

The September 27, 2001 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Mr. Brinkmeyer, Ms. Catto, Dr. Cosby, Dr. Dietz, Ms. Fernandez, Dr. Helsel, Dr. Methven, Dr. Owen, Dr. Samuels, and Dr. Shonk.

Staff present: Vice-President Lord, Dr. Herrington-Perry, and Ms. Karr.

Guests present: P. Guinane, F. Hohengarten, F. Lewis, M. May, and D. Onestak.

I. Minutes.

The minutes of September 20, 2001 were approved as written.

II. Communications.

1. Mr. May's address on the use of student services logos.

Mr. May and Dr. Onestak requested that the Council recommend the use of the logos on course syllabi by faculty as a "best practice" policy. The logo file could be posted to the Web so faculty would have the option of downloading the logos to their syllabi. The purpose of the logos is to establish a better connection between students and student services. Student services will follow up by providing information to faculty about the available services on campus.

2. Request for Executive Action from the Lumpkin College of Business and Applied Sciences. Revision of catalog descriptions and prerequisites for business internship courses ACC 4275, CIS 4275, FIN 4275, MAR 4275, and MGT 4275.

Request to designate ACC 3100, Accounting Information Systems, as a writing intensive course.

The Council corrected "writing ability" to "writing performance" on this request.

Request to designate FIN 3730, Financial Markets, as a writing intensive course.

Request to designate MGT 3450, Human Resource Management, as a writing intensive course.

Request to designate CIS 3200, Networking Fundamentals, as a writing intensive course.

3. Invitation from Ms. Pearson to the Fall Forum.

Dr. Methven noted the Forum would be held on October 18 from 2:00 to 4:00 p.m. in the Grand Ballroom of the Union.

III. Student Services Logos.

The Council agreed to incorporate the student service logos into the new course proposal formats currently being drafted so that faculty may download them from the web site.

IV. Reports.

1. Dr. Dietz reported that the subcommittee considering the recommendations in the Report from the Taskforce on Technology-Enhanced and Delivered Courses has received draft documents of course proposals and CAA policy formats. Once the subcommittee has examined these documents, Dr. Dietz will prepare a summary document for CAA explaining how the subcommittee addressed the charge from CAA. That summary document will be ready in one to two weeks.

2. Dr. Herrington-Perry reported that the Proposal to Revise the General Education Core Curriculum did not pass when the IAI Steering Panel Subcommittee voted on it on last Friday.

V. Request for clarification of the description of a writing-intensive course.

Dr. Shonk noted it had been his understanding that the description of a writing-intensive course was one where the "quantity" of students' writing constituted no less than 35% of the final course grade. However, the description and catalog copy use the word "quality" rather than "quantity." He requested that the Chair contact Dr. Robin Murray to see if the description and catalog copy need to be revised. Dr. Methven is contacting Dr. Murray to ask for clarification.

The meeting adjourned at 2:19 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

October 4, 2001

2:00 p.m.

Arcola/Tuscola Room

Agenda:

None at this time.

Pending Executive Actions:

Revision of catalog descriptions and prerequisites for business internship courses ACC 4275, CIS 4275, FIN 4275, MAR 4275, and MGT 4275.

Request to designate ACC 3100, Accounting Information Systems, as a writing intensive course.

Request to designate FIN 3730, Financial Markets, as a writing intensive course.

Request to designate MGT 3450, Human Resource Management, as a writing intensive course.

Request to designate CIS 3200, Networking Fundamentals, as a writing intensive course.