

## Council on Academic Affairs

### Minutes

April 26, 2018

The April 26, 2018 meeting of the Council on Academic Affairs was held at 2:00 p.m. in the Room 4440 at Booth Library.

**Members Present:** Dr. Abou-Zaid, Mr. Aydt, Ms. Cash, Dr. Gronnvoll, Dr. Janssen Danyi, Dr. Rhoads, Dr. Ruholl, Dr. Throneburg, and Dr. Wilkinson.

**Members Absent:** Dr. Kronenfeld

**Staff Present:** Provost Gatrell

**Guests Present:** Mr. Nate Atkinson (Web Office), Dr. Chris Mitchell (CAH), Ms. Brooke Schwartz (DEN), Dr. Jeff Stowell (PSY), Dr. CC Wharram (CtrHUM).

#### I. Approval of the April 19, 2018 CAA Meeting Minutes.

Dr. Ruholl moved and Dr. Wilkinson seconded the motion to approve the minutes. The minutes of the April 19, 2018 meeting were approved as written.

**Dr. Kronenfeld joined the meeting at 2:05**

#### II. Communications:

##### a. College Curriculum Committee Minutes:

1. Minutes of the April 18, 2018 College of Arts and Humanities Curriculum Committee meeting.
2. Minutes of the April 20, 2018 College of Sciences Curriculum Committee meeting.

##### b. Executive Actions:

1. April 20, 2018 memorandum from Interim Associate Dean Mitchell, CAH, requesting executive action to add an Accelerated Option for the M.A. in English.
2. April 20, 2018 memorandum from Interim Dean Klarup, COS, requesting executive action to change the requirements for NUR 3303, 3608, 3703, 4304, 4108, and 4508. **Dr. Ruholl will seek clarification on NUR 4304 which may be misnumbered.**
3. April 20, 2018 memorandum from Chair Moshtagh, Economics, requesting executive action to add an Accelerated Option for the M.A. in Economics.
4. April 20, 2018 memorandum from Interim Dean Klarup, COS, requesting executive action to allow CHM 3450, 4790, and 4800 to serve as electives toward the Chemistry Minor

##### c. Committee Reports:

None at this time

#### III. Discussion:

1. CAA Electronic course proposal form development. Mr. Nate Atkinson from the Web Office demonstrated the prototype of an electronic course proposal form which will be piloted in the fall. The form will enable ease of completing, sharing, and archiving course proposals.

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

Dr. Rhoads moved and Dr. Abou-Zaid seconded the motion to add to the agenda.

1. 18-079, HIC 2190G: Introduction to the Health & Medical Humanities Honors (New Course)

Dr. Ruholl moved and Dr. Abou-Zaid seconded the motion to move this item to the Items Acted Upon.

#### IV. Items Acted Upon:

##### 1. 18-078, New Program Proposal Format.

Dr. Wilkinson presented the proposal and answered questions of the council.

Dr. Rhoads moved and Dr. Janssen Danyi seconded the motion to approve the proposal. The motion passed unanimously with the following revisions: To items B & C add: "Consultation determines whether new program or RME;" second paragraph strike "for a new program;" indicate that items #1-#11 should be completed for an RME; add a link to the IBHE form to be completed for new programs.

**2. 18-079, HIC 2190G: Introduction to the Health & Medical Humanities Honors (New Course).**

Dr. Wharram presented the proposal and answered questions of the council.

Dr. Rhoads moved and Dr. Abou-Zaid seconded the motion to approve the proposal. The motion passed unanimously with the following revisions: Banner Coversheet: #13.b. Strike "C"; #15.b. Add "All others;" #19: Select 4<sup>th</sup> option, add "HIC 2100G," Part I. 3. Strike prerequisites, add N/A.

**V. Other (Items were considered in reverse order from the agenda):**

1. Nomination for Achievement and Contribution Awards Selection Committee. Dr. Wilkinson, Dr. Throneburg, and Dr. Kronenfeld all self-nominated. Selections will be made in the fall by the ACA committee.
2. Election of CAA Chair and Vice Chair/Recording Secretary. Dr. Gronnvoll self-nominated to serve as chair for AY 2018-19 and was elected unanimously. Dr. Wilkinson self-nominated to serve as vice chair/recording secretary for fall 2018 and was elected unanimously. An election for spring vice chair/recording secretary will be held at the end of the fall semester.
3. Provost Gatrell updated the council on the plan to create a Gen Ed Coordinator position. This will be discussed with the Board of Trustees at tomorrow's meeting,

**VI. Pending.**

None

**VII. 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)

**Meeting Adjournment:**

1. Dr. Rhoads motioned and Dr. Abou-Zaid seconded the motion to adjourn the meeting. The motion was approved by acclamation.

The meeting adjourned 2:55 p.m.

The next meeting will be held at 2:00 p.m. on Thursday, August 23, 2018.

*–Minutes prepared by Dr. Marita Gronnvoll, Recording Secretary Spring 2018.*

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 23, 2018  
 Room 4440, Booth Library @ 2:00 p.m.

