**

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Add Program to Portfolio

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**(BS)**

The Industrial Technology program provides a broad education that emphasizes the study of materials, processes, and management. The program is designed to prepare technical or technical management-oriented professionals for employment in business, industry, and government. Individuals interested in working with people, materials, and processes will find Industrial Technology provides an excellent foundation for a challenging career.

**INT Electives**

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Students must select 9 semester hours from ~~the following list~~ **any INT courses, other than INT core, INT Senior Seminar courses, and INT General Education courses. Courses from outside the major or transfer courses that support technical management may be considered as INT electives, upon departmental approval.**

(Courses will not double count for concentration and to meet **INT** elective hours.)

- ~~BUS 2101 – Financial Accounting. Credits: 3~~
- ~~INT 2953 – Statics and Strength of Materials. Credits: 3~~
- ~~INT 3012 – Metrology and Inspection Procedures. Credits: 2~~
- ~~INT 3043 – Engineering Geometry and Graphics. Credits: 3~~
- ~~INT 4673 – Work Measurement and Method Design. Credits: 3~~
- ~~INT 4803 – Plant Layout and Material Handling. Credits: 3~~

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**Attachment B****Change in Policy for Minors/Study Abroad in the Minor**

In our efforts to promote study abroad programs and encourage increased enrollment in study abroad programs, we recommend the following changes in the academic policy/catalog and in Waiver Regulation II.A.8:

**Catalog Change (Page 65 of the 2005-06 Undergraduate Catalog):*****Requirements for Minors***

- a. Any student interested in a departmental minor must receive approval from the appropriate department chairperson; and in the case of an interdisciplinary minor, approval must be secured from the appropriate dean.
- b. All minors are excluded from the Credit/No Credit Option following the rules which apply to majors.
- c. There is a residency requirement similar to that in effect for majors. Therefore, a transfer student who chooses to have a minor must successfully complete a minimum of six semester hours in residence in courses applicable to the grade-point average in that minor.
- d. No more than three semester hours credit may be earned in independent study, research, **or** internship, **or study abroad** toward a minor; and no credit in teaching methods may be counted toward a minor other than a teaching minor.
- e. Non-teaching minors require a cumulative grade-point average of at least 2.00. A student entering Fall 2002 and thereafter must earn a 2.65 GPA in a teaching minor.

**Waiver Regulation II.A.8. Change:****II. The following can NOT be altered by waiver or by action of the UAWAC:**

8. Credit in Independent Study, Research, **and** Internship ~~and Studies Abroad~~ Used in the Minor -- A maximum of 3 sem. hrs. in independent study, research, **or** internship **or studies abroad** may be used toward satisfying minor requirements.