
Agenda for the August 31, 2006 CAA Meeting

Items approved: 06-74, BIO 1150, Biology Forum (New Course)
06-75, BIO 4840, Resource Management and Environmental Assessment (New Course)
06-77, Administrative Drop Proposal (New Policy)

Items Pending: 06-52, MIS 4530, Web Application Development (New Course)
06-76, Failing Grade for Non-Attendance (New Grade)
06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)
06-79, Definition of Remedial/Developmental Coursework (New Policy)

Council on Academic Affairs Minutes

August 31, 2006

The August 31, 2006 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Bower, Dr. Carwell, Dr. Dietz, Ms. Dilworth, Ms. Green, Dr. Hyder, Dr. Roszkowski, Ms. Sommerfeld, Dr. Stowell, and Dr. Upadhyay.

Members absent: Dr. Melvin.

Staff present: Dr. Lord and Ms. Fopay.

Guests present: Dr. Borzi, Communication Studies; Ms. Crement, *Daily Eastern News*; Mr. Feimer, History Student; Dr. Fischer, Biological Sciences; Dr. Izadi, School of Technology; Dr. Methven, Biological Sciences; Dr. Shank, Special Education; and Ms. Zieren, Financial Aid

I. Approval of the August 31, 2006 Meeting Minutes.

1. The minutes of August 31, 2006 were approved. After the meeting the following corrections were submitted:

- (Page 3) The deadline for the Achievement & Contribution Awards submissions is September 15, 2006 rather than September 14, 2006.
- (Page 9) Correct executive action item 29. The course number was incorrectly entered as ESC 4900. It should be 4950. Also, the prerequisite or co-requisite was missing. The corrected text appears below.

29. Remove statement from ESC 4950 course description.

4950 ESC. Earth Science Field Experience Research for Teachers. (Arr.-Arr.-1-3) Su or F, following successful completion of Earth Science 4900. Research on specific topic or topics developed while enrolled in ESC 4900. Prerequisite or co-requisite: ESC 4900.

II. Communications:

None.

Dr. Roszkowski introduced Ms. Elise Sommerfeld. She will be a student representative on CAA this year.

Next Dr. Roszkowski followed up on a few things from last week's meeting.

1. Last week there was a question about why waiver 06-54 on the May COS waiver report was denied. The waiver description reads "To replace F grade in MAT 1441 (taken FA05) with repeated course grade of C (taken SP06) in calculation of GPA." Dr. Roszkowski contacted Dean Hanner, COS, to get an explanation for why the waiver was denied. She said Dean Hanner explained that in between the time that the student took the class the second time and the first time, he took another course for which that was a prerequisite. It was denied because the rules say that can't be done. Dr. Roszkowski said the Dean Hanner reported that the Appeals Committee granted the student's appeal of his waiver.

2. Last week Dr. Hyder requested clarification of the April 13 Honors Council minutes. He asks for clarification about the ranking of students on the new Freshman Scholarship application letter of recommendation cover sheet. Dr. Roszkowski contacted Dean Irwin who provided the following explanation: Based on criteria individuals will rank the students by comparing them to other students in similar situations.
3. Dr. Roszkowski indicated that she invited Dean Augustine, Dr. Dagni Bredesen, and Ms. Wendy Williamson to report to CAA about Study Abroad. She said they will report to CAA at its September 21, 2006 meeting.
4. Dr. Roszkowski reported that Dr. Gordon Tucker agreed to serve on the Senior Seminar Subcommittee. As a result, the committee is now complete and the group will make an effort to schedule its first meeting.
5. Dr. Roszkowski indicated that she contacted Dr. Kathleen O'Rourke, CGS Chair, about the Policy on Review of Capricious Grading. She said Dr. O'Rourke would like to have a joint CGS and CAA meeting to discuss this policy. CGS is willing to meet during a scheduled CAA meeting time. However, the date of that joint meeting has not been decided.

III. Committee Reports:

None.

IV. Items to be Added to the Agenda:

1. **06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals).**

Dr. Bower moved and Dr. Upadhyay seconded the motion to add this item to the agenda.

NOTE: This item will not be acted upon next week. Rather it will be added to the pending items list. It will remain on the pending list until the joint CAA/CGS meeting where it will be discussed (See number five above.)

2. **06-79, Definition of Remedial/Developmental Coursework (New Policy).**

Dr. Dietz moved and Dr. Bower seconded the motion to add this item to the agenda.

VI. Items Acted Upon:

1. **06-74, BIO 1150, Biology Forum (New Course)**

Dr. Fisher and Dr. Methven presented the proposal and answered questions of the council.

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

The proposal was approved, *effective Fall 2007*.

1150 BIO. Biology Forum. (1-0-1) F, S. Biology Forum. The course is designed for freshmen and transfer students majoring in the Biological Sciences to enhance their transition to Eastern Illinois University by introducing them to the Biological Sciences program, providing an overview of the major and core requirements, and addressing specific skill sets necessary for success in the major. These skills include: library expertise, computer competence, and ability to produce and interpret graphs and tables, and critical scientific reading. Students will also meet the Biological Sciences faculty and discover departmental research opportunities and internship opportunities, summer and study abroad programs, career opportunities, and student clubs. WA

2. **06-75, BIO 4840, Resource Management and Environmental Assessment (New Course)**

Dr. Methven presented the proposal. There were no questions.

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

The proposal was approved, *effective Spring 2007*, pending CGS approval. In addition, the proposal was approved pending course fee approval by the President's Council.

BIO 4840. Resource Management and Environmental Assessment. (2-3-3) S. Environ Assess. This course will explore the concepts in natural resource management including data acquisition and how environmental regulations are used in integrated ecological assessments at the federal and state level. Prerequisite: BIO 3800 permission of the instructor.

3. 06-76, Failing Grade for Non-Attendance (New Grade)

Ms. Sue Harvey was unable to attend today's meeting to present this proposal.

Dr. Carwell moved and Dr. Stowell seconded the motion to add this item to the pending items list on the agenda.

4. 06-77, Administrative Drop Proposal (New Policy)

Dr. Borzi, Dr. Izadi, and Dr. Shank presented the proposal and answered questions of the council.

Dr. Hyder moved and Dr. Carwell seconded the motion to approve the proposal.

Discussion followed. The following revisions to the proposal were requested.

1. Ms. Dilworth moved and Dr. Carwell seconded the motion to add the word "EIU" before the word "E-mail" in the following sentence.

Students who are administratively dropped will be notified by **EIU** E-mail.

2. Dr. Hyder moved and Dr. Dietz seconded the motion to change the word "will" to "can" in the following sentence.

The Instructor **will can** send a list of students to the department chair who will forward the list to the Registration Office.

The motions to amend the proposal passed unanimously.

Also, an effective date was not mentioned on the proposal. Therefore, the council requested clarification of that date. Dr. Izadi suggested Spring 2007. Provost Lord indicated that the proposal must be reviewed by other groups on campus. Therefore, he requested that the effective date be Spring 2007, if possible. Also, it was discussed that the item should be added to the catalog.

Dr. Hyder moved and Dr. Stowell seconded the motion to approve the effective date of Spring 2007, if possible, and to include the policy in the catalog. The motion passed unanimously.

The amended proposal (See Attachment A) was approved, *effective Spring 2006, if possible, pending CGS approval.*

VII. Pending:

1. 06-52, MIS 4530, Web Application Development (New Course)

The next meeting will be held Thursday, September 7, 2006.

The meeting adjourned at 2:45 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 7, 2006
 Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 06-79, Definition of Remedial/Developmental Coursework (New Policy)

Pending:

1. 06-52, MIS 4530, Web Application Development (New Course)
2. 06-76, Failing Grade for Non-Attendance (New Grade)
3. 06-78, Policy on Review of Capricious Grading, Forms, and Flowchart (New Policy to Replace IGP 45: Grades Appeals)
4. 06-79, Definition of Remedial/Developmental Coursework (New Policy)

Approved Executive Actions:

LCBAS

Effective Fall 2006

1. Change the prerequisites for ACC 4400.
4400 ACC - Federal Income Taxation I. (3-0-3) F, S. This is the first of two courses on federal income tax accounting under the latest amendments to the Internal Revenue Code. This course focuses on the income taxation of individuals and sole proprietorships. Topics include regulatory framework and legal liability of accountants, determination of gross income, deductions, and computation of tax liability, payment procedures, and tax planning. Prerequisites: ACC 3250, ~~ACC 3900~~, and BUS 3710, each with a grade of C or better, a minimum cumulative EIU GPA of 2.50 or higher, and admission to the Accounting Program, or permission of the ~~Associate~~ Chair, **School of Business.**
2. Revise the prerequisites for ACC 4750.
4750 ACC - Governmental and Not-for-Profit Accounting. (3-0-3) F, S. Special nature of accounting for governmental and not-for-profit entities. Topics include fund accounting characteristics, budgets, cost accounting systems, and financial statement analysis. Prerequisites: ~~ACC 3250, ACC 3900 or their equivalents~~ **ACC 3200** with a grade of C or better, a minimum cumulative EIU GPA of 2.50 or higher, and admission to the Accounting Program, or permission of the ~~Associate~~ Chair, **School of Business.**
3. Modify the prerequisites for BUS 3710.
3710 BUS - Business Financial Management. (3-0-3) A practical framework for corporate financial decision-making. Topics include: acquisition, allocation, and management of funds and asset valuation methods. Prerequisites: BUS 2102, ECN 2802G, and junior standing **or permission of the Chair, School of Business.**

4. Update the prerequisites for FIN 3740.
3740 FIN - Real Estate Fundamentals. (3-0-3) On Demand. A study of theory and practice in real estate, with social, legal and economic implications. Prerequisites: **BUS 2101, BUS 2102**, BUS 3710 with a grade of C or better, **ECN 2801G, 2802G**, junior standing, and admission to the School of Business or permission of the **Associate** Chair, **School of Business**.
5. Revise the effective date of the revised course proposal for MGT 4340, Strategic Quality Management. Change it from Fall 2006 to Spring 2007.

Rationale: The revised course proposal for MGT 4340 was approved by CAA (March 30, 2006 with an effective date of Fall 2006). While this proposal was working its way through the curriculum process, the Fall 2006 class schedules were published and students registered for fall classes. As a result, students registering for MGT 4340 were unaware of the prerequisite changes. Changing the effective date of the revised proposal to Spring 2007 will minimize disruptions to the student registration process.

6. Delete MGT 3091 from the catalog.

~~**3091 MGT — Management and Organization Behavior, Honors. (3-0-3) On Demand.** Organization fundamentals: objectives, functions, structure and operational procedures, interpersonal relationships, control and motivational systems, and communications. Prerequisites: Junior standing, admission to the University Honors College, and admission to the School of Business or permission of the Associate Chair.~~

7. Revise the Family & Consumer Sciences: Family Services Option -- Move PSY 3521 from the major requirements to the "select from" list

Family & Consumer Sciences: Family Services Option



FCS in Family Services Requirements

Courses required for the FCS in Family Services Option include:

- FCS 1120 - Food Selection and Preparation. Credits: 3
- FCS 1800 - Life Span Human Development. Credits: 3
- FCS 2100 - Nutrition in a Global Society. Credits: 3
- FCS 2270 - Housing. Credits: 3
- FCS 2800 - Family Relationships. Credits: 3
- FCS 2850 - Child Development. Credits: 3
- FCS 3300 - Consumer Education. Credits: 3
- FCS 3853 - Practicum in Child Development. Credits: 3
- FCS 4275 - Internship. Credits: 3 to 9
- FCS 4840 - The Disadvantaged Family. Credits: 3
- FCS 4845 - The Family in Crisis. Credits: 3
- PSY 1879G - Introductory Psychology. Credits: 3
(also counted in general education – social & behavioral sciences)
- ~~PSY 3521 - Psychology of Adolescence and Young Adulthood. Credits: 3~~
- PSY 3780 - Abnormal Psychology. Credits: 3
- SOC 2710G - Introductory Sociology. Credits: 3

- (also counted in general education – social & behavioral sciences)
- SOC 2750G - Social Problems in Contemporary Society. Credits: 3
 - SOC 3600 - Introduction to Social Work. Credits: 3

14 Semester Hours From

- FCS 2831 - Women in Contemporary Society. Credits: 3
- FCS 3800 - Family Life and Sex Education. Credits: 3
- FCS 3820 - The Family in Social Change. Credits: 2
- FCS 4230 - Special Topics in Family and Consumer Sciences Credits: 1 to 3
(See footnote *)
- FCS 4235 - International Special Topics in Family and Consumer Sciences. Credits: 1 to 3
(See footnote *)
- FCS 4300 - Consumer Issues. Credits: 2
- FCS 4753 - Nutrition and the Addicted Person. Credits: 1
- FCS 4820 - Death and Dying. Credits: 3
- FCS 4846 - Aging and the Family. Credits: 3
- FCS 4851 - Infant Development. Credits: 3
- FCS 4854 - Parent-Child Study and Community Involvement. Credits: 3
- FCS 4859 - Administration of Child Care Programs. Credits: 3
- FCS 4860 - Addictions and the Family. Credits: 3
- **PSY 3521 – Psychology of Adolescence and Young Adulthood. Credits 3**

Footnotes:

(Major GPA based on all Family and Consumer Sciences courses taken at EIU)
Depending on Foreign Language and Math Placement, electives may be needed to meet 120 semester hours.

*Any combination of FCS 4230 and 4235 limited to 3 semester hours maximum.

LCBAS

Effective Fall 2007

1. Modify the prerequisites for MGT 4370.

MGT 4370 - Compensation Management. (3-0-3) F, S. A comprehensive analysis of the compensation management processes and practices in organizations. Prerequisites: BUS 3010, and MGT 3450, **MGT 3900**, and admission to the School of Business or permission of the **Associate Chair, School of Business**.

COS

Effective Fall 2007

Correction to 8/24/06 minutes, page 9, executive action item number 29 – The text should appear as follows:

1. Remove statement from ESC 4950 course description.
4950 ESC. Earth Science Field Experience Research for Teachers. (Arr.-Arr.-1-3) Su or F, following successful completion of Earth Science 4900. Research on specific topic or topics developed while enrolled in ESC 4900. Prerequisite or co-requisite: ESC 4900.

Pending Executive Actions:

None.

Attachment A

Administrative Drop Proposal

In order to maximize student access to courses, to reduce empty classroom seats, and to ensure smooth financial aid processing, the following administrative drop procedure is suggested:

Department Chairs may initiate an administrative drop of a student based on the following criteria:

1. For a traditional course, the student has not attended class **by the time 5th day rosters are issued** and has not made successful contact with the instructor to explain the absence.
2. The student has not met course prerequisites, co-requisites, or registration restrictions.

The Instructor **will can** send a list of students to the department chair who will forward the list to the Registration Office.

Students who are administratively dropped will be notified by **EIU** E-mail.

Administrative drops may affect minimum load requirements, student financial aid status, student fees, graduation requirements or other areas. It is the responsibility of the student to meet financial aid requirements, initiate any refund processes, and follow university guidelines concerning other obligations that may be affected by the drop. Information on refunds, financial aid and other student obligations may be found in the EIU catalog.

Students auditing are subject to the same attendance policy as those taking classes for credit.

Students enrolled in technology-delivered courses are subject to the same attendance policy. Students not making contact with the instructor **by the time 5th day rosters are issued** may be administratively dropped from the course.

Students taking weekend courses are subject to the same attendance policy. Students not making contact with the instructor by the end of the first day of class may be administratively dropped from the course.