
Agenda for the November 10, 2011 CAA Meeting

Items approved: 11-110, Jazz Studies Minor (New Minor)
11-111, PLS 2603, State and Local Government (Revised Course; Added Technology Delivered)
11-112, PSY 3260, Models of Group Therapy (Revised Course)
11-113, PSY 3515, Child Psychology (Revised Course; Added Technology Delivered)
11-114, PSY 3521, Psychology of Adolescence and Young Adulthood (Revised Course; Added Technology Delivered)
11-115, CAA Bylaws (Revised Bylaws)
11-116R, Proposal to create a CAA University Learning Goals Committee to gather information and data for the purpose of reviewing integration, instructional practices, and the effectiveness of the EIU's four undergraduate university learning goals.

Items Pending: 11-118, REC 2250, Recreation Services for People with Disabilities (Revised Course)
11-119, REC 3000, Foundations of Therapeutic Recreation (New Course)
11-120, REC 3111, Therapeutic Recreation Modalities and Facilitation Techniques (Revised Course)
11-121, REC 3250, Evidence Based Intervention Planning in Therapeutic Recreation (Revised Course)
11-122, REC 3360, Advanced Therapeutic Recreation Processes (Revised Course)
11-123, REC 4355, Assessment and Administration in TR (Revised Course)
11-124, Recreation Administration (Revised Major)
11-125, Recreation Administration: Therapeutic Recreation Option (Revised Option)
11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's four University Learning Goals.

**Council on Academic Affairs
Minutes
November 10, 2011**

The November 10, 2011 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440, Booth Library.

Members Present: Dr. Caldwell, Ms. Eskew, Ms. Gonzalez, Ms. Green, Dr. Hoerschelmann, Dr. Klarup, Dr. Lucas, Dr. Mitchell, Dr. Reid, Ms. Ruholl, Dr. Throneburg, and Dr. White.

Members Absent: Ms. Clouston.

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

Guest Present: Dr. Ashley, Political Science; Ms. Dexter, *Daily Eastern News*; Dr. Fagaly, Music; Ms. Lynch, College of Sciences; Dr. Mace, Psychology; and Dr. Stowell, Psychology.

I. Item to be Acted Upon:

1. **11-111, PLS 2603, State and Local Government (Revised Course; Added Technology Delivered).**
Dr. Ashley presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. White moved and Ms. Gonzalez seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Spring 2012.

PLS 2603. State and Local Government. (3-0-3) Structures, functions, processes and leadership of state, county and city governments, including analysis of political, constitutional, and policy issues facing state and local legislators, executives, administrators and judges. **S5 902; PLS 915**

II. Approval of the November 3, 2011 CAA Meeting Minutes.

Corrections were requested to II. c. 1 and V. 5 (See below) of the November 3, 2011 minutes. Ms. Eskew moved and Ms. Ruholl seconded the motion to approve the minutes of November 3, 2011 as amended:

1. Revise the last sentence under II. c.1 as follows:

The council thanked Dr. Woodley and Mr. Grant.

2. Revise the last sentence under V. 5 as follows:

Dr. Throneburg and Ms. ~~Asoret~~ Gonzalez agreed to revise the document and resubmit it to the council (if possible in time for the next CAA meeting.)

II. Communications:**a. Curriculum Committee Minutes:**

1. November 2, 2011 minutes of the College of Arts & Humanities Curriculum Committee meeting.

b. Waiver Reports:

1. Academic Waiver Report for October 2011 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

c. Executive Action Requests:

1. November 3, 2011 email from Ms. Betsy Miller, on behalf of Associate Dean Poulter, CAH, requesting executive action to delete ART 2800, 3801, 3802, 4800, 4801, and 4802. Note: The Council on Graduate Studies will handle the request to delete ART 5801, 5802, and 5803.

d. Other:

1. November 4, 2011 email from Dr. Karla Sanders, Co-Chair, Committee on Retention Efforts, inviting CAA members to meet with David Trites, the Noel-Levitz retention consultant, during the EIU's Objectives & Proposed Retention Opportunities Analysis Meeting on November 30, 2011 in Room 4440, Booth Library. Faculty members are invited to attend the faculty leadership session at 3:30 p.m.; whereas student members are invited to attend the focus group session for continuing students at 4:30 p.m. on that date.

Dr. Mitchell explained he had received a subsequent email from Dr. Sanders asking for three faculty members from CAA to attend the faculty leadership session. Her email explained that after sending out the invitation, Dr. Sanders heard from the Noel-Levitz retention consultant that he wanted 8 to 10 people on each focus group. As a result, Dr. Sanders asked for three faculty members from each council (CAA, Faculty Senate, and COTE).

Dr. Mitchell, Dr. Hoerschelmann, and Dr. Throneburg volunteered to attend faculty leadership session. Also, Ms. Eskew and Ms. Gonzalez indicated they would plan to attend the session for continuing students. They will ask Ms. Clouston if she would also be able to attend that session.

IV. Committee Reports:

None.

V. Items Added to the Agenda:

1. 11-118, REC 2250, Recreation Services for People with Disabilities (Revised Course)
2. 11-119, REC 3000, Foundations of Therapeutic Recreation (New Course)
3. 11-120, REC 3111, Therapeutic Recreation Modalities and Facilitation Techniques (Revised Course)
4. 11-121, REC 3250, Evidence Based Intervention Planning in Therapeutic Recreation (Revised Course)
5. 11-122, REC 3360, Advanced Therapeutic Recreation Processes (Revised Course)
6. 11-123, REC 4355, Assessment and Administration in TR (Revise Course)
7. 11-124, Recreation Administration (Revised Major)
8. 11-125, Recreation Administration: Therapeutic Recreation Option (Revised Option)

Dr. Hoerschelmann moved and Ms. Ruholl seconded the motion to add these items to the agenda.

V. Items Acted Upon:**1. 11-110, Jazz Studies Minor (New Minor).**

Dr. Fagaly presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Klarup moved and Ms. Eskew seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment A**), with revisions, was approved, effective Fall 2012.

2. 11-112, PSY 3260, Models of Group Therapy (Revised Course).

Dr. Stowell and Dr. Mace presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. Klarup moved and Ms. Gonzalez seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Fall 2012.

PSY 3260. Models of Group Therapy. (3-0-3) F, S. Introduction to group processes and therapeutic group procedures. The course will provide direct group experiences and information on the theoretical and empirical literature pertaining to group psychotherapy. Prerequisite: PSY 1879G and approval of instructor.

3. 11-113, PSY 3515, Child Psychology (Revised Course; Added Technology Delivered).

Dr. Stowell and Dr. Mace presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Eskew moved and Ms. Green seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Summer 2012.

PSY 3515. Child Psychology. (3-0-3) A survey of the progression of human development through middle childhood and of the processes involved in the physical, cognitive, social, and affective domains. Prerequisite: PSY 1879 is required. **PSY 901**

4. 11-114, PSY 3521, Psychology of Adolescence and Young Adulthood (Revised Course; Added Technology Delivered).

Dr. Stowell and Dr. Mace presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Ms. Green moved and Dr. White seconded the motion to approve the proposal. The motion passed unanimously.

The proposal, with revisions, was approved, effective Summer 2012.

PSY 3521. Psychology of Adolescence and Young Adulthood. (3-0-3) Psychology of Adolescence. A survey of development during adolescence and young adulthood, and the influences of biological, cognitive, and social factors on psychological development and behavior. Prerequisite: PSY 1879G. (PSY 3515 is recommended, but not required.) **PSY 902**

5. 11-115, CAA Bylaws (Revised Bylaws).

Dr. Mitchell, Dr. Hoerschelmann, and Dr. Herrington-Perry presented the proposal and answered questions of the council. The council requested revisions to the proposal.

Dr. White moved and Dr. Hoerschelmann seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment B**), with revisions, was approved, effective immediately.

6. 11-116R, Proposal to create a CAA University Learning Goals Committee to gather information and data for the purpose of reviewing integration, instructional practices, and the effectiveness of the EIU's four undergraduate university learning goals.

At the November 3, 2011 CAA meeting the council requested revisions to the proposal. Subsequently, the proposal was revised and resubmitted to the council.

At the meeting today, Dr. Throneburg presented the revised proposal and answered questions of the council. The council discussed the proposal and requested revisions to it.

Ms. Gonzalez moved and Dr. Klarup seconded the motion to approve the proposal. The motion passed unanimously.

The proposal (**See Attachment C**), with revisions, was approved, effective immediately.

In addition, the council members discussed the formation of the CAA University Learning Goals Committee and the subcommittees for each learning goal, as well as indicated which subcommittee(s) they would be interested in serving on. Also, Dr. Throneburg and Dr. Lucas indicated that they would be willing to serve as the executive committee for the CAA University Learning Goals Committee. Furthermore, the college representatives on CAA agreed to approach their respective college curriculum committees to seek volunteers for the committee. Likewise, Ms. Gonzalez indicated she would try to locate a student willing to fill the remaining student position on the committee.

The council will continue their discussion at next week's CAA meeting.

VII. Pending:

None.

VIII. Meeting Adjournment:

1. Ms. Green moved and Ms. Gonzalez seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned at 3:55 p.m.

The next meeting will be held Thursday, November 17, 2011.

–Minutes prepared by Ms. 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.eiu.edu/~eiucaa/elibrary/>.

***** ANNOUNCEMENT OF NEXT MEETING *****
November 17, 2011
Conference Room 4440 – Booth Library @ 2:00 p.m.

Agenda:

1. 11-118, REC 2250, Recreation Services for People with Disabilities (Revised Course)
2. 11-119, REC 3000, Foundations of Therapeutic Recreation (New Course)
3. 11-120, REC 3111, Therapeutic Recreation Modalities and Facilitation Techniques (Revised Course)
4. 11-121, REC 3250, Evidence Based Intervention Planning in Therapeutic Recreation (Revised Course)
5. 11-122, REC 3360, Advanced Therapeutic Recreation Processes (Revised Course)
6. 11-123, REC 4355, Assessment and Administration in TR (Revise Course)
7. 11-124, Recreation Administration (Revised Major)
8. 11-125, Recreation Administration: Therapeutic Recreation Option (Revised Option)

Approved Executive Actions:**COS****Effective Fall 2012**

1. Change the prerequisites for ESC 3300.

ESC 3300 - Soils.

(2-2-3) On Demand. Overview of soil sciences such as taxonomy, soil formation, properties of soils, common soil problems and their solutions, evaluation of soils, and pollution from uses of soils. Prerequisites and Notes: GEL/ESC 1300G or GEL/ESC 1320G or GEL/ESC 1390G or 3010G and CHM 1310G and 1315G. Credits: 3

2. Revise the prerequisites for GEL 1430.

GEL 1430 - Historical Geology.

(3-2-4) S. Development of major structural segments of Earth's crust; fossil record of life; age relations among rock units. Field work. Prerequisites and Notes: GEL/ESC 1300G, ESC/GEL 1320G or ESC/GEL 1390G. Credits: 4

3. Amend the prerequisites for GEL 2100.

GEL 2100 - Geology of Energy Resources.

(3-0-3) S. This course is designed to explore the science behind the energy resources – how the deposits form geologically, how geologists explore the earth to discover where the deposits are located and what techniques and technology are required to extract and process the resources as well as the remediation techniques necessary to restore the landscape after extraction has ceased. Prerequisites and Notes: ESC/GEL 1300G, ESC/GEL 1320G, ESC/GEL 1390G or equivalent; may not be taken concurrently. Credits: 3

4. Update the prerequisites for GEL 2440.

GEL 2440 - Mineralogy.

(3-2-4) F. A study of minerals with emphasis on crystallography, chemistry, classification, identification, genesis, and association. Prerequisites and Notes: GEL 1300G, ESC/GEL 1320G or ESC/GEL 1390G and CHM 1310G and 1315G or concurrent enrollment. Credits: 4

5. Revise the prerequisites for GEL 3420.

GEL 3420 - Principles of Geomorphology.

(2-2-3) S. Physical and mathematical analysis of processes that modify the earth's surface; structural and climatic controls; hillslope sculpture; weathering; stream dynamics; soil classification. Cross-listed with GEG 3420. WI Prerequisites and Notes: GEL/ESC 1300G, ESC/GEL 1320G or ESC/GEL 1390G. Credits: 3

6. Modify the prerequisites for GEL 3425.

GEL 3425 - Engineering Geology.

(2-2-3) F-even-numbered years. Introduction to procedures used for site selection and design of engineering structures in the Earth. Introductory soil and rock mechanics and their use in analysis of structures will be emphasized. Prerequisites and Notes: GEL/ESC 1300G, ESC/GEL 1320G or ESC/GEL 1390G or ESC/GEL 1390G or permission of instructor; PHY 1151G and PHY 1152G or PHY 1351G and PHY 1352G. Credits: 3

7. Adjust the prerequisites for GEL 4335 (which will become GEL 4850, effective SP12).

GEL 4335 - Environmental Geology.

(3-0-3) S. Study of interaction of man-made contaminants and their geologic environment. Topics include types and analysis of common contaminants, surface and groundwater quality, risk analysis, U.S. environmental laws, industrial and municipal waste disposal, and remediation techniques. Prerequisites and Notes: GEL/ESC 1300G, **ESC/GEL 1320G or ESC/GEL 1390G**, CHM 1410, MAT 1330 (or MAT 1400), or permission of the instructor. Credits: 3

Pending Executive Actions:

CAH

Effective Spring 2012

1. Delete the following weaving classes from the Undergraduate Catalog.
 - ART 2800 - Introduction to Weaving.
 - ART 3801 - Weaving II.
 - ART 3802 - Weaving III.
 - ART 4800 - Advanced Weaving.
 - ART 4801 - Advanced Weaving II.
 - ART 4802 - Advanced Weaving III.

Attachment A**Jazz Studies Minor**

The Jazz Studies minor is open to all students majoring in music. Other EIU students may be accepted after passing an audition demonstrating sufficient performance, theoretical, and keyboard skills.

Total Hours: 23

Applied Study (4 credit hours)

- Appropriate individual applied study courses specific to a student's instrument

Music Theory (6 credit hours)

- MUS 1541 - Music Theory I, Credits: 3
- MUS 1542 - Music Theory II, Credits: 3

Aural Training (1 credit hour)

- MUS 1543 - Aural Training in Music, Credits: 1

Jazz Studies Courses (6 credit hours)

- MUS 1070 - Introduction to Music Technology, Credits: 2
- MUS 1530 - Jazz Improvisation, Credits: 1
- MUS 2581 - Jazz History, Credits: 2
- MUS 3800 - Jazz Theory I, Credits: 1

Jazz Ensembles (2 credit hours chosen from the following)

- MUS 0220 - Jazz Ensemble, Credits: 1
- MUS 0221 - Jazz Lab Band, Credits: 1
- MUS 0222 - Jazz Combo, Credits: 1

Electives (4 additional credit hours chosen from the following)

- MUS 0220 - Jazz Ensemble, Credits: 1
- MUS 0221 - Jazz Lab Band, Credits: 1
- MUS 0222 - Jazz Combo, Credits: 1
- MUS 2530 - Jazz Improvisation II, Credits: 1
- MUS 3530 - Jazz Improvisation III, Credits: 1
- MUS 3801 - Jazz Theory II, Credits: 1
- MUS 4850 - Jazz Band Arranging, Credits: 2
- MUS 4861 - Jazz Pedagogy, Credits: 2

Note: No more than 2 credit hours chosen from MUS 0220, MUS 0221, or MUS 0222 may count toward the required electives.

Attachment B

BYLAWS OF THE COUNCIL ON ACADEMIC AFFAIRS

ARTICLE VII

Jurisdiction and Procedures

A. Jurisdiction and Duties of the Council on Academic Affairs.

4. Procedures of the Council on Academic Affairs

e. Executive Decisions

(1). The Executive Officer may make decisions upon request from either a Dean or a Department Chairperson concerning the following:

(a). Minor changes in course titles and course descriptions, where course content remains generally the same.

(b.) Minor changes to programs:

- Additions or deletions of electives in majors, minors, and concentrations
- Changes to the titles of existing concentrations

(~~b~~ c). Changes in course numbers. However, changes in course numbers that result in a change in a course's level, e.g., from 1000 to 2000, are not permitted by executive action.

(~~c~~ d). Changes in course prerequisites.

(~~d~~ e). Catalog changes which merely clarify the Council's intent.

(~~e~~ f). Deletion of courses.

(~~f~~ g). Changes in ~~course credits~~ class, lab, and/or credit hours.

(2). Changes which are approved by the Executive Officer will be reported to the Council and are subject to discussion and revocation by the Council. The changes will be published in the minutes.

(3). No executive action is permitted concerning General Education Program Requirements or Graduation Requirements.

Attachment C

CAA University Learning Goals Committee

Revised Proposal November 7, 2011

Developed by Rebecca Throneburg, Debra Reid, and Aseret Gonzalez with suggestions for timeline by Stephen Lucas

Purpose:

Review of integration, instructional practices, and effectiveness of EIU's 4 undergraduate university learning goals (LGs).

Membership:

CAA will act as committee of the whole which will include creation of 4 special subcommittees (one for each learning goal-LG) and 1 special executive subcommittee to coordinate efforts and materials among subcommittees and provide assistance to any of the subcommittees as needed.

Membership will include: a) all CAA members; b) one faculty representative from each college curriculum committee; c) one additional student academic committee member representative; and d) four other faculty members, one with expertise representing each learning goal.

Each LG subcommittee will be composed of one faculty expert, one student representative, one college curriculum committee representative, and two CAA faculty members. The executive committee will be comprised of two CAA faculty members (who are not members of any individual LG subcommittee, but will serve as a resource for all committees and serve an integrative function across subcommittees) and one representative from each LG subcommittee. Subcommittees may consult with/solicit assistance from additional faculty, staff, or students as needed to complete tasks in the action plan.

Meetings:

The majority of the biweekly CAA agenda will be devoted to work on this task in the remaining AY 2011-2012. Additional meetings and assignments can be developed as needed for the various subcommittees.

Action Plan:

1) GATHER AND STUDY EXISTING INFORMATION

- a. Review Available Data at EIU (e.g. complete CASL reports for each LG; select departmental assessment reports regarding student skills in LG areas; Writing Subcommittee review WI data, WAC survey, and WAC past proposal; Speaking review old speaking data; Global review old syllabi study and faculty survey, etc)
- b. Peer (approximately 4-5) and Model (approximately 1-2) Institution Review (Each LG subcommittee)
 - i. Critical thinking definitions, requirements, and instruction
 - ii. WI definitions and other writing requirements and instruction
 - iii. Speaking requirements and instruction
 - iv. Global citizenship definitions, requirements, and instruction
- c. Literature Review (Each LG subcommittee)
 - i. Best practices/evidence regarding instruction for each LG
- d. Develop Procedures to Review Existing Practices, Opinions and Data at EIU
 - i. Develop Curriculum Review- (Course Matrix) Determine how and where the 4 university learning goals are explicitly taught (Each LG committee contributes items for the matrix, Exec committee coordinates and develops final matrix (electronic) for distribution to departments
 - ii. Develop Faculty Survey – Investigate understanding/instruction of the goals, perceptions strengths and weaknesses of the curriculum at EIU in relation to the 4 university learning goals, reaction to ideas for possible modifications. (Each LG subcommittee develops questions for survey, Exec committee integrates and makes parallel for final survey.)

- 2) CONDUCT FACULTY SURVEY AND CURRICULUM REVIEW
- 3) STUDY AND INTERPRET INFORMATION (Each LG subcommittee)
- 4) DEVELOP, DISCUSS, REFINE RECOMMENDATIONS (Within each LG subcommittee and then with the committee as a whole)
- 5) DISTRIBUTE RECOMMENDATIONS WITH RATIONALE FROM DATA/INFORMATION AND GATHER FEEDBACK FROM UNIVERSITY CONSTITUENCIES
- 6) MODIFY RECOMMENDATIONS AS NEEDED BASED ON FEEDBACK
- 7) IMPLEMENT FINAL RECOMMENDATIONS BY MODIFYING CURRICULAR REQUIREMENTS IF INDICATED, PROVIDING FACULTY EDUCATION, AND/OR OTHER NECESSARY ACTIONS

Possible Timeline:**Fall 2011 Semester**

- Form committee (Nov 2011)
- Reach out to college curriculum committees and learning goal experts for involvement (Nov 2011)
- Form LG subcommittees (Nov 2011)
- Identify peer/model institutions (Nov 2011)
- Identify existing EIU data to examine (Nov-Dec 2011)
- Begin literature review of best practices (Nov-Dec 2011)

Spring 2012 Semester

- Complete literature review, existing EIU data review, and peer/model institution work; Summarize findings and fold in "academic excellence" strand of the strategic planning process (Jan-Feb 2012)
- Carefully define LGs for purposes of creating faculty instructional practices survey and curriculum matrix items (Mar 2012)
- Define courses to be reviewed with curriculum matrix (e.g., general ed? major core courses? etc...)(Mar 2012)
- Develop faculty instructional practices survey items and curriculum course matrix items (Mar- April 2012)
- Engage college curriculum committees for feedback on faculty survey and the curriculum matrix review process (April 2012)
- Finalize instruments and planned procedures (May 2012)(so that data collection with the survey and matrix can begin in September 2012)

Fall 2012 Semester

- Collect data (Faculty survey available in Sept 2012; Curriculum matrices complete by Oct 15)
- Analyze data (Faculty survey Oct 2012, Curriculum matrices Nov 2012)
- Share data with college curriculum committees/garner impressions and feedback (Dec 2012)

Spring 2013 Semester

- Interpret/write up findings from faculty survey and curriculum matrix review (Jan 2013)
- Develop recommendation summaries (for university constituencies with rationale from data/information gathered from EIU, literature, other institutions) – (Feb 2013)
- Distribute recommendation summaries with rationale from data/information and gather feedback from university constituencies (Mar 2013)
- Modify/Finalize recommendations as needed based on feedback (April 2013)

Fall 2014 Semester

- Begin implementation of recommended changes to support strengthening of LG attainment, including curricular revision and faculty development