
Agenda for the September 25, 2003 CAA Meeting

Items approved: None.

Items Pending: 03-66, Response to the Faculty Senate recommendation of the Honors Advisory Council.
03-70, Summer Calendar Initiative (*Attachments: summer school proposal, enrollment analysis, and a draft of possible scheduling modules for a 6-week summer term*)

Council on Academic Affairs

Minutes

September 25, 2003

The September 25, 2003 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Booth Library Conference Room 4440.

Members present: Dr. Bock, Mr. Bunker, Ms. Dilworth, Dr. Fewell, Ms. Hall, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Sartore, Ms. Sterling, and Dr. Tidwell.

Members Absent: Dr. Dietz and Ms. Samuels

Staff present: Dr. Lord and Ms. Fopay.

Guests present: Ms. Flaherty, Records; Mr. Hild, Art; and Mr. Renick, *Daily Eastern News*.

Note: *The agenda order was revised.*

I. Items to be Acted Upon.

1. 03-70, Summer Calendar Initiative.

Dr. Lord presented the proposal and answered questions of the council. After discussing the proposal, the Council decided to postpone taking action on the agenda item until after members had a chance to review the proposal and get input from their respective departments. Further discussion of the item is planned for the next CAA meeting.

The motion to postpone action on the agenda item passed unanimously.

Dr. Lord left the meeting at 2:45 p.m.

II. Minutes

The minutes of September 18, 2003 were approved as written.

III. Communications:

1. September 17, 2003 memorandum from Dean Hanner, COS, requesting executive action to remove the writing intensive designation from BIO 1200G and BIO 1300G; and designating BIO 3720 and BIO 4984 as writing intensive, effective Spring 2004.
2. September 22, 2003 memorandum from Dr. Mary Herrington-Perry, Assistant Vice President for Academic Affairs, regarding deadlines for changing course credit hours.
Ms. Fopay noted a correction of a deadline listed in the memo -- The deadline for credit hour changes effective in the spring semester must be approved by August 1, rather than March 1.
3. Dr. Methven noted that he had received a memo from Ms. Carol Miller requesting a CAA representative for the Textbook Rental Service Advisory Committee.
Dr. Deb Reid will represent CAA on the Textbook Rental Service Advisory Committee.

IV. Committee Reports

None at this time.

V. Items to be Added to the Agenda:

1. 03-66, Response to the Faculty Senate recommendation on the Honors Advisory Council.

A handout regarding the Honors Council composition and duties was distributed at the meeting. The handout was created by Dean Lasky, Honors College, in response to the Council's recommendation at the August 28, 2003 CAA meeting that the Provost request that Dean Lasky delineate the duties and responsibilities of the Honors Council and clarify the members' selection process. This item will be discussed at the next meeting.

The meeting adjourned at 3:05 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

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/>.

***** ANNOUNCEMENT OF NEXT MEETING *****
Thursday, October 2, 2003
Conference Room 4440 - Booth Library @ 2:00 p.m.

Agenda

1. 03-66, Response to the Faculty Senate recommendation of the Honors Advisory Council
2. 03-70, Summer Calendar Initiative

Approved Executive Actions:

None.

Pending Executive Actions:

COS

Effective Spring 2004

1. Remove the writing intensive designation from BIO 1200G and BIO 1300G
2. Designate BIO 3720 and BIO 4984 as writing intensive courses