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## **Agenda for the August 28, 2003 CAA Meeting**

**Items approved:** 02-51, Policies for Awarding Undergraduate Course Credit (Revision to Internal Governing Policy # 46, Grades)

03-59, MAR 3550, Marketing as a Profession, New Course

03-60, B.S. in Business in Marketing, Program Revision

03-61, Medieval Studies, New Minor and Catalog Copy

03-62, MAT 2270, Technology in Mathematics, New Course

03-63, BIO 1002G, Practical Botany, Revised Course

03-64, BIO 3001G, Heredity and Society, Revised Course

03-65, ECN 3890, Labor Economics, Revised Course

**Items Pending:** 03-67, REC 3111, Leisure Education and Facilitation Techniques, New Course

03-68, REC 4600, Planning and Design of Leisure Facilities, New Course

03-69, Recreation Administration, "Generalist" and Therapeutic Recreation Programs, Revision

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## **Council on Academic Affairs**

### **Minutes**

*August 28, 2003*

The August 28, 2003 meeting of the Council on Academic Affairs was held at 2:05 p.m. in Conference Room 4440, Booth Library.

**Members present:** Dr. Bock, Mr. Bunker, Dr. Dietz, Dr. Dilworth, Dr. Fewell, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Samuels, Ms. Sartore, Ms. Sterling, and Dr. Tidwell.

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

**Guests present:** Ms. Coutant, BIO; Dr. Ghent, ECN; Mr. Hild, Art; Dean Johnson, CAH; Dr. Karbassioon, ECN; Dr. Klarup, CHM; Dr. Kruse, BIO; Dr. Lassak, MAT; Dr. Loewen, MUS; Associate Dean Lynch, CAH; Dr. Marlow, SOB; Mr. Oertling, THA; Dr. Owen, BIO; Dr. Wayland, SOB; Dr. Young, HIS; Mr. Martin, Daily Eastern News; Mr. Renick, Daily Eastern News; and Ms. Zuber, Records

### **I. Minutes**

The minutes of June 16, 2003 were approved as written.

### **II. Communications:**

1. Academic Waiver Reports for June 2003 from the College of Arts & Humanities, Lumpkin College of Business and Applied Sciences, College of Education & Professional Studies, and College of Sciences.
2. Academic Waiver Reports for July 2003 from the College of Arts & Humanities, Lumpkin College of Business and Applied Sciences, College of Education & Professional Studies, and College of Sciences.
3. May 22, 2003 memorandum from Dr. Kathlene Shank, Special Education, regarding graduation by exceptionality.
4. July 2, 2003 memorandum from Dr. Larry Helsel, School of Technology, summarizing college feedback on the proposed Policies for Awarding Undergraduate Course Credit.
5. August 4, 2003 memorandum from Dean Robert Augustine, Graduate School and Dr. Jill Owen, Physical Education, regarding a North Central Association (NCA) Accreditation Steering Committee visit with CAA members.  
*The NCA Steering Committee members plan to attend the September 18, 2003 CAA meeting. The committee will discuss the self study process and how council members can participate in it.*
6. July 2003 IBHE Faculty Advisory Council Report.
7. August 18, 2003 memorandum from Provost Blair Lord requesting a faculty representative from CAA to the Academic Technology Advisory Committee.  
*Pat Fewell was appointed to serve on the Academic Technology Advisory Committee.*

8. July 24, 2003 email from Sandy Frick, College of Education, listing the meeting schedules for the COTE Executive Committee and COTE.
9. August 25, 2003 memorandum from Daniel J. LaVista, Illinois Board of Higher Education (IBHE), regarding an upcoming conference on diversity that is being organized by IBHE and the Illinois Affirmative Action Officers Association.

### III. Committee Reports

In the future, Dr. Methven would like to include reports from various CAA committees on upcoming agendas. A committee representative list was distributed to council members and some revisions were made to it.

Names of individuals on various CAA committees are listed below.

ACA Selection Committee: Pat Fewell (appointed at this meeting, 8/28/03)

ATAC: to be named

CASL: Andy Methven

Committee on Reinstatement: Henry Owen and Jerry Eisenhour

Enrollment Management Advisory Committee: Doug Bock

Faculty Laureate Subcommittee: Jill Owen

Intercollegiate Athletic Task Force: James Tidwell

International Baccalaureate Credit: Nancy Marlow

Speaking Across the Curriculum: Andy Methven

TEAM Grants Council: Mark Borzi

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

1. 03-67, REC 3111, Leisure Education and Facilitation Techniques, New Course
2. 03-68, REC 4600, Planning and Design of Leisure Facilities, New Course
3. 03-69, Recreation Administration, "Generalist" and Therapeutic Recreation Programs, Revision

Dr. Dietz moved and Dr. Fewell seconded the motion to add these items to the agenda.

### V. Items to be Acted Upon. (Note: The agenda order was revised to accommodate guests.)

#### 1. 03-65, ECN 3890, Labor Economics, Revised Course

Dr. Karbassioon and Dr. Ghent presented the proposal and answered questions of the council. The motion passed unanimously.

The revision was approved, *effective Spring 2004*.

**ECN 3890. Labor Economics. (3-0-3) F, S. Labor Econ.** Theory of the labor market including labor demand, labor supply, investments in human capital, and wage determination. Prerequisite: ECN 2802G

#### 2. 02-51, Policies for Awarding Undergraduate Course Credit (revision)

Dr. Helsel presented the policy and answered questions of the council. The policy was amended after a discussion among the council members was held. Once a consensus was reached regarding the modifications, a vote was taken. The motion passed unanimously.

This revision, with modifications (**See Attachment A**), was approved, *effective Spring 2004*.

#### 3. 03-59, MAR 3550, Marketing as a Profession, New Course

Dr. Wayland and Dr. Marlow presented the proposal and answered questions of the council. The motion passed unanimously.

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This item was approved *effective Spring 2004*. The course will be required for all marketing majors under the 2004 catalog.

**MAR 3550. Marketing as a Profession. (1-0-1) F, S. Marketing Prof.** This course introduces the student to the marketing profession. Designed as the introductory course to the marketing major, it will allow the student to review important concepts and terms as well as acquaint the student with the expectations of the business world for the professional marketer. Prerequisite: BUS 3470, admission to the School of Business or permission of Associate Chair. WI

#### 4. 03-60, B.S. in Business in Marketing, Program Revision

Dr. Wayland and Dr. Marlow presented the proposal and answered questions of the council. A typo was noted and corrected: The total elective hours should be 11 not 10. The motion passed unanimously.

This revision was approved, *effective Fall 2004*.

#### **MARKETING (B.S. IN BUSINESS)**

##### **Major**

Eastern's marketing program provides students with knowledge of marketing principles, concepts, and fundamentals. Graduates prepare for entry positions in careers such as marketing management, professional sales, and marketing research. Marketers are involved in both private and public sector organizations. Enrollment in this major requires admission to the School of Business. See p. 56 of the catalog.

The B.S.B. in Marketing comprises 1) 46 hours in general education; 2) 36 hours in the business core; 3) ~~27~~ 28 hours in major courses (MAR 3550, 3720, 3490, 3860, 4700, plus 5 courses--at least 4 must have MAR prefix--selected from the following major electives: MAR 3780, 3875, 4100, 4275, 4470, 4480, 4490, 4740, CIS 3510, MGT 4320, SPC/JOU 3920, JOU 3820); and 4) ~~14~~ 11 elective hours, 8 of them in non-business courses.

#### 5. 03-61, Medieval Studies, New Minor

The presenters were not available to present information at this point in the meeting; therefore, this item was moved behind item 03-64, BIO 3001G on the agenda.

#### 6. 03-62, MAT 2270, Technology in Mathematics, New Course

Dr. Lassak presented the proposal and answered questions of the council. The motion passed unanimously.

The item was approved, *effective Spring 2004*.

**MAT 2270. Technology in Mathematics. (2-1-3) S. Tech in Math.** The focus of this course is how to use technology to investigate, model, simulate, and solve mathematical problems. Authentic and involved mathematical tasks and situations will be presented from a broad range of topics. Attention is given to the appropriate uses of technology and the potential drawbacks of technology in the secondary classroom. Laboratory experiences will include (but are not limited to) graphing calculators, Computer Algebra Systems, statistical tools, and dynamic geometry software. Prerequisite: MAT 1441G with a grade of C or better

**7. 03-63, BIO 1002G, Practical Botany, Revised Course**

Dr. Kruse and Ms. Coutant presented the proposal and answered questions of the council. The motion passed unanimously.

This revision was approved, *effective Spring 2004*.

**BIO 1002G, Practical Botany. (2-2-3) F, S, SU. Practical Botany.** This course will introduce students to the importance of plants in their daily lives. General botanical principles will be taught with emphasis on instructing students in methods of identification, growth and maintenance of plants used in landscaping, gardening, and interiorscaping. Does not count toward the Biological Sciences major or minor.

**8. 03-64, BIO 3001G, Heredity and Society, Revised Course**

Dr. Kruse and Dr. Owen presented the proposal and answered questions of the council. The motion passed unanimously.

This course revision was approved, *effective Spring 2004*.

**BIO 3001G. Heredity and Society. (3-0-3) F, S, SU. Heredity Society.** A course for non-science majors that addresses the ethical, political, and social implications of heredity and modern genetic technology. Basic genetic principles as well as contemporary issues in biotechnology will be studied. Does not count toward the Biological Sciences major or minor. Not open to those students with credit for, or registration in, BIO 3200.

**9. 03-61, Medieval Studies, New Minor**

Associate Dean Lynch presented the proposal to the council. He was joined by Dr. Young at 3:00 p.m. and Dr. Loewen at 3:05 p.m. They answered questions of the council. The motion passed unanimously. Ms. Sartore left the meeting at 3:05 p.m.

The item was approved, *effective Fall 2004*.

**MEDIEVAL STUDIES**  
**INTERDISCIPLINARY MINOR**

Students who seek knowledge of the history, culture, and society of the Middle Ages are invited to consult with the advisor of the Medieval Studies Program for assistance in selecting courses suited to their individual needs.

A minimum of 18 hours from the following list, chosen from at least three different departments, with no more than three courses in any one single department:

Art 3641, 3642; English 2601, 3601\*, 3800, 3801, 3903\*, 4300\*, 4390\*, 4901, 5000, 5061\*; Latin 1101, 1102, 2201G, 2202G, French 3305; History 2300, 3175, 3520, 3530, 3990, 5400\*; Music 3581, 4444\*, 4555\*, 4600\*, 4644\*, 4666\*, 4870\*, 5880\*; Philosophy 2000, 3220, 3980\*, 4400\*, 4444\*, 4480\*, 4666\*.

TOTAL..... 18 sem. hrs.

\*Courses must be approved by the Committee for Medieval Studies for that semester.

**10. 03-66, Response to the Faculty Senate recommendation on the Honors Advisory Council.**

The council recommended to the Provost that the authority to appoint members of the Honors Council remain with CAA and requests that Dean Lasky delineate the duties and responsibilities of the Honors Council and clarify the members' selection process.

Ms. Samuels left the meeting at 3:15 pm.

The meeting adjourned at 3:25 p.m.

--Minutes prepared by Janet Fopay

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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 will be distributed via a listserv, caa-list. To subscribe, send an email to [majordomo@eiu.edu](mailto:majordomo@eiu.edu). In the text of your email, enter the following two lines:

Subscribe caa-list  
End

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Thursday, September 4, 2003  
Conference Room 4440 - Booth Library @ 2:00 p.m.

### Agenda

1. 03-67, REC 3111, Leisure Education and Facilitation Techniques, New Course
2. 03-68, REC 4600, Planning and Design of Leisure Facilities, New Course
3. 03-69, Recreation Administration, "Generalist" and Therapeutic Recreation Programs, Revision

### Approved Executive Actions:

#### COS

##### **Effective Summer 2003**

1. BIO 4820 – Delete course from the curriculum.
2. BIO 4956 – Change prerequisite from "BIO 3800 or 3950 or permission of the instructor" to "BIO 3800 or permission of the instructor."
3. BIO 4960 – Delete course from the curriculum.
4. BIO 4962 – Delete course from the curriculum.

#### COS

##### **Effective Fall 2003**

Designate PLS 2003 as a writing intensive course

#### LCBAS

##### **Effective Fall 2004**

1. Prerequisite changes to BUS 3500.

**3500 BUS. Management Information Systems. (3-0-3)** An introduction to MIS by management level and functional area. Among the topics are: types of information systems, approaches to systems development, and security. Prepackaged software will be used in case problem solving and simulation situations. **Prerequisites:** BUS 1950, and junior standing, **concurrent enrollment or prior credit in BUS 3010, and admission to the School of Business or to a minor offered by the School of Business, or permission of Associate Chair.** Not open to Computer Information Systems majors.

2. Prerequisite changes to CIS 3320.

**3320 CIS. Business Programming with C. (3-0-3) F, S.** A study of the program structure, data types, operators, input/output statements, functions, and arrays and pointers in the C language. Emphasis is on efficiency in business programming.

Prerequisites: Junior standing, **Prerequisites:** Junior standing and either CIS 2000, with a grade of C or better, or ~~successful completion of~~ one college-level programming course with a grade of C or better and admission to the School of Business or to a minor offered by the School of Business or permission of the Associate Chair.

**Pending Executive Actions:**

None.

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*Attachment A*

## Internal Governing Policy # 46

GRADESUNDERGRADUATE GRADING SYSTEMCredit

The unit of measure is the semester hour. One semester hour approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester. One semester hour also approximates the effort expended in at least a 50-minute laboratory or other scheduled class activity per week (for example, art studio). Laboratories or other scheduled class activities often require more scheduled instruction and fewer minutes of study outside the time scheduled; therefore, laboratories or other scheduled class activities may be scheduled for more instructional minutes for one semester hour of credit depending on the discipline and nature of the laboratory. **In general, 2-4 hours of laboratory time per course correspond to 1 sh of credit.** ~~Any exception of these policies requires approval of the Council on Graduate Studies~~ **Council on Academic Affairs**; exceptions will appear in the course descriptions approved through the established curricular process.

~~The number of contact hours for any undergraduate course should not exceed the number of semester hours of credit by more than 2. The number of semester hours of credit for any undergraduate course will not exceed the number of contact hours.~~

~~Example: a 2-3 (2 hours of lecture and 3 hours of lab) course should not generate less 3 sh of credit and cannot generate more than 5 sh of credit.~~

~~This policy applies to new course proposals and course revisions submitted after January 4, 2004 July 4, 2003. Any exception to these policies requires approval of the Council on Academic Affairs; exceptions will appear in the course descriptions approved through the established curricular process.~~