

MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

2./7/02

The February 7, 2002 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, Dr. Marlow, Dr. Methven, Dr. Owen, Dr. Samuels, Ms. Sartore, and Dr. Shonk.

Members absent: Dr. Helsel.

Guests: F. Lewis, D. Wolf, and L. Simpson.

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

I. Minutes.

The minutes of January 31, 2002 were approved as written.

Please note the following corrections to the December 6, 2001 minutes. In the College of Sciences 11/30/01 request for Executive Action change item 23 from "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." to "PSY 3530 – Change course description to read as follows: **Applications of the methods and principles of psychology to the workplace, with particular emphasis on the human resource function. Topics may include job analysis, performance appraisal, personnel selection, employee training, worker motivation, and worker stress.** Prerequisite: PSY 1879G or permission of the instructor."

In addition, change item 9 from "CHM 2840 -- Change course description and prerequisites to read as follows: Prerequisites: CHM 2440 with a grade of C or better and CHM 2445" to "CHM 2840 -- Change course description and prerequisites to read as follows: **Continued development of material from CHM 2440. Nomenclature and reactions of alcohols, ethers, epoxides, sulfides, aldehydes, ketones, amines, carboxylic acids, carboxylic acid derivatives; enolate reactions. Reaction mechanisms; spectroscopy; polymers; biological molecules.** Prerequisite: CHM 2440 with a grade of C or better and CHM 2445. **Chemistry majors should elect CHM 2845 simultaneously. EGR 964; BIO 909; CLS 909."**

II. Communications.

1. Academic Waiver from the College of Sciences for January 2002.
2. Request (1/28/02) for Executive Action from the Lumpkin College of Business and Applied Sciences for the following:
 - FCS 4275 Internship. Change prerequisites to read: FCS 4274 4000, junior standing, permission of the Chair of the School of Family and Consumer Sciences, and acceptance of the student by a business or agency. Effective Fall 2002.
 - FCS 4345 Hospitality Administration. Change prerequisites to read: BUS 2101, BUS 3010, BUS 3470, FCS 3790, FCS 3796, FCS 4274 4000, and FCS 4275. Effective Fall 2002.
 - FCS 4000 Professional Focus of Family and Consumer Sciences. Change prerequisites to read: FCS 1000, FCS 2000, FCS 3000, and completion of 90 75 hours. Effective Fall 2002.
3. Request (1/28/02) for Executive Action from the Lumpkin College of Business and Applied Sciences for the following:
 - Change the course title and descriptions of COS 4830, COS 4850, INT 3123, INT 3343, INT 3353, and INT 4813. Effective Spring 2002.
4. Communication (1/31/02) from the Operational Guidelines meeting regarding Commencement by Exceptionality.
5. Dr. Methven reported that BIO 4948 already had an existing field trip and the custom is to compensate students for the time by canceling laboratory hours for two weeks prior to the field trip.

III. Items to be Added to the Agenda.

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

- 02-04, FIN 3760, Real Estate Investment, Revised Course.
- 02-05, FIN 4400, Financial Analysis and Planning, New Course.
- 02-07, FLG 4750, German for Reading Knowledge I, New Course.
- 02-08, FLG 4751, German for Reading Knowledge II, New Course.
- 02-09, Change Family and Consumer Sciences admission standards and degree requirements.
- 02-10, Revisions to the Criteria for Professor Laureate.

Dr. Dietz moved and Dr. Marlow seconded the motion to add the following item to the agenda.

- 02-11, Interim Format for Approving Currently Existing Technology-Delivered Courses or Sections.

IV. Pending Agenda Items.

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

V. Agenda Items to be Acted Upon.

1. 01-36, Course Proposal Format.

Dr. Dietz presented the proposal and answered questions of the Council. The Council discussed whether the effective date should be more precise than Fall 2002 and whether new technology-delivered courses should start using the new format immediately. Dr. Dietz moved to amend the item that effective February 7, 2002 any course proposal for new technology-delivered courses or sections use the newly revised course proposal format. Dr. Bock seconded the amendment.

The amendment was carried unanimously.

The Council then voted on 01-36, Course Proposal Format. The motion was carried unanimously.

The motion approves the following to become effective Fall 2002, although department may begin using the format immediately.



NEW/REVISED COURSE PROPOSAL FORMAT

This format is to be used for all courses submitted to the Council on Academic Affairs and/or the Council on Graduate Studies.

1. Catalog description in the style of the University Catalog, showing

- a) course number;
- b) title;
- c) meeting times and credit, such as (3-0-3);
- d) term(s) to be offered (F, S, SU);
- e) short title -- not to exceed 16 characters, including spaces;
- f) course description -- not to exceed four lines. If this course is repeatable, indicate this in the course description;
- g) prerequisite(s), including required technical skills such as software proficiency or Internet use.

2. Objectives and Evaluation of the Course

- a) List the objectives of the course.
- b) If this is a general education course, list the student learning objectives that are designed to help students achieve one or more of the following goals of general education and university-wide assessment:
 - EIU graduates will demonstrate the ability to write and speak effectively.
 - EIU graduates will demonstrate the ability to think critically.
 - EIU graduates will function as responsible citizens.

Also indicate additional student learning objectives, if any, designed to help students achieve the goals of the course and/or a particular discipline or program.

- c) List the methods of assessing students' achievement of these objectives (projects, reports, research papers, oral presentations, group problem solving, examinations, etc.) and indicate how these methods support that achievement. If non-traditional delivery modes (e.g., workshop, short course, technology-delivered*) may be used, list any necessary assessment alternatives and explain how these methods support students' achievement of the specified learning objectives.
- d) If this course is numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include:
 - (1) course objectives;
 - (2) projects that require application and analysis of the course content; and
 - (3) separate methods of evaluation for undergraduate and graduate students.
- e) If applicable, indicate whether this course is writing-active, writing-intensive, or writing-centered, and describe how the course satisfies the criteria for the type of writing course identified.**

3. Outline of the Course

- a) Specify units of time (e.g., for a 3-0-3 course, 15 weeks of 45 fifty-minute class periods) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. If the course, or some sections of the course, may be technology-delivered, explain how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described above. If the course will ONLY be offered in a technology-delivered format, explain why the course content and student workload justifies the semester hour assignment (e.g., 3-0-3).
- b) If the course, or some sections of the course, may be offered in a non-traditional format (e.g., workshop, short course, technology-delivered), explain how the integrity of the original course will be maintained as it relates to students' achievement of learning objectives. In particular, address the following:
 - (1) How will contact with students, participation in discussion, and/or research mentoring be managed?
 - (2) How will security issues, including academic integrity, be addressed?

4. Rationale

- a) Purpose and need: Explain the purpose of and need for this course. If this is a general education course, indicate the segment of the general education program into which it will be placed, and describe how the course meets the requirements of that segment. If the course, or some sections of the course, may be technology-delivered, explain the need for it to be technology-delivered.
- b) Justification of the level of the course and a list of all prerequisites.
- c) Similarity to existing courses and/or effect upon programs in other departments:
 - (1) Give a clear justification for the new course if it is similar to an existing course.
 - (2) Cite course(s) to be deleted if the new course is approved or the exceptional need to be met or the obvious gap to be filled.
 - (3) Describe any relevant program modification if the course is approved.

If substantial duplication of contents occurs, or a program change outside the department is required, the new proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees and their responses noted in the proposal.

- d) Impact on Program: Specify programs, majors, or minors in which the course is to be required or used as an approved elective. If the proposed course causes a change in a major, minor, etc., submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted. If the course, or sections of the course, may be technology delivered, how will the program(s) involved be affected (for example, course availability, number of available seats, program access, etc.).

5. Implementation

- a) Faculty member(s) to whom the course may be assigned. In case of a graduate course, if the department does not currently offer a graduate program, it must document that it employs faculty qualified to teach graduate courses.

2-28-02
strike
last
sentence
only

- b) Specification of any additional costs to students, including those for supplemental packets, hardware/software, or any other additional technical or technological requirements. (Course fees must be approved by the President's Council.)
- c) Text and supplementary materials to be used, including publication dates.
- d) Term to be offered first.

6. Community College Transfer

If the proposed course is a 1000- or 2000-level course, state either, "A community college course may be judged equivalent to this course" OR "A community college course will not be judged equivalent to this course." A community college course will not be judged equivalent to a 3000- or 4000-level course but may be accepted as a substitute; however, upper-division credit will not be awarded.

7. Date approved by the department _____

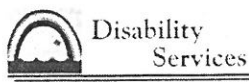
8. Date approved by the College or School curriculum committee _____

9. Date approved by CAA _____ **CGS** _____

* A **technology-aware** course section uses the Internet and other technologies to augment a regularly scheduled, face-to-face course section by providing basic catalog, scheduling, syllabus, and other routine information via the Internet. No two-way technology-based interaction between faculty and students is facilitated. A **technology-enhanced** course section augments a regularly scheduled course section and adds opportunities for interaction between a faculty member and the students or among students; course related information, including handouts and assignments, may be published dynamically during the course, and students may submit and have assignments returned electronically. The primary and predominant mode of instruction is face-to-face. A **technology-delivered** course section is designed and scheduled to use technology as the exclusive or predominant mode of instruction and faculty-student interaction.

In **writing-active courses, frequent, brief writing activities and assignments are required. Such activities -- some of which are to be graded -- might include five-minute in-class writing assignments, journal keeping, lab reports, essay examinations, short papers, longer papers, or a variety of other writing-to-learn activities of the instructor's invention. Writing assignments and activities in writing-active courses are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills. In **writing-intensive courses**, several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses, students' writing should constitute no less than 35% of the final course grade. In **writing-centered courses** (English 1001G, English 1002G, and their honors equivalents), students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).

Effective Fall 2002
 CAA approved _____
 CGS approved _____



581-6583



581-2412



581-6696



581-3413

~~~~~ Supporting Student Success ~~~~~

2. 02-02, Honors Program in Journalism.

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

This motion approves the following to become effective Summer 2002.

Journalism majors with a cumulative GPA of 3.50 or above will be eligible. Three credits in Honors Thesis will be required. An additional nine credits selected from the following honors courses will be required, for a total of twelve credits overall. Credits in Honors courses may replace elective credits in the major.

**Departmental Honors Requirements: Twelve semester hours in Journalism Honors courses shall be required. Each Honors course may be repeated for a maximum of six hours each with permission of the department chair.**

|                                            |           |
|--------------------------------------------|-----------|
| JOU 2091. Journalism and Democracy, Honors | 0 or 3 SH |
| JOU 4444. Honors Independent Study         | 0-6 SH    |
| JOU 4555. Honors Research                  | 0-6 SH    |
| JOU 4666. Honors Seminar                   | 0-6 SH    |
| JOU 4644. Honors Thesis                    | 3-6 SH    |

Students must complete at least three credits in Honors Thesis as part of all other requirements in the major. Credits in Honors courses may replace elective credits in the major. Students in the Journalism Honors Program must maintain a minimum overall grade point average of 3.50. The chair will assign Honors courses to faculty. Unless the chair approves an exception, students will complete at least three different departmental Honors courses.

3. 02-03, Revision to the Communications Disorders and Sciences major.

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

This motion, contingent upon COTE and CGS approval, make the following effective Summer 2002.

**Communications Disorders and Sciences (B.S.)**

Major (toward teacher certification professional credentials)\*

| <u>First Year</u>     |              | <u>Second Semester</u> |              |
|-----------------------|--------------|------------------------|--------------|
| <u>First Semester</u> |              | <u>Courses</u>         | <u>Hours</u> |
| <u>Courses</u>        | <u>Hours</u> |                        |              |
| CDS 2000.....         | 1            | ENG 1002G.....         | 3            |
| ENG 1001G.....        | 3            | GEN ED ELECT.....      | 3            |
| PSY 1879G.....        | 3            | GEN ED ELECT.....      | 3            |
| SPC 1310G.....        | 3            | BIO 2001G.....         | 4            |
| GEN ED ELECT.....     | 3            | GEN ED ELECT.....      | 3            |
| GEN ED ELECT.....     | 3            |                        |              |
| <b>Total</b>          | <b>16</b>    | <b>Total</b>           | <b>16</b>    |
| <br>                  |              |                        |              |
| <u>Second Year</u>    |              | <u>Second Semester</u> |              |
| <u>First Semester</u> |              | <u>Courses</u>         | <u>Hours</u> |
| <u>Courses</u>        | <u>Hours</u> |                        |              |
| CDS 2200.....         | 3            | CDS 2100.....          | 3            |
| CDS 2500.....         | 3            | CDS 2800.....          | 3            |
| PSY ELECT.....        | 3            | ELECT.....             | 3            |
| PHY 1071/1072.....    | 4            | ELE 2320 <u>OR</u>     |              |
| PLS 1153G <u>OR</u>   |              | PSY 3515.....          | 3            |
| HIS 3600G.....        | 3            | ELECT.....             | 3            |
| <b>Total</b>          | <b>16</b>    | <b>Total</b>           | <b>15</b>    |

| <b>Third Year</b>     |              | <b>Second Semester</b> |              |
|-----------------------|--------------|------------------------|--------------|
| <b>First Semester</b> |              |                        |              |
| <b>Courses</b>        | <b>Hours</b> | <b>Courses</b>         | <b>Hours</b> |
| CDS 3100.....         | 3            | CDS 3900.....          | 1            |
| CDS 3200.....         | 3            | CDS 4300.....          | 3            |
| CDS 3300.....         | 3            | PSY 3780 <b>OR</b>     |              |
| CDS 3700.....         | 3            | PSY 3765.....          | 3            |
| ELECT.....            | 3            | GEN ED ELECT.....      | 3            |
|                       |              | ELECT.....             | 3            |
|                       |              | ELECT.....             | 3            |
| <b>Total</b>          | <b>15</b>    | <b>Total</b>           | <b>16</b>    |

| <b>Fourth Year</b>        |              | <b>Second Semester</b> |              |
|---------------------------|--------------|------------------------|--------------|
| <b>First Semester</b>     |              |                        |              |
| <b>Courses</b>            | <b>Hours</b> | <b>Courses</b>         | <b>Hours</b> |
| CDS 4500.....             | 3            | CDS 4760.....          | 3            |
| CDS 4900.....             | 1            | CDS 4770.....          | 3            |
| PSY 4515 <b>OR</b> SPE    |              | SENIOR SEMINAR...      | 3            |
| 3000 <b>OR</b> SPE 3500.. | 3            | ELECT                  | 3            |
| ELECT.....                | 3            | ELECT <b>OR</b>        |              |
| ELECT <b>OR</b>           |              | FOREIGN LANG.....      | 3-4          |
| FOREIGN LANG.....         | 3-4          |                        |              |
| <b>Total</b>              | <b>13-14</b> | <b>Total</b>           | <b>15-16</b> |

(Major GPA based on all Communication Disorders and Sciences courses taken at EIU.)

TOTAL..... 58-59 sem. hrs.

**Admission to the Major**  
**Communication Disorders and Sciences**  
**I. Probational Admission**

Students entering EIU as freshmen or transfers seeking a CDS major will be classified as probational CDS majors. Probational majors may register for all lower division (2999 or lower) courses in the CDS major.

**II. Admission to the CDS Major**

Access to all upper division CDS courses (3000 or higher) requires admission to the CDS Major. The Department Admissions Committee reviews the applications of all probational CDS majors seeking admission to the major. The committee determines if the student's academic achievement supports admission to the major and access to upper division (3000 or higher) courses.

**III. Criteria for Degree Admission**

1. Admission to the University
2. Classification as a probational CDS major.
3. Achievement of a cumulative GPA of 2.5 or higher for all EIU course work.
4. For native EIU students, completion of at least 45 semester hours of course work at EIU.
5. For transfers, completion of at least 15 semester hours of course work at EIU.
6. Completion of at least three of the five lower division core CDS courses in the major and achievement of a minimum 2.75 GPA for all lower division core CDS courses completed at the time of application. Lower division core courses are:  
CDS 2000 Introduction to CDS ..... 1 sem. hr.  
CDS 2100 Phonetics & Phonological  
Development ..... 3 sem. hrs.  
CDS 2200 Language Acquisition ..... 3 sem. hrs.  
CDS 2500 Anatomy & Physiology..... 3 sem. hrs.  
CDS 2800 Speech Science ..... 3 sem. hrs.

**IV. Registration for Upper Division Courses**

Only students admitted to the CDS major will be approved to register for upper division (3000 or higher) CDS courses.

**V. Probational Majors Who Do Not Meet Admission to the CDS Major Criteria**

Probational CDS majors who do not meet the requirements for admission to the CDS major will remain classified as probational. Probational majors may continue to take lower division CDS courses; however, probational majors may not register for upper division CDS courses. Probational majors may reapply for admission to the major when they meet the admission requirements or they may seek advisement in changing majors.

**VI. Application Deadlines**

Applications are available in the Department Office, Room 203, Clinical Services Building. Probational majors must return completed applications to the Department Office on or before the following deadlines in order to be admitted to the major and register for upper-division courses:

| Term of Notification   | Application |        |
|------------------------|-------------|--------|
| Admission              | Deadline    | Date   |
| Fall February 1        | March 1     |        |
| Fall (Entering Summer) | June 15     | July 1 |

Spring

September 15

October 1

(Major GPA based on all Communication Disorders and Sciences courses taken at EIU.)

\*For the education course work required for this option, please see the sections of this catalog in the College of Education and Professional Studies titled, "Revised Illinois General Education Requirements" and "Professional Education Requirements in Communication Disorders and Sciences," or consult with a department advisor.

\*Note: The Master's Degree is the required level of training for Certification by the American Speech-Language-Hearing Association, the Illinois State Board of Education, and the Illinois Department of Professional Regulation. At least a 3.00 GPA (A=4.0) in the undergraduate Communication Disorders and Sciences major, three letters of recommendation and completion of Communication Disorders and Sciences and Graduate School application procedures are required for admission consideration to the graduate program at EIU. Admission is competitive. All applicants are ranked by a Graduate Admissions Committee according to major GPA, Clinical Criteria, and Professional Criteria. Meeting minimum GPA requirements does not guarantee admission. The committee considers all applications including those of transfers from other four-year colleges and universities. The program is limited to 45 full-time degree-seeking graduate students per year. For more information on the M.S. program in Communication Disorders & Sciences, see the *Graduate Catalog*.

\*\*A 2.5 overall GPA and a 2.85 75 GPA in the Communication Disorders and Sciences major are required for admission to CDS 4900.

**Honors Program for Communication Disorders and Sciences Majors with a 3.50 Cumulative GPA**

Admission to the Department Honors Program in Communication Disorders and Science requires a minimum 3.50 (4.0 scale) cumulative GPA and approval of the Department Honors Admission Committee. Students must maintain a cumulative GPA of 3.5 (4.0 scale) to continue in the Honors Program. Honors courses will replace required and elective courses in the CDS curriculum. Admission will be limited to availability of program resources.

**Departmental Honors Requirements**

CDS Honors students will complete all of the requirements for the major with the following substitutions:

|                                                |                    |
|------------------------------------------------|--------------------|
| Communication Disorders and Sciences 4666..... | 3 sem. hrs.        |
| Honors Speech Science                          |                    |
| Communication Disorders and Sciences 5000..... | 3 sem. hrs.        |
| Introduction to Graduate School**              |                    |
| Communication Disorders and Sciences 4644..... | <u>6 sem. hrs.</u> |
| Honors Thesis                                  |                    |
| TOTAL.....                                     | 12 sem. hrs.       |

\*\*CDS 4760 and CDS 4770 are part of the regular undergraduate curriculum in CDS. Honors students may substitute honors courses for one of these courses in their undergraduate program. CDS 4760 or CDS 4770 may be taken for graduate credit during graduate school.

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**

**February 14, 2002**

**2:00 p.m.**

Arcola/Tuscola Room

**Agenda:**

1. 02-04, FIN 3760, Real Estate Investment, Revised Course.
2. 02-05, FIN 4400, Financial Analysis and Planning, New Course.
3. 02-07, FLG 4750, German for Reading Knowledge I, New Course.
4. 02-08, FLG 4751, German for Reading Knowledge II, New Course.
5. 02-09, Change Family and Consumer Sciences admission standards and degree requirements.
6. 02-10, Revisions to the Criteria for Professor Laureate.
7. 02-11, Interim Format for Approving Currently Existing Technology-Delivered Courses or Sections.

### Pending Agenda Items:

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

### Pending Executive Actions:

1. FCS 4275 Internship. Change prerequisites to read: FCS 4274 4000, junior standing, permission of the Chair of the School of Family and Consumer Sciences, and acceptance of the student by a business or agency. Effective Fall 2002.
2. FCS 4345 Hospitality Administration. Change prerequisites to read: BUS 2101, BUS 3010, BUS 3470, FCS 3790, FCS 3796, FCS 4274 4000, and FCS 4275. Effective Fall 2002.
3. FCS 4000 Professional Focus of Family and Consumer Sciences. Change prerequisites to read: FCS 1000, FCS 2000, FCS 3000, and completion of 90-75 hours. Effective Fall 2002.
4. COS 4830 Occupational Perspectives: Past, Present and Future Change course description from "The study of the nature of careers and occupations from varying perspectives including historical, philosophical, technological, political, economic, psychological and others, together with prospects and directions for the future" to **"This course involves the study of the nature of organizations from varying perspectives including historical, philosophical, technological, psychological and sociological with prospects and directions for the future."** Effective Spring 2002.
5. COS 4850. Change course title from "COS 4850 Special Topics in Occupational Development" to **"COS 4850 Special Topics in Career and Organizational Studies."** Effective Spring 2002.
6. INT 2123 Communications Photography. Change course title and description from "INT 3123 Communications Photography. Black and white photography including exposure control, film processing, and print processing. Color slide processing will be included. Student furnishes SLR 35 mm camera" to **"INT 3123 Foundations of Photography. Course emphasizes basic aesthetics of photography and a historical and critical context for evaluating photographs. Course provides technical skills in black-and-white photography needed to produce individual projects. Photographic materials, processes, and techniques for black & white film development, print production and mounting are covered. Color slide images and a basic understanding of digital photography will be included. Student furnishes SLR 35 mm camera."** Effective Spring 2002.
7. INT 3343 Digital Prepress Technologies. Change course title and description from "INT 3343 Digital Prepress Technologies. Detailed study of digital prepress technologies as well as conventional film processes. Major emphasis will be on the visualization, design, image assembly and conversion of digital images for reproduction. Special emphasis will be on the technical aspects of the latest hardware and software packages used in communication and the prepress environment" to **"INT 3343 Digital Media Technologies. Introduction to digital media applications applied to print and web media. Major emphasis will be on page layout, image capture, image conversion, image assembly, web page development, differences in computer operating systems and file formats, differences in output devices, basic color theory and applications to print and web media in individual student and group projects."** Effective Spring 2002.
8. INT 3353 Communication Production. Change course title and description from "INT 3353 Communication Production. Film assembly, plate-making, offset lithography, finishing procedures, production estimating and management" to **"INT 3353 Print and Digital Media Production. Class experiences will focus on the print and digital media manufacturing processes from digital layout preparation, image assembly, proofing systems, conventional film processes, digital capture and image conversion, direct-to-plate technology, offset printing, flexography and gravure technology, digital printing processes, bindery, and finishing processes. Cost estimating of print and digital media including production management will be stressed."** Effective Spring 2002.
9. INT 4813 Advanced Desktop Publishing. Change course title and description from "INT 4813 Advanced Desktop Publishing. Class experiences will focus on the preparation of text and graphics, page layout and the



merging of graphic elements into a completed document. The use of scanners, the design of networks, and selection of hardware and software are also highlighted” to “**INT 4813 Advanced Digital Media Technologies** Class experiences will focus on the advance preparation, merging, and integration of various digital elements into a completed document for printed publication including web page development. The use of scanners, digital cameras, video and audio applications, selection of hardware and cross-platform software interface, design and practical applications of networks will also be highlighted.” Effective Spring 2002.

**Executive Actions:**

1. FIN 3740 Real Estate Fundamentals. Change the semester offering from Fall and Spring to “**On Demand.**” Effective Spring 2002.
2. FIN 3730 Financial Markets. Change course title and description to read “Financial Markets: **Commodities, Derivatives, and Securities.** (3-0-3) F, S. The course provides comprehensive discussion of the financial sector including financial markets, determination of interest rates, and valuation *and uses* of derivative securities.” Effective Spring 2002.
3. BIO 4948 Plant Taxonomy. Change course description and prerequisites from “The classification and characteristics of the common families of flowering plants. Prerequisite: BIO 1200G” to read “The classification **and evolution of flowering plants. Emphasis on learning common families and field techniques, especially specimen preparation. Saturday field trip required. Prerequisite: BIO 3322 or 3612 or permission of instructor.**” Effective: Fall 2002.
4. BIO 4950 Ichthyology, BIO 4952 Herpetology, and BIO 4954 Ornithology. Change prerequisite from “BIO 3950 or permission of instructor” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.
5. BIO 4956 -- Change prerequisite from “BIO 1200G and 3950 ” to “**BIO 3800 or BIO 3950 or permission of instructor.**” Effective: Fall 2002.
6. Designate AFR 1000G and AFR 2000G writing intensive courses. Effective Spring 2002

