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## **Agenda for the December 9, 2004 CAA Meeting**

**Items approved:** 04-65, PHI 3520, Necessity, Possibility, and Existence (New Course)  
04-66, Policy for Summer Guest Students (Revised Policy)

**Items Pending:** 04-67, Art History Minor (New Minor)  
04-68, Art Minor (Revised Minor)

**DEADLINE EXTENSION** for Agenda Item #04-23, CAA/CGS Policy for Approval of Technology-Delivered Sections of Previously Approved Courses. The deadline for faculty members to complete the requirements established in this policy has been extended through Spring Semester 2005. Discussion took place today about possibly requesting faculty members to complete online training and learning modules instead of the form. Dr. Hoadley, CATS, will be invited to CAA in January to discuss this topic. Pertinent information regarding the deadline extension is found at Section VII, Number 2 beginning on page three of these minutes.

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### **Council on Academic Affairs Minutes December 9, 2004**

The December 9, 2004 meeting of the Council on Academic Affairs was held at 2:04 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Carwell, Ms. Dilworth, Dr. Fewell, Dr. French, Dr. McGregor, Dr. Methven, Ms. Miller, Mr. Muffler, Dr. Reid, Ms. Sterling, Dr. Tidwell, and Dr. Upadhyay.

**Members absent:** Ms. Wroblewski.

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

**Guests present:** Dr. DePetro, Philosophy; Ms. Harvey, Records/Registration; and Ms. Ross, Admissions.

#### **I. November 11, 2004 Minutes:**

The minutes of November 11, 2004 were approved as written.

Dr. Carwell entered the meeting at 2:06 p.m.

#### **II. December 1-2, 2004 Electronic Meeting Minutes:**

The minutes of the December 1-2, 2004 electronic meeting were approved as amended.

1. Ms. Dilworth, Dr. McGregor, and Dr. Upadhyay indicated that they had each participated in the electronic meeting but their names were not listed in the minutes as participants in the meeting. Each said they had replied to the electronic e-mail and voted yes to adding agenda items 04-67 and 04-68 to the agenda. However, their e-mails did not reach the CAA listserv. This led to a discussion about the listserv and whether there might be a technical problem with it.

#### **III. Communications:**

1. Academic Waiver Report for October 2004 from the College of Arts & Humanities.
2. November 8, 2004 minutes from the College of Education & Professional Studies Curriculum Committee meeting.
3. Minutes from the November 12, 2004 College of Sciences Curriculum Committee virtual meeting.
4. November 18, 2004 memorandum from Dean Hanner, COS, requesting executive action to change the course grading to credit/no credit and to revise the course descriptions for PLS 2211, 2512, and 2611.
5. Minutes from the November 16, 2004 Lumpkin College of Business & Applied Sciences Curriculum Committee Meeting.
6. Minutes from the November 17-19, 2004 College of Arts & Humanities Curriculum Committee meeting.

Mr. Muffler entered the meeting at 2:16 p.m.

7. Academic Waiver Reports for November 2004 from the College of Arts & Humanities, Lumpkin College of Business & Applied Sciences, College of Education & Professional Studies, and College of Sciences.

*Dr. Reid reported inconsistencies she found regarding the College of Arts & Humanities (CAH) and the Lumpkin College of Business & Applied Sciences (LCBAS) waiver reports. She noticed that in November CAH approved HIS 2020 towards Humanities credit in general education. In contrast, she said, LCBAS denied a HIS 2020 request it received. Also, when she looked through waiver reports dating back to February 2002 she found inconsistencies with actions taken on both HIS 2010 and 2020. She noted that CAH approved HIS 2010 and 2020 waiver requests, while LCBAS denied its requests. Dr. Reid indicated that it's possible some of the waiver requests came from non-native students. Also, she read a notice to advisors that Ms. Betsy Miller, CAH, sent to Advise One explaining how to handle waiver requests from students for these courses. Although, she said, the notice didn't specify whether the directions applied to transfer or native students. Finally, she explained that she had consulted the waiver policy, but the policy regarding this seems to be unclear.*

*The council discussed Dr. Reid's concerns. Dr. Tidwell indicated that he would look into the matter and report back to the council later.*

8. Minutes from the December 1, 2004 College of Arts & Humanities Curriculum Committee meeting.
9. November 15, 2004 memorandum from Dr. Jeff Cross, Associate Vice President for Academic Affairs, requesting nominations for the Institutional Development Planning Committee.

*Dr. Cross indicated in his memorandum to the council that he wanted nominations from CAA for two individuals who could possibly serve on the Institutional Development Planning Committee. However, the memorandum also indicated that only one person would actually be appointed to the committee.*

*The council members wanted to know what the Institutional Development Planning Committee is about and what the committee members on that committee would do. Provost Lord answered those questions and gave a brief overview as to why the committee was being created.*

*Dr. Carwell and Dr. Methven volunteered to serve on the committee.*

*Ms. Dilworth moved and Dr. French seconded the motion to nominate Dr. Carwell and Dr. Methven to the Institutional Development Planning Committee. The motion passed unanimously.*

*Dr. Tidwell will provide the nominees' names to Dr. Cross.*

#### **IV. Committee Reports:**

1. Dr. Reid reported on the Textbook Rental Service Advisory Committee. She explained that there are a couple of new ways that Textbook Rental is trying to help students understand that they need to return their books. She said students can now go to PAWS and check what books they have checked out and verify copy numbers so that they can keep their books separated from their roommates' books. Also, Textbook Rental is advocating a stricter fine policy for non-returned books in hopes that students withdrawing from classes will return their books immediately.

**V. Items Added to the Agenda:**

1. 04-67, Art History Minor (New Minor)
2. 04-68, Art Minor (Revised Minor)

Dr. French moved and Ms. Dilworth seconded the motion to add these items to the agenda.

**VI. Item Acted Upon.**

1. **04-65, PHI 3520, Necessity, Possibility, and Existence (New Course)**

Dr. DePetro presented the proposal and answered questions of the council.

Ms. Miller entered the meeting at 2:25 p.m.

The motion passed with the following vote:

Yes:	Carwell, Dilworth, Fewell, French, McGregor, Methven, Muffler, Reid, Tidwell, and Upadhyay.
No:	None.
Abstain:	Miller.

The proposal was approved, effective Fall 2005.

**PHI 3520. Necessity, Possibility, and Existence. (3-0-3) F-odd-numbered years. Necessity.** A survey of applied modal logic, approached through historical developments of concepts and reasoning techniques concerning necessity, possibility, and actual existence. Prerequisites: PHI 1900, or permission of the instructor. WI

2. **04-66, Policy for Summer Guest Students (Revised Policy)**

Ms. Harvey and Ms. Ross presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal (See Attachment A) was approved, effective Spring 2005.

**VII. Other Business:**

1. **Continued discussion of general education.**

*Dr. Tidwell explained that he and Dr. Reid will meet with the curriculum committees from College of Education & Professional Studies and College of Sciences in January to discuss the draft of CAA's subcommittee's report on general education. Although meeting times have not been scheduled yet, they also plan to meet with curriculum committees from Lumpkin College of Business & Applied Sciences and College of Arts & Humanities in January or February.*

*Dr. Tidwell indicated that it's possible that by the end of February the council could act on it. At this point there was some discussion regarding the report that included a brief discussion about writing-intensive and writing-centered designations.*

2. **04-23, CAA/CGS Policy for Approval of Technology-Delivered Sections of Previously Approved Courses.**

*Last academic year CAA and CGS created a policy for approval of technology-delivered sections of previously approved courses. The two councils established a Fall 2005 effective date for that policy.*

*Dr. Tidwell explained that the CAA Executive Committee met Monday, December 6, 2004. One of the things the committee discussed at that meeting was the possibility of postponing the deadline for the technology-delivered policy.*

*Dr. Herrington-Perry provided details. She said that there were problems with the current policy deadline because the Fall 2005 Class Schedule is due in January. As a result, there is the potential that several technology-delivered courses could be eliminated if the guidelines established by the policy were not completed before the Fall 2005 Class Schedule deadline. She said the CAA Executive Committee seemed agreeable to allow faculty members the spring semester to get the forms filled out. Also, she said, the executive committee recognized that there may not be a lot of value to a faculty member for filling out the form.*

*In addition, Dr. Herrington-Perry explained that Dr. Mike Hoadley, Center for Academic Support & Technology, had suggested that he might be able to develop some online teaching and learning modules that might help faculty teaching technology-delivered courses. The idea was that the online teaching and learning modules would be created to provide information that would be useful to the faculty members in preparing their course(s). Also, she explained, that it was suggested that faculty members could actually complete the training rather than fill out the forms. Upon completion of the training, Dr. Hoadley would present certificates to faculty members.*

*Finally, Dr. Herrington-Perry indicated that Dr. Hoadley thought he could have the training module available shortly after spring break. Also, she said that the Council on Graduate Studies had no objections to Dr. Hoadley's suggestions.*

*So that the council can make a decision on this matter, Dr. Tidwell will invite Dr. Hoadley to come a future CAA meeting to discuss his ideas.*

*Dr. Tidwell asked the council members to consider extending the deadline for enforcing the technology-delivered policy (agenda item #04-23) through the spring semester so that technology-delivered classes could still be added to the Fall 2005 schedule and a decision could be made about requiring online training instead of the form submission.*

*Dr. French moved and Ms. Miller seconded the motion to extend the deadline for enforcing the technology-delivered policy through the Spring 2005 semester. The motion passed unanimously.*

**The next meeting will be held Thursday, January 13, 2005.**

The meeting adjourned at 2:44 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

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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 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, January 13, 2005  
 Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda**

1. 04-67, Art History Minor (New Minor)
2. 04-68, Art Minor (Revised Minor)
3. Continued discussion of General Education

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

**LCBAS**

**Effective Fall 2005**

1. Change the course grading to Credit/No Credit and revise the course prerequisite for PLS 2211.

**PLS 2211 - Techniques of United Nations Diplomacy**

(1-0-1) S. **(Credit/No Credit)** A role-playing experience in which students represent selected countries at the Model United Nations designated by the department. The countries represented will vary from year to year. The course may be repeated for a total of three semester hours, but no more than two semester hours may count toward the Political Science major or the Political Science minor.

Prerequisites and Course Notes: Restricted to students selected to represent EIU at a Model United Nations designated by the department. Students **may pay expenses associated with registration**, travel, room and meal charges while attending the simulation.

Credits: 1

2. Change the course grading to Credit/No Credit and revise the course prerequisites for PLS 2512.

**PLS 2512 - Mock Trial.**

(1-Arr-1) F, S. **(Credit/No Credit)** A role-playing class in which students are trained to represent attorneys and witnesses in a mock trial competition.

Prerequisites and Course Notes: Permission of the chairperson of Pre-legal Studies Committee. The course may be repeated for a total of six semester hours, but no more than two semester hours may count toward the Political Science major or the Political Science minor. Students **may pay expenses associated with registration**, travel, room and meal charges while attending competition.

Credits: 1

3. Change the course grading to Credit/No Credit and revise the course description for PLS 2611.

**PLS 2611 - Model Illinois Government.**

(1-0-1) S. (Credit/No Credit) This course is designed to prepare students for the Model Illinois Government simulation held in Springfield. At the simulation, students take a hands-on approach to understanding the legal authority, structure, functions and processes of the state legislature in Illinois. The course may be repeated for a total of three semester hours, but no more than two semester hours may count toward the Political Science major or the Political Science minor. Students may pay expenses associated with registration, travel, room and meal charges while attending the simulation.

Prerequisites and Course Notes: Prerequisite: Restricted to students selected to represent EIU at the simulation.

Credits: 1

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**Attachment A****Policy in the 2004-05 Undergraduate Catalog (page 44)*****Summer Guest Students***

(Undergraduates)

A Summer Guest Student is one who is not seeking a degree at EIU and is not a former regular student at Eastern. The purpose of a summer guest enrollment is usually to transfer credit hours back to another institution. Summer guest students are admitted for summer terms only, without having to submit official transcripts. The student is required to sign a Disclaimer Statement certifying that she or he 1) is admitted/enrolled in good standing at another institution; 2) has the necessary academic preparation for the proposed course(s); 3) understands that admission as a Summer Guest Student does not constitute admission to the University for subsequent regular (fall/spring) semesters; and 4) is aware that credits earned as a Summer Guest Student may or may not be applicable to a specific degree program at EIU.

Each summer a student wishes to enroll as a Summer Guest Student, she or he must submit a Summer Guest Student Application, sign the disclaimer form, and pay the \$30 application processing fee. Enrollment in a subsequent fall or spring term requires submission of a regular Application for Admission, a full set of required documents showing admissions standards have been met, and the \$30 application processing fee. All applications for fall or spring terms are considered on a space available basis.

**Approved Policy Revisions (effective Spring 2005)*****Non-matriculated Student Enrollment (Guest Students)***

(Undergraduates)

A non-matriculated student is one who is not seeking a degree at EIU. The purpose of non-matriculated student enrollment is to facilitate transfer of credit hours to another institution or for non-degree personal/professional development. Non-matriculated students may be enrolled for any semester without having to submit official transcripts. The student is required to complete a Non-matriculated Student Enrollment Request including a signed statement certifying that she or he 1) has the necessary academic preparation for the proposed course(s); 2) understands that enrollment as a non-matriculated student does not constitute admission to the University for subsequent semesters; and 3) is aware that credits earned as a non-matriculated student may or may not be applicable to a specific degree program at EIU.

Each academic year (fall, spring, summer) a student wishes to enroll as a non-matriculated student, she or he must submit a Non-matriculated Student Enrollment Request including a signed certification and pay the \$30 processing fee. Admission as a degree-seeking student requires submission of a regular Application for Admission, a full set of required documents showing admissions standards have been met, and the \$30 application processing fee. All Non-matriculated Student Enrollment Requests are considered on a space available basis. Those who are otherwise prevented from registering are prohibited from enrolling on a non-matriculated basis. Those who have been academically denied admission or continued enrollment during the previous two academic years are similarly prohibited from enrolling on a non-matriculated basis.

Students enrolled on a non-matriculated basis are not eligible for state, or federal financial aid. Institutional aid varies depending on the criteria of the award