
Agenda for the January 15, 2004 CAA Meeting

- Items approved:** 03-97, ENG 4761, Creative Nonfiction Writing (New Course)
- Items Pending:** 04-01, HON 1191, Honors First-Year Seminar (New Course)
04-02, FIN 3300, Fundamentals of Financial and Tax Planning (New Course)
04-03, FIN 4220, Applied Securities Analysis (New Course)
04-04, FIN 4300, Retirement and Estate Planning (Revised Course)
04-05, Finance Major Revision
04-06, Advertising Interdisciplinary Minor Revision
04-07, ACC 3900, Accounting Information Systems (New Course)
04-08, ACC 4400, Federal Income Taxation I (Revised Course)
04-09, ACC 4700, Auditing and Assurance Services (New Course)
04-10, Accounting (B.S. in Business) Program Revision
04-11, COS 4860, Facilitating Learning and Project Groups (New Course)
04-12, COS 4870, Developing Critical Thinking in the Workplace (New Course)
04-13, COS 4880, Productive Work Teams (New Course)
04-14, COS 4890, Accelerated Learning and Training (New Course)
04-15, Career and Organizational Studies Program Revision
04-16, Revision to Internal Governing Policy 45 -- Grade Appeals
04-17, Format for the IBHE Program Review
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Council on Academic Affairs Minutes

January 15, 2004

The January 15, 2004 meeting of the Council on Academic Affairs was held at 2:04 p.m. in Booth Library Conference Room 4440.

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

Staff present: Dr. Herrington-Perry, Dr. Lord, and Ms. Fopay.

Guests present: Ms. Peryam, *Daily Eastern News*; Dr. Scott, English; and Dr. Vietto, English.

I. Minutes

The minutes of December 11, 2003 were approved as amended. The effective date for the Speech Communication executive action items listed under the CAH pending executive action section on page three of the minutes should read Fall 2004, not Spring 2004.

II. Communications:

Dr. Methven followed up on a question that was raised at the last meeting regarding waiver # 03-140 listed on the LCBAS November Waiver Report. He announced that he contacted Lumpkin College of Business & Applied Sciences regarding the question. He was told the student's waiver request was denied because the requested course on the waiver request was not included on the General Education course list of courses that native EIU students can waive.

1. Academic Waiver Report for November 2003 from the College of Arts and Humanities.
2. Minutes from the December 3, 2003 College of Arts & Humanities Curriculum Committee meeting.
3. Minutes from the December 4 and December 11, 2003 Lumpkin College of Business & Applied Sciences Curriculum Committee meetings.
4. Minutes from the December 12, 2003 College of Sciences Curriculum Committee meeting.
5. December 9, 2003 memorandum from Dean Hoadley, LCBAS, requesting executive action to change the name of the Graphic Communication concentration in the B.S. in Industrial Technology major to Digital Printing, Imaging, and Web Technology, effective Fall 2004.
6. December 15, 2003 memorandum from Dean Hanner, COS, requesting executive action to revise the course offerings for CDS 2100 and CDS 4666, effective immediately.
7. December 15, 2003 memorandum from Dean Hoadley, LCBAS, requesting executive action to revise the course descriptions for ACC 3250 and FCS 2250, and change the prerequisites for ACC 3200, 3300, 4300, 4500, 4550, 4800 and FCS 4926, effective Fall 2004.

8. Academic Waiver Report for December 2003 from the Lumpkin College of Business & Applied Sciences.
9. Invitation to the January 27, 2004 Faculty Senate meeting from Faculty Senate inviting the CAA Executive Committee members to discuss the proposal to change the composition of the Honors Council, from appointed members to elected members.
In response to the invitation, Dr. Methven explained that he and Dr. Tidwell plan to attend the January 27 Faculty Senate meeting. At the meeting they will discuss the reasoning behind CAA's decision to approve the Honors Council proposal, agenda item 03-66, during the October 2, 2003 CAA meeting. In order to best represent council members' views at the Faculty Senate meeting, Dr. Methven requested input from the members. He distributed copies of agenda materials regarding the proposal that were originally viewed at the October 2 meeting to remind individuals of what was discussed at that meeting.

A more in-depth discussion regarding this issue occurred at the end of the meeting.

III. Committee Reports

1. *Dr. Tidwell announced that the Intercollegiate Athletic Task Force will hold public hearings to discuss its findings.*
2. *According to Dr. Tidwell, the Technology Delivered Course Section subcommittee submitted a proposal to the Council on Graduate Studies (CGS) for review and approval. The proposal deals with handling courses originally taught on campus in classrooms and now being taught online. Dr. Tidwell plans to submit the proposal to CAA once it is approved by CGS.*
3. *Dr. Dietz reported that the Election committee met to discuss the election process. The group plans to have additional information available at next week's meeting.*

IV. New Business

A. Items Added to the Agenda:

1. 04-01, HON 1191, Honors First-Year Seminar (New Course)
2. 04-02, FIN 3300, Fundamentals of Financial and Tax Planning (New Course)
3. 04-03, FIN 4220, Applied Securities Analysis (New Course)
4. 04-04, FIN 4300, Retirement and Estate Planning (Revised Course)
5. 04-05, Finance Major Revision
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10. 04-10, Accounting (B.S. in Business) Program Revision
11. 04-11, COS 4860, Facilitating Learning and Project Groups (New Course)
12. 04-12, COS 4870, Developing Critical Thinking in the Workplace (New Course)
13. 04-13, COS 4880, Productive Work Teams (New Course)
14. 04-14, COS 4890, Accelerated Learning and Training (New Course)
15. 04-15, Career and Organizational Studies Program Revision
16. 04-16, Revision to Internal Governing Policy 45 -- Grade Appeals

Dr. Bock moved and Dr. Dietz seconded the motion to add these items to the agenda.

B. Other

1. Establishment of a Professor Laureate subcommittee.
The deadline to submit nominations/applications for the 2004 Professor Laureate is March 26, 2004.

Dr. Bock, Dr. Fewell, and Ms. Sartore agreed to serve on the Professor Laureate subcommittee. Dr. Bock will be the chair of the subcommittee.

2. Format for CAA discussion of the IBHE Program Review.
Dr. Methven indicated that council members should examine the IBHE Program Review outline and determine the format for CAA's discussion of departmental program reviews. He distributed a handout in which he highlighted key points taken from the article "Seven Principles for Good Practice in Undergraduate Education" located at the AAHEBulletin.com web site. This handout could be used to assist council members in their discussion regarding the creation of an appropriate program review format.

After a brief discussion, the council decided that the decision regarding the program review format should be reviewed as an agenda item.

Dr. Dilworth moved and Dr. Tidwell seconded the motion to add this item to next week's meeting agenda. The item will be identified as agenda item #04-17.

V. Items Acted Upon.

1. **03-97, ENG 4761, Creative Nonfiction Writing (New Course)**

Dr. Scott and Dr. Vietto presented the proposal and answered questions of the council. After discussion, the proposal was amended. A semi-colon was added to the course prerequisites and a statement was placed at the end of the paragraph located at 2.d.3.

The motion passed unanimously.

The amended proposal was approved, effective Fall 2004.

ENG 4761. Creative Nonfiction Writing (3-0-3) F or S. CREAT NONF WRIT.
 Advanced practice in the writing and revising of creative nonfiction, with an emphasis on the development of the student's individual style. May be taken twice with permission of the Department Chairperson. Group 6. Prerequisites: English 1002G; and 2001 or, with permission of instructor, 2003, 2005, or 2007.
 WC

Following the discussion of this course, the council members revisited their earlier dialogue concerning the Faculty Senate invitation to the CAA Executive Committee members to discuss the proposal to change the composition of the Honors Council from appointed members to elected members. Provost Lord explained that he will not move forward with the proposal until he can get consensus from both CAA and Faculty Senate. Subsequently, a lengthy discussion about the topic occurred. Council members submitted their viewpoints and added comments they felt Dr. Methven and Dr. Tidwell should present to the Faculty Senate members at the January 27, 2004 Faculty Senate meeting.

The meeting adjourned at 2:45 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, January 22, 2004
 Conference Room 4440 - Booth Library @ 2:00 p.m.

Agenda

1. 04-01, HON 1191, Honors First-Year Seminar (New Course)
2. 04-02, FIN 3300, Fundamentals of Financial and Tax Planning (New Course)
3. 04-03, FIN 4220, Applied Securities Analysis (New Course)
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16. 04-16, Revision to Internal Governing Policy 45 -- Grade Appeals
17. 04-17, Format for the IBHE Program Review

Approved Executive Actions:

CAH

Effective Fall 2004

1. Change the calculation of the major GPA and prohibitions against using SPC 1310G and 1390G as electives in the Speech Communication major. Changes apply to all options and concentrations in the department.

SPEECH COMMUNICATION (B.A.)

Major

The Department of Speech Communication is a community of students and faculty interested in exploring the complex and dynamic nature of communication in multiple contexts. Students develop critical thinking skills, a sense of social and ethical responsibility, the ability to develop effective message strategies, and the ability to successfully live within complex social environments.

Graduation from the program requires a grade of C or better in each of the department's four core classes (SPC 2010, 2020, 2030, 2040) and submission of a student portfolio. **The major GPA is calculated on all courses listed as appropriate for meeting major requirements. SPC1310G, SPC1390G or any transferable equivalent cannot be used as an elective in the Major.**

2. Revise the Speech Communication Minor electives.

Minor in Speech Communication

This minor provides students with a way to enhance their educational experience by participating in a program of study that provides a well-rounded approach to understanding the role of communication in society and how to engage in effective communicate strategies in multiple social contexts.

Department Core: SPC 2010, 2020, 2030, 2040	12 hrs
Electives ¹ (selected in consultation with an advisor, 9 hours must be upper division).....	<u>12 hrs</u>
TOTAL.....	24 hrs

¹SPC1310G, SPC1390G or any transferable equivalent cannot be used as an elective in the Minor.

BAS

Effective Fall 2004

1. Revise School of Business application criteria by deleting the following criterion: "A student cannot be enrolled in any 3000-level business courses at the time of application to the School of Business."

Catalog Copy

Application Criteria

To apply for admission to upper-division standing in the School of Business, a student must:

1. Be admitted to EIU;
2. Submit an application to the School of Business prior to the first day of classes for the semester of desired admission;
3. Have earned a cumulative GPA of at least 2.50 (2.75 for students applying to the accounting program) and have all transcripts on file at the time of application;
4. Have completed at least 60 semester hours by the end of the semester in which the student makes application;
5. Have completed (with a grade of C or better in each), or be enrolled in, the following four tool courses or acceptable equivalent at a transfer institution:
 - MAT 2120G Finite Mathematics
 - BUS 1950 Computer Concepts and Applications for Business
 - BUS 2102 Managerial Accounting
 - BUS 2810 Business Statistics I
6. Be in good academic standing; and
7. Be classified as pre-business.

Students intending to major in accounting are subject to additional admission requirements as detailed on p. 72.

~~A student cannot be enrolled in any 3000-level business courses at the time of application to the School of Business.~~

2. Modify the School of Business policy on grading.

Old policy: Students may receive a grade in an upper division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent transfer of an equivalent course from another school.

New policy: Students may receive a grade in an upper-division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent transfer of an equivalent course from another school unless the School of Business has given prior written approval to enroll in the specific course at the specific university, which must be AACSB-I accredited

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School of Business General Policies

1. Students pursuing a degree other than the B.S. in Business cannot count more than 30 semester hours of business subjects toward fulfillment of their bachelor's degree requirements
2. Business majors must complete at least 50% of the semester hours required for graduation in non-business courses.
3. To qualify for the B.S. in Business degree from EIU, students must take at least 50% of their business credit hours at EIU.
4. Students may receive a grade in an upper-division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent transfer of an equivalent course from another school unless the School of Business has given prior written approval to enroll in the specific course at the specific university, which must be AACSB-I accredited
5. Upper-division business students who are academically dismissed from EIU are reclassified as pre-business. Once readmitted to the university, the student must reapply to the School of Business and meet all application and admission criteria before being allowed to take upper-division business courses.

6. Students desiring double majors in the School of Business must complete the major course requirements for both majors with a combined minimum of 42 semester hours exclusive of courses in the business core.
3. Remove the "Writing Intensive" designation from MAR 3720, Consumer Behavior.

Pending Executive Actions:**BAS****Effective Fall 2004**

1. Change the name of the *Graphic Communication concentration* in the B.S. in Industrial Technology major to **Digital Printing, Imaging, and Web Technology**.
2. Revise the prerequisites for **ACC 3200**.
From: Prerequisites: Admission to the School of Business or permission of the associate chair, School of Business. Students are strongly advised to take ACC 3100 and ACC 3200 concurrently.
To: Prerequisites: Admission to the School of Business or permission of the Associate Chair. Students are strongly advised to take ACC 3200 and ACC 3300 concurrently.
3. Revise the course description and prerequisites for **ACC 3250**.
From: This course is a continuation of ACC 3200. Investment, liabilities, and equities are examined. Complex problems in financial accounting, such as pensions, leases, earnings per share, and preparation of the Statement of Cash Flows are studied. Study of these accounting topics will include the use of a microcomputer accounting system. Prerequisites: BUS 3710, ACC 3200, each with grade of C or better; admission to the School of Business or permission of the associate chair.
To: This course is a continuation of ACC 3200. Investment, liabilities, and equities are examined. Complex problems in financial accounting such as pensions, leases, earnings per share, and preparation of the Statement of Cash Flows are studied. Prerequisites: BUS 3710, ACC 3200, each with grade of C or better; admission to the School of Business or permission of the Associate Chair. Students are strongly advised to take ACC 3250 and ACC 3900 concurrently.
4. Revise the prerequisites for **ACC 3300**.
From: Prerequisites: MAT 2110G, MAT 2120G, and ACC 3100, each with the grade of C or better; admission to School of Business or permission of the associate chair, School of Business.
To: Prerequisites: MAT 2110G and MAT 2120G each with the grade of C or better; admission to School of Business or permission of the Associate Chair. Students are strongly advised to take ACC 3200 and ACC 3300 concurrently.
5. Revise the prerequisites for **ACC 4300**.
From: Prerequisites: ACC 3100, ACC 3300, BUS 3950, BUS 3710, BUS 3010, BUS 3470, each with the grade of C or better; admission to the Accounting Program or permission of the associate chair.
To: Prerequisites: ACC 3300, ACC 3900, BUS 3950, BUS 3710, BUS 3010, BUS 3470, each with the grade of C or better; admission to the Accounting Program or permission of the Associate Chair.

6. Revise the prerequisites for **ACC 4500**.
 - From:** Prerequisites: ACC 3100 and ACC 3250, each with the grade of C or better; admission to the Accounting Program or permission of the associate chair.
 - To:** Prerequisites: ACC 3250 and ACC 3900, each with the grade of C or better; admission to the Accounting Program or permission of the Associate Chair. Students who plan to take the Uniform CPA Examination should take this course.
7. Revise the prerequisites **ACC 4550**.
 - From:** Prerequisites: ACC 3100, ACC 3250 and ACC 3300, each with the grade of C or better; admission to the Accounting Program or permission of the associate chair.
 - To:** Prerequisites: ACC 3250, ACC 3300, and ACC 3900, each with the grade of C or better, admission to the Accounting Program or permission of the Associate Chair.
8. Revise the prerequisites for **ACC 4800**.
 - From:** Prerequisites: ACC 4400 with the grade of C or better; admission to the Accounting Program or permission of the associate chair.
 - To:** Prerequisites: ACC 4400 with the grade of C or better; admission to the Accounting Program or permission of the Associate Chair. Students who plan to take the Uniform CPA Examination should take this course.
9. Revise the prerequisites for **FCS 4926**.
 - From:** Prerequisites: Graduate Status or INT 1001, FCS 1000, FCS 2244 (FCS 3920 will be prerequisite through transition period).
 - To:** Prerequisites: Graduate Status or FCS 1000, FCS 2244.
10. Revise the course description for **FCS 2250**.
 - From:** Effective selection, utilization, and maintenance of equipment for users within residential and institutional environments; impact of technology, changing lifestyles, environmental factors, industry activities, and economic issues within the global community.
 - To:** Overview of consumer technology principles, effective decision making, resource management, marketing, paradigms, trends and roles of entities; ethical and consequential impact of technology rejection, adoption and disposal on diverse consumers, families and environmental resources in the global marketplace.

COS**Effective Immediately**

1. CDS 2100 – Change the course offering from “F” to “S”
2. CDS 4666 – Change the course offering from “On Demand” to “S”