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## **Agenda for the October 18, 2007 CAA Meeting**

**Items approved:** None.

**Items Pending:** 07-56, Mid-Term Grade Submission (Revised Policy)  
07-61, Music Minor (Revised Minor)  
07-62, Electronic Writing Portfolio (Proposed Changes)  
07-63, Honors Council Appointments  
07-64, JOU 3002, Introduction to Multimedia Journalism (New Course)  
07-65, JOU 3300, Publication Design (New Course)  
07-66, JOU 3703, Online Journalism (New Course)  
07-67, JOU 3955, Reporting on the Arts (New Course)  
07-68, JOU 4001, Media Management in the 21st Century (Revised Course)  
07-69, Journalism (Revised Program)  
07-70, Accountancy (Revised Core Requirements)

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### **Council on Academic Affairs Minutes**

*October 18, 2007*

The October 18, 2007 meeting on Council on Academic Affairs was held at 2:00 p.m. in the Charleston/Mattoon at the University Union.

**Members Present:** Dr. Bower, Ms. Dilworth, Ms. Green, Dr. Hendrickson, Dr. Hyder, Dr. Reid, Dr. Roszkowski, Dr. Shank, Dr. Stowell, and Ms. Wyatt.

**Members Absent:** Dr. Dietz, Ms. Kostelich, and Mr. Hausner.

**Staff Present:** Dr. Herrington-Perry and Ms. Fopay.

**Guests Present:** Dr. Coit, History & Faculty Senate; Dr. Curry, History & Faculty Senate; Dr. Holmes-Layman, Recreation Administration and CASL; Dr. Hopgood, Academic Assessment & Testing; Dean Johnson, College of Arts & Humanities; Dr. Kory, English; Associate Dean Lynch, College of Arts & Humanities; Dr. Markelis, English, CASL, and WAC; Ms. McElwee, Journalism & CASL; Dr. Sanders, CASA and CASL; Dr. Shirley, History; Ms. Sweeney, CASA; Dr. Lisa Taylor, Family & Consumer Sciences and CASL; Dr. Tim Taylor, English; Dr. Throneburg, Communication Disorders & Sciences and CASL; Dr. Turner, Journalism; and Dr. Zou, Physics and CASL;

#### **I. Item to be Acted Upon:**

##### **1. 07-62, Electronic Writing Portfolio (Proposed Changes)**

Currently, CASL is gathering feedback from the campus community by providing a place for individuals to submit comments at its Web site and by visiting groups such as CAA. CASL will use the feedback to determine whether it is moving in the right direction in regards to the proposed changes to the Electronic Writing Portfolio (EWP). If it is, then the Center for Academic Technology Support will work on technology to implement the changes.

Today, CAA provided a forum in which it allowed individuals from the campus community to ask questions, make comments, and provide input regarding the EWP.

At the meeting, Dr. Rebecca Throneburg and Dr. Karla Sanders, both representing CASL, gave a Power Point presentation. Dr. Throneburg provided history of the EWP, background of the development of the faculty survey created to evaluate the EWP, results of the survey, and identified the instruments (survey results, faculty reading results, assessment tools at other universities, etc.) that CASL reviewed to determine if and how the EWP should be modified. Dr. Sanders summarized the proposed revisions to the EWP and why they were incorporated into the document. Dr. Throneburg and Dr. Sanders answered various questions from CAA members and visitors. In addition, individuals attending the meeting provided input regarding the proposed changes. Also, individuals commented on whether to leave the current EWP alone, incorporate the proposed changes, or modify the proposed changes.

CAA did not take action on the proposal today. The council will continue discussion and possibly vote on the agenda item at its next meeting.

**II. Approval of the October 11, 2007 CAA Meeting Minutes.**

The minutes of October 11, 2007 were approved as written.

**III. Committee Reports:**

None.

**IV. Items Added to the Agenda:**

1. 07-64, JOU 3002, Introduction to Multimedia Journalism (New Course)
2. 07-65, JOU 3300, Publication Design (New Course)
3. 07-66, JOU 3703, Online Journalism (New Course)
4. 07-67, JOU 3955, Reporting on the Arts (New Course)
5. 07-68, JOU 4001, Media Management in the 21st Century (Revised Course)
6. 07-69, Journalism (Revised Program)
7. 07-70, Accountancy (Revised Core Requirements)

Ms. Dilworth moved and Dr. Shank seconded the motion to add these items to the agenda.

**V. Communications:**

The council did not discuss the following communications. As a result, the items will be carried over to the October 25 meeting agenda.

**a. Executive Action Requests:**

1. October 11, 2007 email from Associate Dean Lynch, CAH, requesting executive action to change the prerequisites for ENG 4275, and designate the following courses as writing intensive: THA 3753G, THA 3754G, and THA 3755G.
2. October 12, 2007 memorandum from Dean Hoadley, LCBAS, requesting executive action to modify the prerequisites for FIN 3740 and MAR 4490.

**b. College Curriculum Committee Meeting Minutes:**

1. Minutes from the October 10, 2007 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.
2. Minutes from the October 5, 2007 College of Sciences Curriculum Committee meeting.

**VI. Pending:**

1. 07-56, Mid-Term Grade Submission (Revised Policy)
2. 07-61, Music Minor (Revised Minor)
3. 07-63, Honors Council Appointments

The next meeting will be held Thursday, October 25, 2007.

The meeting adjourned at 3:45 p.m.

–Minutes prepared by Ms. 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 the <http://www.eiu.edu/~eiucaa/elibrary/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
October 25, 2007  
Conference Room 4440 – Booth Library @ 2:00 p.m.

**Agenda:**

1. 07-62, Electronic Writing Portfolio (Proposed Changes)
2. 07-70, Accountancy (Revised Core Requirements)

Pending:

1. 07-56, Mid-Term Grade Submission (Revised Policy)
2. 07-61, Music Minor (Revised Minor)
3. 07-64, JOU 3002, Introduction to Multimedia Journalism (New Course)

4. 07-65, JOU 3300, Publication Design (New Course)
5. 07-66, JOU 3703, Online Journalism (New Course)
6. 07-67, JOU 3955, Reporting on the Arts (New Course)
7. 07-68, JOU 4001, Media Management in the 21st Century (Revised Course)
8. 07-69, Journalism (Revised Program)

#### Approved Executive Actions:

##### BAS

##### Effective Fall 2008

1. FCS 2740 -- Change the term offered from *Spring* to *Fall and Spring*.

**2740 FCS. Lodging Operations. (3-0-3) S, F, S.** Examines hotel and resort rooms division management and operating procedures, including front desk and housekeeping operations and guest relations. Prerequisite: FCS 2700.

2. FCS 4340 -- Revise the term offered from *Fall* to *Summer*.

**4340 FCS. Conventions and Trade Shows. (3-0-3) F, SU.** Organization, arrangement and operation of conventions, trade shows, and concessions. Prerequisite: BUS 2101, BUS 3470, FCS 2700, and FCS 3786.

3. FCS 4345 -- Change the term offered from *Fall and Spring* to *Spring*.

**4345 FCS. Hospitality Administration. (3-0-3) F, S, S.** Administrative aspects of hospitality businesses with emphasis on hotels, motels, beds and breakfasts, and eco-lodges. Prerequisite: BUS 2101, BUS 3010, BUS 3470, FCS 3790, FCS 3786, FCS 4000, and FCS 4275.

#### Study Abroad

##### Effective Spring 2008

1. Delete STA 3962 from the curriculum.

#### Study Abroad

##### Effective Fall 2008

1. STA 3960 – Revise the course title and description.

**3960 STA. Study Abroad: EIU Exchange. (Arr.-Arr.-1-16)** Enrollment in an international partner exchange program. Students pay tuition to EIU. Approval from the Office of Study Abroad is required.

2. STA 3961 – Update the course title and description.

**3961 STA. Study Abroad: EIU One-Way. (Arr.-Arr.-1-16)** Enrollment in an international partner one-way program. Approval from the Office of Study Abroad is required.

#### Pending Executive Actions:

##### BAS

##### Effective Fall 2008

1. Modify the prerequisites of FCS 3740.

**3740 FIN. Real Estate Fundamentals. (3-0-3) On Demand.** A study of theory and practice in real estate, with social, legal and economic implications. Prerequisite: BUS 3710 with a grade of C or better or BUS 2710 with a C or better; junior standing; and admission to the School of Business or to a minor offered by the School of Business; or permission of the Associate Chair, School of Business.

2. Revise the course description for MAR 4490.

**4490 MAR. International Marketing. (3-0-3) F, S.** ~~An introduction to foreign trade with emphasis on international marketing institutions, cooperation, and technical features of overseas operations.~~ **Study of marketing from the international perspective. Emphasis is placed on necessary modifications of marketing strategy and practice related to global pricing and distribution, product planning, and promotions due to cultural, economic, environmental and legal differences.** Prerequisite: BUS 3470 and admission to the School of Business or permission of the Associate Chair. WI

#### CAH

##### Effective Fall 2007

1. Change the prerequisites for ENG 4275.

**4275 ENG. Internship in Professional Writing. (Arr.-Arr.-4) (Credit/No Credit)** Practical experience in the local community to allow the student to apply and develop, outside the traditional classroom, the skills learned in English courses. Prerequisite: ENG **1002G** **2760 or 3005**, and permission of the Director of the Internship. (Group 6)

2. Add the writing-intensive designation to THA 3753G.

**3753G THA. Development of American Theatre and Drama. (3-0-3) F.** Major themes in American civilization as seen through the 18th-20th Century American plays. Attention given to development of theatre as an art form and as a social-cultural force in the U.S. Focus is on reading and analyzing dramatic texts. Prerequisite: ENG 1001G and ENG 1002G. **WI**

3. Add the writing-intensive designation to THA 3754G.

**3754G THA. American Theatre on Film. (3-1-3) S.** Analysis of significant American plays and film versions thereof. The object is to understand and appreciate similarities and differences between film and theatre as art and to gain insights into aspects of American society, as reflected in the works. Outside viewing assignments required. Prerequisite: ENG 1001G and ENG 1002G and sophomore-senior standing. **WI**

4. Add the writing-intensive designation to THA 3755G.

**3755G THA. African-American Theatre. (3-0-3) F.** This course will trace the roots of the African-American Theatre movement to African ritual, its transfer to the United States, and eventual evolution into a dynamic movement from 1960 to the present. This course satisfies the Non-western component for Teacher Certification majors. Prerequisite: ENG 1001G and ENG 1002G. **WI**

#### Withdrawn Executive Actions:

*Note: The executive action items listed below were withdrawn on October 18, 2007. Dean Hoadley, LCBAS, submitted a revised executive action request that replaced her original request dated October 2, 2007. The revised executive action request will appear on the October 25, 2007 CAA agenda.*

#### BAS

##### Effective Fall 2008

1. COS 4820 – Revise the course title.

**4820 COS. Sociotechnical Design. Change Strategies in Organizations. (3-0-3) F.** A study, from the worker's perspective, of how technology affects social processes in occupational environments; human resource development; sociotechnical and open system theories; diagnosing occupational systems; change strategies; and the worker's adaptation of occupational settings to changing environmental demands. Prerequisite: Three semester hours in psychology, sociology or management, or permission of the program coordinator. WI

2. COS 4870 – Modify the course title.

**4870 COS. ~~Developing Critical Thinking in the Workplace.~~ Coaching and Mentoring in the Workplace (3-0-3)** People in the workplace are increasingly expected to think critically about their work rather than simply follow a supervisor's instructions. Participants will explore and apply principles of critical thinking to the workplace, classroom, and training room. WI