
Agenda for the August 24, 2017 CAA Meeting

Items Approved: None.

Items Pending: None.

Ongoing: Multi-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 meeting)

Council on Academic Affairs Minutes August 24, 2017

The August 24, 2017 meeting of the Council on Academic Affairs was held at 2:03 p.m. in the Room 4440 at Booth Library.

Members Present: Mr. Aydt, Dr. Bruehler, Ms. Cash, Dr. Gronnvoll, Dr. Kronenfeld, Dr. Ruholl, and Dr. Wilkinson.

Members Absent: Dr. Paulson and Dr. Rhoads.

Staff Present: Provost Gatrell and Ms. Fopay.

Guests Present: Ms. Chrissy Miller, *Daily Eastern News*

Dr. Stacey Ruholl, CAA Chair, welcomed individuals back to campus for the fall semester. Afterwards, the council members introduced themselves.

NOTE: Ms. Rebecca Cash is new to the council this academic year. She will serve as the student representative on the council.

In addition, currently there is one vacancy (an at-large member) on the council. Faculty Senate will hold an election later in the semester to fill the position.

Finally, Dr. Ruholl noted corrections to the welcome memo she had sent to council members earlier. The corrections pertained to the numbers for a quorum and CAA voting.

I. Approval of the May 4, 2017 CAA Meeting Minutes.

Dr. Kronenfeld moved and Dr. Gronnvoll seconded the motion to approve the minutes. The minutes of May 4, 2017, were approved as written.

II. Communications:

a. Waiver Reports:

1. Academic Waiver Reports for April 2017 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
2. Academic Waiver Reports for May 2017 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
3. Academic Waiver Reports for June 2017 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
4. Academic Waiver Reports for July 2017 from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.
5. Spring 2017 Waiver Appeals Report from Ms. Paula Davis, Registrar's Office.
6. Summer 2017 Waiver Appeals Report from Ms. Paula Davis, Registrar's Office.

b. College Grade Appeals Report:

1. Grade appeals reports from the Lumpkin College of Business & Applied Sciences, College of Arts & Humanities, College of Education & Professional Studies, and College of Sciences.

c. Other:

1. Report of School of Continuing Education undergraduate special courses for Summer and Spring 2017.

III. Discussion Item:**1. Academic Waiver Reports: Pros/cons of a semester report versus a monthly report.**

Dr. Ruholl reported the CAA Executive Committee discussed the academic waiver reports at its meeting earlier in the week. As a result of that conversation, she asked the council today for input regarding the possibility of having the academic colleges submit semester reports rather than monthly academic waiver reports. Some pros for the change would include streamlining the process, allowing council members to look at the big picture to see if any trends appear, less paperwork for all involved, and benefits to the office personnel writing the reports.

Provost Gatrell explained he had met with the Council of Deans and discussed the possibility of incorporating updates to the waiver rules to allow the semester reports. The deans were on board with the changes, but before making any updates to the waiver rules they wanted input from the CAA members first.*

The council discussed the topic. No one expressed objections. The following submission dates were identified:

- February of each year for Fall waiver reports
- September of each year for Spring & Summer waiver reports.

Provost Gatrell will report this information to the Council of Deans and request revisions to the waiver rules be submitted to CAA at a future meeting.

**Note: The language concerning the waiver report submission appears in the Waiver Rules which is overseen by the Council of Deans.*

IV. Items Added to the Agenda

None.

V. Items Acted Upon:

None.

VI. Committee Reports:

None.

VII. Other:**1. General Education Committee:**

Dr. Ruholl reported that Dr. Karla Sanders, CASA, has an idea for a temporary solution for getting the General Education Committee (future standing committee of CAA) started now that there are fewer faculty members on the campus to fill committee positions. Dr. Sanders will attend the next CAA meeting to share her thoughts. Depending on the outcome of the council discussion, she may come back to the council later with a formal proposal.

2. Course Proposals:

Dr. Wilkinson inquired about the procedure for course proposals when significant revisions are requested by the CAA members. In the past, the council requested the proposer/faculty members of a proposal make the requested revisions. However, in cases of significant updates, he asked if it would be possible to send a proposal back to the appropriate college curriculum committee(s) for correction and review before CAA acting upon it.

Dr. Ruholl responded by saying the CAA bylaws allow for it under Article VII, A.4.d.2. (See below.)

**ARTICLE VII
Jurisdiction and Procedures**

A. Jurisdiction and Duties of the Council on Academic Affairs.

4. Procedures of the Council on Academic Affairs

d. Handling of Proposals

- (2). Proposals may originate with departments, curriculum committees, individual faculty members, administrative officers, members of the Council, or students. The Council reserves the right to refer proposals to what it considers the proper department, committee, or executive office of the university for recommendation prior to giving the proposal extended consideration.

3. Study Abroad:

The CAA Executive Committee met earlier in the week. One of the discussion items was a follow up to the requests made to Dr. Kurt Olausen, Director of Study Abroad, at the November 10, 2016 CAA meeting.

Provost Gatrell reported today that after the CAA Executive Committee meeting he contacted Dr. Olausen. He said Dr. Olausen will explore ways in which CAA can have an ex-officio role on the International Advisory Council. In addition, Provost Gatrell indicated he asked Dr. Olausen to meet with CAA during the fall and spring semesters to provide updates/reports on courses in the Study Abroad faculty-led programs including such information as course descriptions, learning outcomes, etc.

VIII. Pending:

1. None.

IX. Ongoing:

1. Multi-year plan regarding the University Learning Goals (For details concerning the plan, see agenda Item 13-83, CAA Learning Goals Committee's Recommendations & Resolution, which was approved by CAA at its 4/25/13 Meeting)

X. Meeting Adjournment:

1. Dr. Gronnvoll and Mr. Aydt seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned 2:20 p.m.

The next meeting will be held at 2:00 p.m. on Thursday, August 31, 2017.

–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 *****

August 31, 2017

Room 4440, Booth Library @ 2:00 p.m.

Agenda:

1. None at this time.

Approved Executive Actions:

None.

Pending Executive Actions:

None.