

Council on Academic Affairs
Minutes
November 14, 2019

The November 14, 2019 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440 of Booth Library.

Members Present: Mr. Aydt, Dr. Danyi, Dr. Gronnvoll, Dr. Hung, Ms. Khamisani, Dr. Padmaraju, Dr. Rosenstein, Dr. Ruholl, Dr. Throneburg, Dr. Wilkinson

Members Absent: None

Staff Present: Assistant Vice President for Academic Affairs, Mr. Jason Hood, Ms. Hutchison

Guests Present: Vice President for Academic Affairs, Dr. Jay Gatrell, Ms. Logan Raschke (DEN), Dr. Chris Mitchell (CLAS), Dr. Michael Cornebise (CLAS), Dr. Mark Kattenbraker (KSR), Dr. David Smith (HIS), Dr. Julie Dietz (HPR), Dr. Anita Shelton (CLAS)

The meeting was called to order by Chair Gronnvoll at 2:01 p.m.

I. Approval of the October 31, 2019 CAA Meeting Minutes.

Padmaraju moved and Ruholl seconded the motion to approve the minutes as written.

II. Communications:

a. College Curriculum Committee Minutes:

None

b. Executive Actions:

1. November 4, 2019 memorandum from Dean Cheney, LCBT, requesting executive action to change the prerequisite for CIT 4843 to add permission of instructor.
2. November 4, 2019 memorandum from Dean Cheney, LCBT, requesting executive action to change the prerequisites on listed DGT courses.
3. November 4, 2019 memorandum from Dean Cheney, LCBT, requesting executive action to change the titles of listed DGT courses.
4. November 7, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to revise prerequisites to listed CMN courses.
5. November 7, 2019 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to revise prerequisites for JOU 3300 and JOU 3703 to add "or permission of instructor."
6. November 7, 2019 memorandum from Interim Associate Dean Cornebise, CLAS, requesting executive action for PSY 3518 to allow neuroscience majors to enroll, and for PSY 3805 to remove "or permission of instructor" from enrollment restriction, allow neuroscience majors to enroll, and allow psychology minors to enroll.
7. November 11, 2019 memorandum from Dean Cheney, LCBT, requesting executive action to revise the prerequisites for HTM 3784 to add "and ServSafe Food Protection

Manager Certification (or ANSI equivalent).”

c. **Waiver reports:**

None

d. **Grade Appeals:**

None

e. **Committee Reports:**

None

III. Items to be Added to the Agenda:

Khamisani moved and Padmaraju seconded to add the following items to the agenda.

1. 19-118, Business Administration Minor (revised program)
2. 19-119, BUS 3050: Survey of Management Information Systems (new course)

IV. Items to be Acted Upon:

1. **19-116, HIS 4377: Professional Development Capstone for Departmental Honors Students (new course)** Danyi moved and Hung seconded to open the discussion of the proposal. Dr. David Scott presented and answered questions of the council. The proposal was **approved** unanimously with revision: Part 1, #3 rational justification for co-requisite; syllabus – clarification of learning objectives on table or add objective
2. **19-117, Online Course Policy (revised policy)** Ruholl moved and Khamisani seconded to open discussion of the proposal. Mr. Jason Hood and Dr. Jay Gatrell presented and answered questions of the council. The proposal was **tabled for later discussion**.

V. Discussion Items:

1. Suggested CAA bylaw change regarding Open Meetings Act – Gronnvoll will make suggested revision
2. Discussion regarding 1978 CAA policy re: minimum required hours for minors – hand book needs clarification on 18 credit hours for minors

VI. Other:

Gronnvoll will distribute the assessment plan proposed by the Assessment Review Committee and the VPAA's office prior to the next CAA meeting.

VII. Ongoing:

None

VIII. Meeting Adjournment:

Khamisani moved and Ruholl seconded the motion to adjourn the meeting. The meeting adjourned at 2:47 pm.

Minutes prepared by Cindy Hutchison, Academic Affairs