

MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

1/31/02

The January 31, 2002 meeting of the Council on Academic Affairs was held at 2:05 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Dr. Cosby, Dr. Dietz, Dr. Helsel, Dr. Marlow, Dr. Methven, Dr. Owen, Ms. Sartore, and Dr. Shonk.

Members absent: Mr. Brinkmeyer, Ms. Catto, and Dr. Samuels.

Guests: S. Harvey, J. Johnson, and J. Lynch.

Staff present: Vice President Lord and Ms. Karr.

I. Minutes.

The minutes of January 17, 2002 were approved as corrected. Under II., Item 1. "Dr. Methven informed the Council he had received a memo from Interim President Hencken stating that the President and the President's Council had approved CAA's recommendations for graduation" was corrected to "Dr. Methven informed the Council he had received a memo from Interim President Hencken stating that the President and the President's Council had approved CAA's **commencement by exceptionality recommendations.**"

II. Communications.

1. Report from the Records Office on Waiver Appeals for Fall 2001.
2. Request (1/22/02) for Executive Action from the Lumpkin College of Business and Applied Sciences for the following:
 - FIN 3740 Real Estate Fundamentals. Change the semester offering from Fall and Spring to "**On Demand.**" Effective Spring 2002.
 - FIN 3730 Financial Markets. Change course title and description to read "Financial Markets: **Commodities, Derivatives, and Securities.** (3-0-3) F, S. The course provides comprehensive discussion of the financial sector including financial markets, determination of interest rates, and valuation *and uses* of derivative securities." Effective Spring 2002.
3. Request (1/22/02) for Executive Action from the College of Sciences for the following:
 - BIO 4948 Plant Taxonomy. Change course description and prerequisites from "The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G" to read "The classification **and evolution of flowering plants. Emphasis on learning common families and field techniques, especially specimen preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor.**" Effective: Fall 2002.

The Council requested additional information on the changes to BIO 4948 to find out if students will be charged an additional fee for the fieldtrip and if the trip will add additional hours to the lab portion of the class. Dr. Methven is checking these points.
 - BIO 4950 Ichthyology, BIO 4952 Herpetology, and BIO 4954 Ornithology. Change prerequisite from "BIO 3950 or permission of instructor" to "**BIO 3800 or BIO 3950 or permission of instructor.**" Effective: Fall 2002
 - BIO 4956 -- Change prerequisite from "BIO 1200G and 3950" to "**BIO 3800 or BIO 3950 or permission of instructor.**" Effective: Fall 2002
4. Request (1/16/02) for Executive Action from the College of Arts and Humanities to designate AFR 1000G and AFR 2000G writing intensive courses. Effective Spring 2002.
5. Memorandum (1/15/02) from CAA to Deans and Chairs requesting information on prerequisites.
6. Dr. Methven noted that the deadline for Spring 2002 for Application for Graduation by Exceptionality is March 20, 2002. Vice President Lord added that additional details on this topic will be forthcoming.

7. Email sent from CAA to department chairs containing a hyperlink to the new course proposal format currently before CAA. Chairs are requested to forward the email to their faculty.

III. Items to be Added to the Agenda.

1. Dr. Dietz moved and Dr. Helsel seconded the motion to add the following items to the agenda.
 - 02-02, Honors Program in Journalism.
 - 02-03, Revision to the Communications Disorders and Sciences major.

IV. Pending Agenda Items.

1. 01-69, Special Courses / Workshop Approval Process.
2. 01-70, Enforcement of Prerequisites.

V. Agenda Items to be Acted Upon.

1. 01-36, Course Proposal Format.

Dr. Dietz presented the proposal and answered questions of the Council. The Council discussed the subcommittee's support of the Taskforce recommendation that all new and existing technology-delivered courses be reviewed by CAA. Dr. Methven asked Dr. Dietz if she would be willing to draft guidelines regarding points in the course proposal format that pertain to technology-delivered courses and she said she would do so.

Dr. Dietz moved and Dr. Bock seconded the motion to postpone action on this item for one week in order to give public access to the new course proposal format. The motion passed unanimously.

An email with a hyperlink to the course proposal format is being sent to all department chairs with the request they forward the email to their faculty.

The meeting adjourned at 3:20 p.m.

Luann Karr, Coordinator.

All Council Minutes and Agenda are available on the Web at <http://www.eiu.edu/~eiucaa/index.caa.htm>. In addition, an electronic course library is available at <http://www.eiu.edu/acaffair/courselibrary.htm>.

ANNOUNCEMENT OF NEXT MEETING

February 7, 2002

2:00 p.m.

Arcola/Tuscola Room

Agenda:

1. [01-36](#), Course Proposal Format.

Pending Agenda Items:

1. 01-69, Special Courses / Workshop Approval Process.
2. 01-70, Enforcement of Prerequisites.

Pending Executive Actions:

1. FIN 3740 Real Estate Fundamentals. Change the semester offering from Fall and Spring to “**On Demand.**” Effective Spring 2002.

2. FIN 3730 Financial Markets. Change course title and description to read “Financial Markets: **Commodities, Derivatives, and Securities.** (3-0-3) F, S. The course provides comprehensive discussion of the financial sector including financial markets, determination of interest rates, and valuation **and uses** of derivative securities.” Effective Spring 2002.

3. BIO 4948 Plant Taxonomy. Change course description and prerequisites from “The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G” to read “The classification **and evolution of flowering plants. Emphasis on learning common families and field**

techniques, especially specimen preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor.” Effective: Fall 2002.

4. BIO 4950 Ichthyology, BIO 4952 Herpetology, and BIO 4954 Ornithology. Change prerequisite from “BIO 3950 or permission of instructor” to “**BIO 3800 or BIO 3950 or permission of instructor.”** Effective: Fall 2002.

5. BIO 4956 -- Change prerequisite from “BIO 1200G and 3950 ” to “**BIO 3800 or BIO 3950 or permission of instructor.”** Effective: Fall 2002.

6. Designate AFR 1000G and AFR 2000G writing intensive courses. Effective Spring 2002.