

**Council on Academic Affairs**  
**Minutes**  
*March 12, 2020*

The March 12, 2020 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. Gronnvoll, Dr. Hung, Dr. Rosenstein, Dr. Ruholl, Dr. Throneburg ,  
Dr. Wilkinson

**Members Absent:** Dr. Janssen Danyi, Ms. Khamisani, Dr. Padmaraju

**Staff Present:** Ms. Hutchison

**Guests Present:** Dr. Julie Dietz (PUBH), Mr. JJ Bullock (DEN)

*The meeting was called to order by Chair Gronnvoll at 2:02 p.m.*

**I. Approval of the March 5, 2020 CAA Meeting Minutes.**

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

**II. Communications:**

**a. College Curriculum Committee Minutes:**

1. February 24, 2020 minutes of the College of Health and Human Services Curriculum Committee meeting.
2. March 3, 2020 minutes of the Lumpkin College of Business and Technology Curriculum Committee meeting.

**Executive Actions:**

1. March 6, 2020 memorandum from Dean Ersin, CHHS, requesting executive action to add "On Demand" as a term offering to KSR 4760, KSR 4764, and KSR 4765
2. February 27, 2020 memorandum from Dean Cheney, LCBT, requesting executive action to add to the CMG electives list: CMG 4913 – 30 Hour OSHA Certification for Construction.
3. March 3, 2020 memorandum from Dean Cheney, LCBT, requesting executive action to remove BUS 2710 from the catalog description for EIU 4160G.
4. March 4, 2020 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to revise the prerequisites for MUS 1070, 2071, 3071, and 3072.
5. March 4, 2020 memorandum from Interim Associate Dean Mitchell, CLAS, requesting executive action to reduce the number of credit hours for ENG 4275: Professional Writing Internship from 4 to 3.
6. March 5, 2020 memorandum from Dean Ersin, CHHS, requesting executive action to remove NTR 3755 as an elective course from the Workplace Wellness Minor and add NTR 1120, NTR 3757, and NTR 4230.

b. **Waiver reports:**

None

c. **Grade Appeals:**

None

d. **Committee Reports:**

None

**III. Items to be Added to the Agenda:**

Hung moved and Rosenstein seconded to add the following items to the agenda:

1. 20-035, BIO 3390: General Microbiology, Honors (new course)
2. 20-036, THA: Topics in Musical Theatre Performance (new course)
3. 20-037, Theater Arts BA (revised program)
4. 20-038, ENG 1000: Fundamentals of College Composition (revised course)
5. 20-039, BA in General Studies (revised program)

**Items to be Acted Upon:**

**20-033, B.S. Health Administration (revised program)** Throneburg moved and Rosenstein seconded to open the discussion of the proposal. Dr. Dietz presented the proposal. The proposal was **approved** unanimously with revisions to strike courses listed under Business Administration Minor in proposed catalog language.

**20-034, Faculty Laureate Nomination (revised process)** Rosenstein moved and Ruholl seconded to open the discussion of the proposal. Dr. Gronnvoll presented the proposal. The proposal was **approved** unanimously with revisions to #2 one letter of recommendation and #3 four semesters within the last three years.

**IV. Discussion Items:**

1. Face to face classes going online during the pandemic are being considered hybrid; these are not CAA approved hybrids. Going forward, any department that wishes to add hybrid delivery would need the course approved through CAA. The Provost has been clear that no precedents are being set with this emergency action.
2. Discussed postponing the next CAA meeting scheduled for March 26, 2020; if that is necessary, Gronnvoll will send out an email.

**V. Other:**

None

**VI. Ongoing:**

None

**VII. Meeting Adjournment:**

Wilkinson moved and Ruholl seconded the motion to adjourn the meeting. The meeting adjourned at 2:37 pm.

*Minutes prepared by Cindy Hutchison, Academic Affairs*