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*Agenda for the March 21, 2013 CAA Meeting*

**Items Approved:** None.

**Items Pending:** 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's four University Learning Goals (Ongoing)  
11-132R, Course Proposal Format Form (Revised Form)  
12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)  
13-50, KSS 4764, Sport Management Principles (New Course; Technology Delivery)  
13-51, KSS 4765, Marketing in Sport (New Course; Technology Delivery)  
13-52, Kinesiology & Sports Studies: Sports Management Concentration (Revised Concentration)  
13-55, Political Science Honors Program (Revised Program)  
13-56, PHI 1000G, Introduction to Philosophy (Revised Course; Technology Delivery)  
13-57, PHI 2500G, Introduction to Ethics (Revised Course; Technology Delivery)  
13-58, AET 4333, Trends in Digital Media Technology (New Course; Technology Delivery)  
13-59, AET 4865, Digital Media Publishing Technologies (New Course; Technology Delivery)  
13-60, Applied Engineering & Technology: Technology Development Area (Revised Major)

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**Council on Academic Affairs  
Minutes**

*March 21, 2013*

The March 21, 2013 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440, Booth Library.

**Members Present:** Ms. English, Ms. Green, Dr. Klarup, Dr. Lucas, Dr. Rhoads, Dr. Ruholl, Dr. Steinke, Mr. Thedford, Dr. Throneburg, and Dr. White.

**Members Absent:** Ms. Eskew, Dr. Gronnvoll and Dr. Reid.

**Staff Present:** Provost Lord and Ms. Fopay.

**Guests Present:** Mr. Rich, Alumni Services; Ms. Torres, *Daily Eastern News*; and Vice President Weber, Business Affairs.

**I. Approval of the March 7, 2013 CAA Meeting Minutes.**

The minutes of March 7, 2013 were approved with the following edit to the CAA resolution and page 4 of the minutes:

**Include credit hours required for programs in the EIU Undergraduate Catalog**

“In the interest of transparency and disclosure, the Council on Academic Affairs hereby requests all programs include the number of hours required for program completion; **including** where applicable hours for segments of programs (e.g. cores, options, concentrations) in the EIU Undergraduate Catalog program description effective with the 2013-14 Catalog.”

**II. Presentation of the Program Analysis Steering Committee's Draft Template**

Vice President Weber gave a PowerPoint presentation regarding the draft template prepared by the Program Analysis Steering Committee. In addition, he addressed questions and suggestions of the council.

Additionally, Vice President Weber indicated that he and other members of the Program Analysis Steering Committee will meet with other campus governance groups to gather feedback. There will also be open informational sessions held on campus as well.

Ms. English arrived at the meeting at 3:05 p.m. during the discussion.

Individuals are welcome to submit feedback, questions, and suggestions concerning the template to Vice President Weber, Dr. White, or any member of the Program Analysis Steering Committee.

The Program Analysis Steering Committee will meet in April to review feedback and refine the template. According to its timeline, the committee will complete its work and finalize the template design in May. A web interface will be created where data and narratives will be entered. According to the committee's

Website: "Pending President Perry's approval of the template design, program heads will have the summer to provide the required program analysis narratives and review the data collected by Planning, Budget, and Institutional Research. Narratives and data may be revised and edited in the fall as needed."

- Link to the Program Analysis Website: <http://www.eiu.edu/programanalysis/>
- Link to the Program Analysis Template: [http://www.eiu.edu/programanalysis/docs/Template\\_Draft\\_3\\_3\\_13.pdf](http://www.eiu.edu/programanalysis/docs/Template_Draft_3_3_13.pdf)

### III. Communications:

#### a. Curriculum Committee Minutes:

1. Minutes of the February 6, 2013 College of Arts & Humanities Curriculum Committee meeting.
2. Minutes of the February 18, 2013 Writing Across the Curriculum Committee meeting.
3. Minutes of the February 25, 2013 College of Education & Professional Studies Curriculum Committee meeting.
4. Minutes of the March 4, 2013 Writing Across the Curriculum Committee meeting.
5. Minutes of the March 4, 2013 Lumpkin College of Business & Applied Sciences Curriculum Committee meeting.

#### b. Waiver Reports:

1. Academic Waiver Reports for February 2013 from Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

*There was a question concerning denied waiver 13-05 on the Lumpkin College of Business & Applied Sciences waiver report. The item was held until later in the meeting when Provost Lord was available to provide an explanation. At that time, Provost Lord explained he is currently reviewing the waiver. He said there was a question concerning the interpretation of the waiver rules and what is considered a "C" grade. He noted that it will be necessary to look at the language in the foreign language policy and clarify it.*

#### c. Other:

1. March 13, 2013 memorandum from Dr. Mary Herrington-Perry, Academic Affairs, regarding the National Survey of Student Engagement (NSSE).

### IV. Items Added to the Agenda:

1. 13-55, Political Science Honors Program (Revised Program)
2. 13-56, PHI 1000G, Introduction to Philosophy (Revised Course; Technology Delivery)
3. 13-57, PHI 2500G, Introduction to Ethics (Revised Course; Technology Delivery)
4. 13-58, AET 4333, Trends in Digital Media Technology (New Course; Technology Delivery)
5. 13-59, AET 4865, Digital Media Publishing Technologies (New Course; Technology Delivery)
6. 13-60, Applied Engineering & Technology: Technology Development Area (Revised Major)

Mr. Thedford moved and Dr. Steinke seconded the motion to add these items to the agenda.

### V. Items Acted Upon:

None.

### VI. Committee Reports:

#### 1. Integrative Learning Awards Committee

Dr. White reported that Dr. Luke Steinke agreed to serve on the Integrative Learning Awards Committee. Dr. Steinke will join Dr. Klarup, Dr. Ruholl, and Ms. Eskew who volunteered to serve on the committee at the February 21, 2013 CAA meeting.

Also, Dr. White explained he would contact Dr. Marita Gronnvoll to ask if she could possibly serve on the committee.

In addition, at the meeting today, Dr. Klarup agreed to lead the committee.

**VII. Pending:**

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132R, Course Proposal Format Form (Revised Form)
3. 12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)
4. 13-50, KSS 4764, Sport Management Principles (New Course; Technology Delivery)
5. 13-51, KSS 4765, Marketing in Sport (New Course; Technology Delivery)
6. 13-52, Kinesiology & Sports Studies: Sports Management Concentration (Revised Concentration)

**VIII. Meeting Adjournment:**

The meeting adjourned at 3:20 p.m.

The next meeting will be held at 3 p.m. on Thursday, March 28, 2013.

*–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 <http://www.eiu.edu/~eiucaa/elibrary/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
March 28, 2013  
Conference Room 4440 – Booth Library @ 3:00 p.m.

**Agenda:**

1. Retention Presentation.

Pending:

1. 11-117, Review of Integration, Instructional Practices, and Effectiveness of EIU's Four University Learning Goals (Ongoing)
2. 11-132R, Course Proposal Format Form (Revised Form)
3. 12-66, EIU 4100G, Senior Seminar: Advanced Interdisciplinary Studies in Matters of Culture. (Revised Course)
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6. 13-52, Kinesiology & Sports Studies: Sports Management Concentration (Revised Concentration)
7. 13-55, Political Science Honors Program (Revised Program)
8. 13-56, PHI 1000G, Introduction to Philosophy (Revised Course; Technology Delivery)
9. 13-57, PHI 2500G, Introduction to Ethics (Revised Course; Technology Delivery)
10. 13-58, AET 4333, Trends in Digital Media Technology (New Course; Technology Delivery)
11. 13-59, AET 4865, Digital Media Publishing Technologies (New Course; Technology Delivery)
12. 13-60, Applied Engineering & Technology: Technology Development Area (Revised Major)

**Approved Executive Actions:**

None.

**Pending Executive Actions:**

None.