

MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

12/06/01

The December 6, 2001 meeting of the Council on Academic Affairs was held at 2:03 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, Dr. Shelton, and Dr. Shonk.

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

Guests present: R. Bradley, M. Brown, M. Burns, L. Campanis, W. Chandler, A. Davis, A. Eades, G. Foster, S. Havey, F. Hohengarten, B. Irwin, M. Izadi, B. Kuykendall, F. Lewis, B. Miller, K. Sanders, J. Sterling, and C. Yousaf.

I. Minutes.

The minutes of November 29, 2001 were approved as written. Please note the following corrections to the November 8, 2001 minutes. Under Executive Actions change

“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. **Effective Spring 2002.**” to read

“3. Add **“Admission to the School of Business or to a minor offered by the School of Business or permission of the Associate Chair”** to the prerequisites of 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. **Effective Spring 2002.**”

4. “Revise catalog descriptions and prerequisites for ACC 4740, CIS 4740, FIN 4740, MAR 4740, MGT 4740, and add BUS 4740. **Effective Fall 2002.**” to read

4. “ACC 4740 Independent Study (Arr.-Arr.-1-3) Change prerequisites to read: **Admission to the Accounting program, School of Business, ACC 3250, Senior Standing, cumulative grade- point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the Associate Chair, School of Business, prior to registration.**” Effective Fall 2002.

CIS 4740 Independent Study (Arr.-Arr.-1-3) Change prerequisites to read: **Admission to the School of Business, CIS 3000, Senior Standing, cumulative grade-point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the associate chair, School of Business, prior to registration.** Effective Fall 2002.

FIN 4740 Independent Study (Arr.-Arr.-1-3) Change prerequisites to read: **Admission to the School of Business, BUS 3710, Senior Standing, cumulative grade-point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the associate chair, School of Business, prior to registration.** Effective Fall 2002.

MGT 4740 Independent Study (Arr.-Arr.-1-3) Change prerequisites to read: **Admission to the School of Business, BUS 3010, Senior Standing, cumulative grade-point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the associate chair, School of Business, prior to registration.** Effective Fall 2002.

MAR 4740 Independent Study (Arr.-Arr.-1-3) Change prerequisites to read: **Admission to the School of Business, Bus 3470, Senior Standing, cumulative grade-point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the associate chair, School of Business, prior to registration.** Effective Fall 2002.

BUS 4740 Independent Study (Arr.-Arr.-1-3) **Intensive investigation of a topic under the**

supervision of an instructor. Enrollment is by application. Prerequisites: Admission to the School of Business, BUS 3470, 3500, 3710 and 3950, Senior Standing, cumulative grade-point average of 3.0 or higher, consent of the supervising instructor and approval of a completed application by the Associate Chair, School of Business, prior to registration. Effective Fall 2002.”

II. Communications.

1. Request ([11/28/01](#)) for Executive Action from the College of Arts and Humanities to designate HIS 3600G and HIS 3690G writing intensive courses.
2. Request ([11/30/01](#)) for Executive Action from the College of Sciences on CHM 3040, PLS 4774, and various other Chemistry and Political Sciences courses.
3. Dr. Methven told the Council he had checked with the department regarding the change in prerequisites to CTE 3401 and found there should be an “or” in the prerequisite so that it reads “CTE 3400” to “CTE 3400 **and one year of junior/high school keyboarding or one semester of college keyboarding, or demonstrated equivalency.**” The department has requested that other than the addition of the “or” the prerequisite remain unchanged because this type of prerequisite is necessary for the course.
4. Dr. Methven noted that 01-94, FCS 3820, Family in Social Change, Revised Course was being removed from the agenda at the request of the department.
5. Dr. Methven stated that 01-88, FIN 3760, Real Estate Investment, Revised Course was being removed from the agenda at the request of the department.
6. Dr. Methven asked the Council if there were any objections to changing the order of the agenda to accommodate the teaching schedule of the professor presenting the proposal. There were none and CTE 2001 was made the first item on the agenda.

III. Pending Agenda Items.

1. 01-69, Special Courses / Workshop Approval Process.
 - Vice President Lord stated a draft of the process was nearing completion.
2. 01-70, Enforcement of Prerequisites.
3. [01-97](#), Revision of Family and Consumer Sciences major.

IV. Items to be Added to the Agenda.

- Mr. Brinkmeyer moved and Dr. Shelton seconded the motion to add the following item to the agenda.
- 01-101, Revision of African-American Studies major.
- Mr. Brinkmeyer moved and Dr. Shonk seconded the motion to add the following item to the agenda.
- 01-102, Revision to the Geology major.
- Dr. Methven stated that the Family and Consumer Sciences department had modified 01-90, FCS 2000, Family Perspectives, New Course and requested the Council to add and act on the agenda item today. The Council agreed to do so and the modified item was added to the agenda.

V. Agenda Items to be Acted On.

- 01-87, CTE 2001, Work-Based Learning, New Course.

Dr. Lillian Greathouse presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

CTE 2001. Work-Based Learning. (1-0-1) F, S. Work Basd Lrng. An introduction to work-based learning as it relates to the teacher of Career and Technical Education. Credit will not be granted for both CTE 2000 and CTE 2001. Prerequisites: 30 hours of coursework and SED 2000 or its equivalent.

- 01-76r, Revised Proposal to Establish Uniform Dates for Curriculum Change.

Dr. Herrington-Perry presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002

Implement a fall semester effective date for all programmatic changes.

This would mean that programmatic changes approved by CAA would always become effective at the beginning of the subsequent fall semester.

Programmatic changes include revisions to admissions, course, and credit hour requirements for majors, options, minors, and concentrations; to general education program mission, distribution, and completion requirements; and to University admission and graduation policies.

CAA will consider exceptions to this policy IF changes are mandated by external accrediting bodies, emerging needs are identified by the university or the state, or errors were made in the development of departmental or university-wide programs or regulations.

- 01-83, Proposal to change the name of the Mathematics department.

Dr. Allen Davis presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

Change the department name from “Department of Mathematics” to “**Department of Mathematics and Computer Science.**”

- 01-84, CHM 3300, Survey of Biochemistry, New Course.

Dr. Ellen Keiter presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

3300 CHM. Survey of Biochemistry. (3-0-3) F, S. BIOCHEM SURVEY. An introduction to the structure of biomolecules and their function in living cells, as well as a survey of metabolic pathways involving the breakdown and synthesis of sugars, lipids, nucleic acids, and proteins. Prerequisite: CHM 2430 and 2435 with grade of C or better in both. No credit toward the chemistry major.

- 01-85, Revision of Chemistry major.

Dr. Ellen Keiter presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

Change the BS in Chemistry (all concentrations).

Current Catalog Listing:

Major

Chemistry 1310, 1315, 1510G, 1515G,
2310, 2440, 2445, 2730, 2840, 2845,
3000, 3001, 3500, 3780, 3910, 3915.....33 sem. hrs.

Mathematics 1441G (or 1440G), 24429-10 sem. hrs.
 Physics 1351, 1352 1361G, 1362G.....8 sem. hrs.
 Concentration in Chemistry,
 Biochemistry, or Management21-27 sem. hrs.

Revised Catalog Listing:

Major

**Chemistry 1310G, 1315G, 1510, 1515,
 2310, 2440, 2445, 2730, 2840, 2845,
 3000, 3001, 3500, 3780, 3910, 3915.....34 sem. hrs.**
Mathematics 1441G (or 1440G), 24429-10 sem. hrs.
Physics 1351G, 1352G, 1361, 1362.....8 sem. hrs.
**Concentration in Chemistry,
 Biochemistry, or Management21-27 sem. hrs.**

- 01-86, Revision of Chemistry minor.

Dr. Ellen Keiter presented the proposal and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

Change the Minor in Chemistry:

Current Catalog Listing:

Minor in Chemistry

Chemistry 1310, 1315;
 (1410G, 1415G) or (1510G, 1515G)..... 8 sem. hrs.
 Track I or II 13-14 sem. hrs.
 TOTAL 21-22 sem. hrs.
 Track I:
 Chemistry 2430, 2435, 2730..... 8 sem. hrs.
 Electives in Chemistry (excluding 1040G,
 2040G, 3001, 3040G, 3100, 3940, 4001) 5-6 sem. hrs.
 Track II:
 Chemistry 2440, 2435, 2840, 2730.....10 sem. hrs.
 Electives in Chemistry (excluding 1040G,
 2040G, 3001, 3040G, 3100, 3940, 4001) 4 sem. hrs.

Revised Catalog Listing:

Minor in Chemistry

**Chemistry 1310G, 1315G;
 (1410, 1415) or (1510, 1515)..... 8 sem. hrs.**
Track I or II 13-14 sem. hrs.
TOTAL 21-22 sem. hrs.
Track I:
Chemistry 2430, 2435, 2730..... 7 sem. hrs.
**Electives in Chemistry (excluding 1040G,
 2040G, 2440, 2445, 3001, 3100, 3940, 4001) 6 sem. hrs.**
Track II:
Chemistry 2440, 2445, 2840, 2730.....10 sem. hrs.
**Electives in Chemistry (excluding 1040G,
 2040G, 2430, 2435, 3001, 3100, 3940, 4001) 4 sem. hrs.**

- 01-89, FCS 1000, Foundations of Family and Consumer Sciences, New Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 1000. Foundations of Family and Consumer Sciences. (2-0-2) F, S. Foundations FCS. Foundations of the discipline of family and consumer sciences, including history and mission; role in meeting the needs of individuals and families; the integrative nature of the profession; and career opportunities.

- 01-90, FCS 2000, Family Perspectives, New Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 2000. Family Perspectives. (3-0-3) F, S. Fam Perspectives. FCS Applications of perspectives to understand and analyze family structure and function, interpersonal dynamics, individual family roles, the role of the family in society, and the formative influences of heritage and culture. Prerequisite: FCS 1000.

- 01-91, FCS 2244, Consumer Textiles: Care and Production, Revised Course.

Dr. Loretta Prater and Ms. Jean Dilworth presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 2244. Consumer Textiles: Care and Production. (3-0-3) F, S. Cons Textiles. Study of family clothing, common household and commercial textile product development as it relates to the consumer. Prerequisites: FCS 1000.

- 01-92, FCS 2800, Family Relationships, Revised Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 2800. Family Relationships. (3-0-3) F, S, Su. Family Relations. Study of the family as the basic unit of society; personal relationships, and family interaction throughout the family life cycle.

- 01-93, FCS 3000, Family Resource Management, New Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 3000. Family Resource Management. (3-0-3) F, S. Fam Resource Mgt. Family resource management and management theory and application, including individual and family decision-making behavior related to acquisition and allocation of resources in socially responsible ways. Prerequisites: FCS 1000 and FCS 2000.

- 01-95, FCS 4000, Professional Focus of Family and Consumer Sciences, New Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 4000. Professional Focus of Family and Consumer Sciences. (2-0-2) F, S. Profession Focus. Professional integrative focus of the discipline of family and consumer sciences and preparation for professional practice. Prerequisites: FCS 1000, FCS 2000, FCS 3000 and completion of 90 hours.

- 01-96, FCS 4926, Public Presentation Techniques, Revised Course.

Dr. Loretta Prater presented the course and answered questions of the Council. The motion was passed unanimously.

This motion approves the following to become effective Fall 2002.

FCS 4926. Public Presentation Techniques. (3-0-3) F, S. Public Pres Tech. Development of visual merchandising techniques and materials to present goods and services in relationship to functional and aesthetic concerns. Prerequisites: INT 1001, FCS 1000, FCS 2244 (FCS 3920 will be prerequisite through transition period)

- 01-98, Participation in Commencement by Exceptionality.

The subcommittee presented their recommendations and answered questions of the Council. The motion was passed unanimously.

This motion approves the following recommendations.

In the event that summer commencement is not reinstated, the Council on Academic Affairs proposes that the following changes to Internal Governing Policy 50 be implemented for Spring 2002 commencement.

Policy Number: 50

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CERTIFICATION FOR GRADUATION

FOR UNDERGRADUATE STUDENTS

The evaluation of the student's record made by the Certifying Dean shall take precedence over any information provided by the student's adviser.

Student files concerning certification for graduation shall be retained for a period of five years after graduation or the date of the last attendance.

PARTICIPATION IN COMMENCEMENT CEREMONY

Names of students who have completed application for graduation and who have demonstrated a reasonable chance of completing graduation requirements will be placed on the college graduation list submitted by each certifying dean to the Records Office.

Names may be added to the college graduation list if information supporting the action is received in sufficient time to do so.

Students whose names appear on a given semester's official graduation list may participate in that semester's commencement ceremony or a subsequent ceremony of their choice. Requests for exceptions may be granted according to the following guidelines.

Students with twelve or fewer hours remaining in the Summer Term for the completion of their degree requirements may be granted permission to participate in the preceding Spring commencement ceremony.

Students with only student teaching, internship, or practicum to be completed may be granted permission to participate in the commencement ceremony preceding their final term.

Those who qualify for participation in an earlier commencement ceremony must complete a request form prior to the deadline specific to the semester in which the earlier ceremony will take place.

Regardless of participation in a commencement ceremony, no student will be certified for graduation and awarded a degree and diploma until the appropriate certifying dean has provided the Records Office with official verification of the completion of all degree requirements.

- 01-99, High School Subject Requirements.

Dean Hohengarten noted that in 2000 out of a total of 1574 freshman, 61 students had deficits with a total of 115 deficits and in 2001 out of a total of 1500 students, 50 students had deficits with a total of 83 deficits.

The Council decided, given the small number of students entering with deficits, that no action was necessary on this agenda item.

- 01-100, University Foundations.

Ms. Karla Sanders told the Council the University Foundations was a good course, but not a course the Center for Academic Support and Achievement would recommend as a requirement for every student. She stated that this semester 433 students were enrolled in 20 sections of the course. She also noted a couple of special events in the course had been opened this year to all interested students.

The Council decided that no action was necessary on this agenda item.

The meeting adjourned at 3:40 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

January 10, 2001

2:00 p.m.

Arcola/Tuscola Room

Agenda:

1. [01-101](#), Revision of African-American Studies major.
2. [01-102](#), Revision to the Geology major.

Pending Agenda Items:

1. 01-69, Special Courses / Workshop Approval Process.
2. 01-70, Enforcement of Prerequisites.
3. [01-97](#), Revision of Family and Consumer Sciences major.

Pending Executive Actions:

1. CHM 3040 -- Delete course from master list of courses. Effective date: Fall 2002.
2. CHM 4400 – Change prerequisites to read as follows: **“Prerequisite or corequisite: CHM 3500; prerequisites: cumulative GPA of at least 2.50, permission of the instructor and department chairperson.”** Effective Spring 2002.
3. CHM 1410 – Change course description and prerequisites to read as follows: **“The second semester of the general chemistry sequence. Principles and applications of equilibrium, kinetics, thermodynamics, and electrochemistry. Intended for biological science majors, students in pre-health professional programs, etc. CHM 1415 must be taken concurrently. Prerequisites: CHM 1310G with a grade of C or better and CHM 1315G. Credit not granted for both CHM 1410 and 1510. BIO 907; CLS 907.”** Effective date: Fall 2002.
4. CHM 1415 – Change course description and prerequisites to read as follows: **“Experimental work illustrating chemical principles and concepts described in the companion lecture course. Also includes an introduction to inorganic qualitative analysis. Must be taken concurrently with CHM 1410. Prerequisites: CHM 1310G and 1315G. Credit not granted for both CHM 1415 and 1515. BIO 907; CLS 907”** Effective date: Fall 2002.
5. CHM 1510 – Change course description and prerequisites to read as follows: **“The second semester of the general chemistry sequence. Principles and applications of equilibrium, kinetics, thermodynamics, and electrochemistry. Intended for majors in chemistry and other physical sciences and students in the pre-engineering program. CHM 1515 must be taken concurrently. Prerequisites: CHM 1310G with a grade of C or better and 1315G. Credit not granted for both CHM 1510 and 1410. EGR 962; BIO 907.”** Effective date: Fall 2002.
6. CHM 1515 – Change course description and prerequisites to read as follows: **“Experimental work illustrating chemical principles and concepts described in the companion lecture course. Also includes an introduction to inorganic qualitative analysis. Must be taken concurrently with CHM 1510. Prerequisites: CHM 1310G and 1315G. Credit not granted for both CHM 1515 and 1415. EGR 962; BIO 907.”** Effective date: Fall 2002.
7. CHM 1590 -- Change course description to read as follows: **“Principles of thermodynamics, kinetics, equilibrium and electrochemistry are elucidated and applied to relevant inorganic and organic chemical systems. Suitable for students in any program that requires two semesters of general chemistry. Prerequisites: CHM 1390G and 1395G, Honors, admission to the University Honors Program. CHM 1595, Honors, must be taken concurrently.”** Effective date: Fall 2002.
8. CHM 2435 -- Change prerequisite to read as follows: **“Prerequisite: Concurrent enrollment in CHM 2430.”** Effective date: Fall 2002.
9. CHM 2840 -- Change course description and prerequisites to read as follows: **“Prerequisites: CHM 2440 with a grade of C or better and CHM 2445.”** Effective date: Fall 2002.
10. CHM 2440 -- Change course description to read as follows: **“The nomenclature and reactions of major types of organic compounds including alkanes, alkenes, alkynes, alkyl halides, and aromatic compounds; stereochemistry; mechanisms of organic reactions; spectroscopy of organic compounds. Prerequisite: CHM (1410, 1415) or (1510, 1515). Chemistry majors must elect CHM 2445 concurrently.”** Effective date: Fall 2002.
11. CHM 2730 -- Change prerequisite to read as follows: **“Prerequisites: CHM 1410 with a grade of C or better and CHM 1415; or CHM 1510 with a grade of C or better and CHM 1515.”** Effective date: Fall 2002.

12. CHM 3000 -- Change course description to read as follows: **“For junior chemistry majors. Prerequisites: Junior standing and completion of 15 semester hours of chemistry courses or permission of the instructor.”** Effective date: Fall 2002.
13. CHM 3450 – Change the title, course offering, description and prerequisite to read as follows: **“Biochemistry I. (3-0-3) F. An introduction to the structure and function of proteins, lipids, carbohydrates, and nucleic acids as well as the central metabolic pathways of glycolysis, the tricarboxylic acid cycle, and oxidative phosphorylation. Prerequisite: CHM 2840 or concurrent enrollment therein. CLS 910”** Effective date: Fall 2002.
14. CHM 4760 – Change the course number, title, description and prerequisite to read as follows: **“3460 CHM. Biochemistry II. (3-0-3) S. A continuation of CHM 3450 covering catabolic and anabolic pathways involving lipids, carbohydrates, amino acids, and nucleic acids. The regulation of metabolism and the integration of metabolic pathways will also be covered. Prerequisite: CHM 3450 with a grade of C or better.”** Effective date: Fall 2002.
15. CHM 4765 -- **Change course number to 3455.** Effective date: Fall 2002.
16. CHM 4860 – **Change course title to “Advanced Biochemistry” and change prerequisite to “CHM 3460.”** Effective date: Fall 2002.
17. CHM 3920 --Change course description and prerequisites to read as follows: **“Introduction to the principles of quantum mechanics and their application to atoms, molecules, chemical bonding, and statistical thermodynamics. Prerequisites: CHM 1510 and 1515; PHY 1361 and 1362; MAT 2442.”** Effective date: Fall 2002.
18. CHM 4900 -- Change course description to read as follows: **“Bonding, structures, and reactivity of inorganic, organometallic, and bioinorganic compounds. Prerequisites: CHM 2310 and 3920.”** Effective date: Fall 2002.
19. PLS 4774 – Change course credits from “4-0-4” to **“3-0-3.”** Effective date: Fall 2002.
20. PLS 1003 – Change course title and course description to read as follows : **“Introduction to Comparative Politics.(3-0-3) F,S. A comparative survey of the political process, political ideologies and aspects of political development in different political systems and regions of the world”** Effective date: Fall 2002.
21. PLS 3513 – Change course offering from **“S-even-numbered years” to “F.”** Effective date: Fall 2002.
22. PLS 3523 – Change course offering from **“F” to “S-even-numbered years.”** Effective date: Fall 2002.
23. PSY 3530 – Change course description to read as follows: **“Applications of the methods and principles of psychology to organizational and work-related settings. Personnel, organizational, environmental, and technological issues are considered. Prerequisite: PSY 1879G or permission of the instructor.”** Effective date: Fall 2002.
24. **Designate HIS 3600G and HIS 3690G writing intensive courses.** Effective Fall 2001.

Executive Actions:

1. Change the prerequisite for FCS 4238 from "FCS 3235 or permission of the instructor" to **FCS 2234** or permission of the instructor.” **Effective immediately.**
2. Change the title and course description of MAR 3720 from "3720 MAR. Buyer Behavior. (3-0-3) The buying process at the levels of ultimate consumer, intermediate reseller

and industrial user; psychological, sociological and economic foundations of buying behavior.
Prerequisite: BUS 3470" to "3720 MAR. **Consumer Behavior. (3-0-3). A study of how and why people obtain, consume, and dispose of products: the role of the consumer in marketing.** Prerequisite: BUS 3470." **Effective Summer 2002.**

3. Change the prerequisite of CTE 3401 from "CTE 3400" to CTE 3400 **and one year of junior/high school keyboarding or one semester of college keyboarding, or demonstrated equivalency."** **Effective immediately.**