

## MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

11/01/01

The November 1, 2001 meeting of the Council on Academic Affairs was held at 2:03 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Dr. Cosbey, Dr. Dietz, Ms. Fernandez, Dr. Methven, Dr. Owen, Dr. Samuels, and Dr. Shonk.

Members absent: Mr. Brinkmeyer, Ms. Catto, Dr. Helsel, and Dr. Shelton.

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

Guests present: G. Aylesworth, W. Chandler, F. Hohengarten, K. Kruse, M. May, K. Mook , C. Roszkowski, K. Sanders.

### **I. Minutes.**

The minutes of October 25, 2001 were approved as corrected. Under Agenda for November 1, 2001 add **“Pending Agenda Items: 01-69, Special Courses / Workshop Approval Process and 01-70, Enforcement of Prerequisites”** Under agenda item 01-69 proposed psychology curriculum change “Completion of MAT 1271 or 1400 (or equivalent) with a grade of C or better” to read **“Completion of MAT 1271 (or equivalent) with a grade of C or better.”**

The following correction to the minutes of June 21, 2001 was noted: under IV. 01-27, EIU 4105G and item VII. 01-30, SOC 3250 add **Writing Intensive.**

### **II. Communications.**

1. Request (10/28/01) for Executive Action from the College of Sciences for the following:
  - ECN 2892 – Change prerequisite from “ECN 2891 and admission to the University Honors Program” to **“ECN 2801G or ECN 2891 and admission to the University Honors Program.”**
  - ECN 3891G – Change prerequisite from “ECN 2892 and admission to the University Honors Program” to **“ECN 2802G or ECN 2892 and admission to the University Honors Program.”**
2. Request (10/22/01) from the College of Arts and Humanities to change the beginning date of AFR 2000G from Fall 2002 to **Spring 2002.**
3. Waiver Appeals for Summer 2001 from the Enrollment Management Office.
4. Dr. Methven noted Mark Haines, Commencement Coordinator, had sent an email to notify faculty that the 2000-01 adhoc calendar committee recommended, and the President’s Council had approved, moving fall commencement from the Saturday before finals to the Saturday following finals. The change goes into effect for the 2002-03 academic year.
5. Dr. Methven noted Dr. Helsel was absent because he is attending a conference.

### **III. Items Added to the Agenda.**

Dr. Owen moved and Dr. Dietz seconded the motion to add the following items to the agenda.

- 01-75, HST 3000, Health Concepts for Teachers, New Course.
- 01-76, Proposal to Establish Uniform Effective Dates for Curriculum Change.

### **IV. Agenda Items Acted On:**

- 01-71, Senior Seminar Best Practices.

Dr. Methven presented the proposal and answered questions of the Council. The motion passed unanimously.

The motion approves the following effective immediately except where otherwise indicated.

## Senior Seminar Best Practices

### Purpose of Senior Seminars at EIU

The purpose of Senior Seminar is to broaden the educational experience for seniors using a cross-disciplinary, synthesizing approach. Under the guidance of a faculty member from a department other than their own, students of various majors will come together to read, discuss, and write about the topic of the individual seminar. **Approved by CAA on March 2, 2000.**

### Approval of Senior Seminars

Senior seminars must be approved by departmental and college curriculum committees before being submitted to CAA. Approval by the Senior Seminar Committee, which has been disbanded, is no longer required.

### Credit hours for Senior Seminars

All senior seminars offered after Fall Semester 2001 must be three-hour senior seminars. Honors senior seminars will be four-hour classes. **Approved by CAA on February 22, 2001.**

### Writing Intensive Criteria

Senior seminars must address all three goals of Eastern's general education curriculum. In addition, they are classified as "writing intensive," meaning that at least 35% of the course grade needs to be based on written work, and at least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. **Approved by CAA on March 2, 2000.**

### Oral Communication Proficiency

Senior seminars must assess student oral communication proficiency. Instructors may use a variety of activities to assess this proficiency.

### TASKS assessment during Week 12

The Senior Seminar Advisory Committee recommends that no 50-minute classes for Senior Seminar be offered after Fall Semester 2001 due to the administration of the TASKS examination. Senior seminars offered once (for 150 minutes) or twice weekly (for 75 minutes) are preferred. **Approved by CAA on March 2, 2000.**

### Weekend Senior Seminars

Weekend senior seminars must meet a minimum of three or four weekends, preferably with open weekends in between, in order to facilitate the writing component of senior seminar and to provide adequate time for readings, oral discussions, and oral presentations.

### Web-enhanced Senior Seminars

Web-enhanced senior seminars are permitted as long as writing exercises and oral presentations are facilitated and arrangements are made for administration of TASKS assessment. There must be a minimum number of face-to-face contact hours to facilitate these items.

### Technology-delivered Senior Seminar Policy

Oral communication, identified by both employers and graduates as an area in which better preparation is needed, is an integral part of the senior seminar experience. The EIU Senior Seminar, with its cross-disciplinary focus and small class size is an ideal site for the practice and enhancement of these speaking skills. The course thus has been designed to provide ample opportunity for class discussion and both informal and formal oral presentation. In addition, because of this focus on speaking and discussing, the senior seminar has been chosen as a site for the assessment of student oral communication skills.

Web-based Learning Networks, whether asynchronous or synchronous, while providing the opportunity to practice communication, are centered around writing and keyboarding skills, and, at present, cannot provide an equivalent oral component. The Senior Seminar Advisory Committee recommended that no EIU Senior Seminar be offered entirely in a web-based format on April 18, 2001. **Approved by CAA on April 26, 2001. Summer Term 2001 effective date.**

- 01-72, EIU 4118G, Sociobiology: The Biological Origins of Social Practices, Revised.

Dr. Kipp Kruse presented the proposal and answered questions of the Council. The motion passed unanimously.

This motion approves the following to become effective Fall 2002

**EIU 4118G. Sociobiology: The Biological Origins of Social Practices. (3-0-3) On demand. Sociobiology. An investigation of the biological origins of certain forms of behaviors common to animals including humans. Reproductive behavior will be used as the model for the study of how natural selection determines some human behavioral patterns. Majors in Biological Sciences are excluded. Completion of 75 semester hours. (Writing intensive)**

- 01-73, Catalog Revision: EIU4 Graduation Program.

Vice-President Lord gave a presentation on the Program. The program's intent, in degree programs where this is appropriate, is to lay out a semester by semester program to facilitate students in obtaining their Bachelor's degree in four years. Currently, less than one-third of EIU students do so. Dr. Lord noted 10% to 20% of students would be interested in the program.

Dr. Shonk moved and Dr. Bock seconded the motion that the Council endorse the program. The motion was carried unanimously.

Dr. Methven noted that the Deans and Chairs had already been part of the discussion to implement the EIU4 Graduation Program. **Catalog revisions are due by December 6, 2001.** The purpose of the revisions is not for departments to make substantive changes to their programs. The catalog revision is to present the existing program in a new format; any substantive changes must still go through CAA.

Departments will submit catalog revisions to the contact person designated by their College.

College of Sciences – Barbara Kuykendall  
Lumpkin School of Business and Applied Sciences – Martha Brown  
College of Education and Professional Studies – Bonnie Wilson  
College of Arts and Humanities – Brigitte Chen

Departments may access a link to the sample EIU4 format from the CAA web page at <http://www.eiu.edu/~eiucaa/index.caa.htm> , then use the “save as” function in Word and type in their own program.

- 01-74, Change in admission requirements to the School of Business.

Dr. Wayne Chandler and Dr. Christie Roszkowski presented the proposal and answered questions of the Council.

This motion approves the following to become effective Fall 2002.

### **Application Criteria**

To apply for admission to upper division standing in the School of Business, a student must:

1. Be admitted to EIU;
2. Submit an application to the School of Business prior to the first day of classes for the semester of desired admission;
3. Have earned a cumulative GPA of at least 2.50 (2.75 for students applying to the accounting program) and have all transcripts on file at the time of application;
4. Have completed at least 60 semester hours by the end of the semester in which the student makes application;
5. Have completed (with a grade of C or better in each), or be enrolled in, the following four tool courses or acceptable equivalent at a transfer institution:
  - ~~MAT 1271 Algebra II\*~~ **MAT 2120 Finite Mathematics**
  - BUS 1950 Computer Concepts and Applications for Business
  - BUS 2102 Managerial Accounting
  - BUS 2810 Business Statistics I

~~\*Students may be exempt based on their ACT math scores~~
6. Be in good academic standing; and
7. Be classified as pre-business.  
Students intending to major in accounting are subject to additional admission requirements as detailed on page 79.

A student cannot be enrolled in any 3000-level business courses at the time of application to the School of Business.

### **Transfer Students**

New transfer students who meet items 3-6 of the application criteria (previous) should indicate on the application for admission to the University that they intend to major in a School of Business program. No special application to the School of Business is required. Grades received from other schools that are accepted at EIU will be used in calculating the GPA for entrance into the School of Business. Transfer students must submit official transcripts to the University Admissions Office immediately following the end of each grading period.

### **Acceptance to School of Business**

Students who meet the application criteria will be accepted to upper division standing conditional upon their successful completion of all the following admission requirements:

1. Completion of 60 semester hours;
2. Completion, with a grade of C or better in each, of all of the following tool courses:
  - ~~MAT 1271 Algebra II\*~~ **MAT 2120 Finite Mathematics**
  - BUS 1950 Computer Concepts and Applications For Business
  - BUS 2102 Managerial Accounting

- BUS 2810 Business Statistics I

~~\*Students may be exempt based on their ACT math scores~~

Conditionally admitted students who do not complete these admission requirements continue in pre-business status and must submit a new application for reconsideration at a later time. The School of Business Committee on Admission reviews admissions appeals. All decisions of the Committee are final.

**V. Reports:**

1. Dr. Dietz reported the draft documents of course proposals and CAA policy formats will be discussed at the November 6, 2001 CGS meeting. Dr. Dietz plans to attend that meeting.
2. Vice-President Lord noted he is meeting with Will Hine next week and the Special Courses / Workshop Approval Process will be discussed.
3. Dr. Methven reported Dr. Herrington-Perry is gathering data on current department practices regarding "Speaking Across the Curriculum" recommended practices.

The meeting adjourned at 2:45 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>.

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**ANNOUNCEMENT OF NEXT MEETING**

**November 8, 2001**

**2:00 p.m.**

Arcola/Tuscola Room

**Agenda:**

1. 01-75, HST 3000, Health Concepts for Teachers, New Course.
2. 01-76, Proposal to Establish Uniform Effective Dates for Curriculum Change.

**Pending Agenda Items:**

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

**Pending Executive Actions:**

1. Change the title of business minor to Minor in Business Administration from Minor in Interdisciplinary Business Administration.
2. Change the prefix of COM / INT / MGT 4800 Management of Innovation and Technology to INT / MGT 4800.
3. Change prerequisites for BUS 3950, CIS 3000, CIS 3200, CIS 3300, CIS 3320, CIS 3500, CIS 3510, CIS 3700, CIS 4000, CIS 4310, MAR 3720, MAR 3875, MGT 3450, MGT 3830, and MGT 4310.
4. Revise catalog descriptions and prerequisites for ACC 4740, CIS 4740, FIN 4740, MAR 4740, MGT 4740, and add BUS 4740.
5. ECN 2892 – Change prerequisite from “ECN 2891 and admission to the University Honors Program” to “**ECN 2801G or ECN 2891 and admission to the University Honors Program.**”
6. ECN 3891G – Change prerequisite from “ECN 2892 and admission to the University Honors Program” to “**ECN 2802G or ECN 2892 and admission to the University Honors Program.**”

7. Request (10/22/01) from the College of Arts and Humanities to change the beginning date of AFR 2000G from Fall 2002 to **Spring 2002**.