

Minutes of the Faculty Council on Academic Affairs

January 17, 2008

Present: Lesa Davis, Lidia Filus, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Emmanuel Nyadroh, Allen Shub, Brett Stockdill

Absent: Cyndi Moran

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Haring-Hendon

Chair Greenburg called the meeting to order at 1:45 P.M.

1. Approval of the Minutes of December 6, 2007

Stockdill (Davis 2nd) moved for approval of the minutes of December 6, 2007 with changes. Motion approved

2. Report from the Chair

Chair Greenburg reminded the Council members that a meeting will be held next Thursday, January 24th. Greenburg added that the February 21st meeting is being cancelled due to the State of University Address. Furthermore, another February meeting will probably be scheduled; further details will be announced.

3. Report from the Provost

The Provost reported that enrollment is down 3-3 ½ % from last spring. This is a similar pattern as fall enrollment. Each 1% is worth \$300,000. Freshman and graduate student enrollment is mostly impacted in this trend. The undergraduate Retention Enrollment Management Council (Deans and Vice Presidents) and the Undergraduate Admissions, Graduate, and Student Enrollment Services Advisory Committee are actively working on addressing these aspects. The Central Enrollment and Management Council have met twice in regards to admission. Findings reveal that admissions have remained constant, however, the yield is lower. Strategic planning has been concentrated on through activities, such as University Day and Town Hall meetings. This year's University Day is being considered again for this process. President Hahs has asked for a review of her first year. This process will be similar to the recent review of the deans. In a few weeks, employees will be

receiving a link to a standard questionnaire. The information collected will be forwarded to the Board of Trustees.

4. Report from the Curriculum Committee

Stockdill moved to approve FL SPAN 410. Furthermore, Stockdill moved to approve Philosophy 261, 262 and 339. All motions were passed.

Stockdill noted that materials were in regarding G&ES and ELED.

5. New Business

Discussion regarding writing intensive project took place. Questions regarding the timing of course proposals were directed to Kate Hahn. Expansion of the grading scale to + and – was also discussed. It was noted that Banner could handle the expanded grading scale; however, some possible difficulties were noted. Grading policies, transfers and evaluation issues were noted.

Discussion of a possible change to Minor requirement took place. Greenburg will contact Deans of the College of Education and Business to inquire about possible unintended consequences. In addition, he will look at minutes from the College Council of Academic Affairs to get a pulse regarding the minor requirement. Discussion of the Titles Varies Policy and Global Studies Major Task Force were tabled.

6. Adjournment

Nyadroh (Stockdill 2nd) moved for adjournment at 3:10 P.M.

Respectfully submitted,

Effie Kritikos

Acting Secretary

Minutes of the Faculty Council on Academic Affairs

January 24, 2008

Present: Lesa Davis, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi Moran, Emmanuel Nyadroh

Absent: Lidia Filus, Allen Shub, Brett Stockdill

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Haring-Hendon

Chair Greenburg called the meeting to order at 1:46 P.M.

1. Approval of the Minutes of January 17, 2008

Shub (Kritiko 2nd) moved for approval of the minutes. Motion approved.

2. Report from the Chair

Chair Greenburg reported that he has requested that the deans of the Colleges of Education and Business and Management respond to the proposal to eliminate minors as a graduation requirement. There have been no responses yet. He still awaits suggestions for potential members for the Outcomes Assessment Task Force. The Writing in the Disciplines Advisory Council continues to meet to discuss WID criteria, the structure for course approvals, and related matters. He anticipates the Council's recommendations by late March.

3. Report from the Provost

The Provost gave a summary of University goals for strategic planning, and an explanation of the process of hiring an outside consultant to work with the University. Two consultants are currently scheduled to give presentations as part of the selection process. Some sessions are open to the entire University community; the Provost encourages us to attend these. Additionally, Provost Frank recommended FCAA members and others sign up for the Strategic Planning group on NEIUport. He raised the question of whether it is time for the University to rethink the current Tuesday/Thursday activity hour policy. While he recognizes the value of having blocks of time without classes to make meetings and events possible, those times are so booked that scheduling is still very difficult. These times are also ones that could be very

valuable for additional class sections. He suggests we give it some thought, consider possibilities such as establishing a later activity hour, perhaps across all five weekdays, for example 3:00 to 4:00 P.M.

4. Report from the Curriculum Committee

The Curriculum Committee moved to approve the following G&ES courses:

New Courses

G&ES 349, Environment & Urbanization

G&ES 388, Field Camp

G&ES 389, Urban Design Studies

G&ES 399, Internship in GIS

G&ES 412, Qualitative Research Methods

Program Modification

G&ES A028, Bachelor of Arts in Geography

G&ES A029, Bachelor of Arts in Environmental Studies

G&ES M067, Minor in Geography and Environmental Studies

Course Number Changes

G&ES 212, Economic Geography

G&ES 217, Urban Geography

G&ES 218, Conservation of Natural Resources

G&ES 240, Water Resources and Development

G&ES 335, Solid Waste Issues

G&ES 344, Chicago River Issues

G&ES 367, Geography of Tourism

New Courses – Title Varies

G&ES 302D, World Oceans

G&ES 303 and 303A, Topics in Geography;

Topics in Geography: Social Geography

G&ES 306 and 306A, Topics in Environmental Studies;

Topics in Environmental Studies: Sustainable Development

G&ES graduate title changes

G&ES graduate catalog description changes

G&ES undergraduate prerequisite changes

G&ES deleted courses

The motion passed.

5. The Minor Requirement

A lively discussion of the Change to Minor requirement draft dated November, 2007 was held. Issues discussed included potential value of minors, the possible need to examine making them more flexible and/or more standardized, obstacle to timely graduation, etc.

Davis (Meehan 2nd) moved that the graduation requirement of a minor be terminated. The motion passed. FCAA can discuss the aspects of implementation, timing, etc. in subsequent meetings.

6. Adjournment

Nyadroh (Davis 2nd) moved for adjournment at 3:08 P.M.

Respectfully submitted,

Cyndi Moran
Secretary

**Minutes of the Faculty Council on Academic Affairs
February 7, 2008**

Present: Lesa Davis, Lidia Filus, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi Moran, Emmanuel Nyadroh, Allen Shub, Brett Stockdill

On Sabbatical: Steve Riess, Joaquin Villegas

Ex-Officio: Alice Medenwald, Janice Haring-Hendon

Chair Greenburg called the meeting to order at 1:50 P.M.

1. Approval of the Minutes of January 24, 2008

Approval was tabled due to printer shenanigans.

2. Report from the Chair

Chair Greenburg reported that the meeting scheduled for February 21 has been cancelled due to conflict with the State of the University address. An additional FCAA is now scheduled for February 28 to replace the cancelled one. Greenburg also mentioned that the Council needs to address/suggest policies for implementation of the termination of the minor as a graduation requirement of the University, passed at the last meeting. Discussion of some pertinent issues followed such as the timing of the announcement, the timing of the termination and the question of whether current students could immediately opt out of their minors, the process departments wishing to require a minor need to take, and the need for clear communication along the way.

3. Provost's Report

Chair Greenburg reported that Provost Frank would not be in attendance as he is currently in Phoenix meeting with other Provosts.

4. Curriculum Committee Report

The Curriculum Committee moved to approve the following:

PHIL prerequisite changes

Motion passed.

5. The Title Varies Policy

Lively discussion of the request from CAAC to clarify definitions of, and policies pertaining to, "titles varies" and "revolving topics" courses. Work began to define the two types of classes. Characteristics discussed (in progress):

Revolving Topics

- Umbrella course defines courses with shared theme, e.g. Film Authorship
- Two or more topics with shared theme e.g. #1 Alfred Hitchcock #2 Maya Deren
- Umbrella course and each individual topic goes through full curricular review process
- Umbrella course and each topic go into catalog, with each subsequent topic listed within the umbrella course description.

Title Varies

- Shell course creates space for classes to be offered on a pilot/temporary basis, e.g. to accommodate an experiment, a new faculty member with a new course to offer, or a visiting professor.
- Shell course goes through full curricular review process, and is the only one that appears in the catalog
- Individual “titles” go through a 10 day challenge posting of the syllabus, and if not challenged can be offered
- These can then be offered up to 3 times and then either eliminated, or submitted for full curricular review. They are given a new #, and then become part of the department’s rotation/curriculum according to said department’s needs.

6. Adjournment

Nyadroh (Davis 2nd) moved for adjournment at 3:08 P.M.

Respectfully submitted,

Cyndi Moran
Secretary

Minutes of the Faculty Council on Academic Affairs

February 28, 2008

Present: Lesa Davis, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi Moran, Emmanuel Nyadroh, Brett Stockdill

Absent: Lidia Filus, Allen Shub

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Haring-Hendon

Chair Greenburg called the meeting to order at 1:47 P.M.

1. Approval of the Minutes

- January 24, 2008

Davis (Kritikos 2nd) moved for approval of the minutes.

- February 7, 2008

Kritikos (Davis 2nd) moved for approval of the minutes.

2. Report from the Chair

Chair Greenburg will report later in the meeting.

3. Provost's Report

There was no report.

4. Curriculum Committee Report

The Curriculum Committee moved to approve the following:

- M.A. in Latin American Literatures and Cultures
- G&ES 392, Geographic Information Systems II
- G&ES Graduate Prerequisite Changes
- G&ES Graduate program modification and catalog description changes
- ZHON 360, Honors Seminar in Research and Creative Processes
- GRAD 499, Thesis Research or Equivalent (with the request to be made to GCAC to clarify "major projects," and send a memo to graduate advisors, program coordinators, and chairs, etc. informing them of this new course).

Motion passed.

5. Discussion of Memos/Materials on:

- The Minor Requirement

Constructive discussion of the Elimination of the Minor Requirement memo draft which was circulated by Chair Greenburg. Suggestions were made to clarify the memo, and Greenburg proposed that FCAA members be available for an open meeting on March 6th to address concerns about the change. The group discussed the plan for the Office of Academic Affairs to run an ad in *The Independent* to announce the change to students, as well to announce via the NEIU portal. Provost Frank directed faculty to send students who wish to petition for the minor requirement to be waived before the fall semester to his office.

- Title Varies Policy

Review of memo (in process) regarding definitions of titles varies and revolving topics courses. A discussion was held regarding possible changes to existing policies, issues of implementation, impact on course numbering systems, etc. A subcommittee was formed to draft policies; members include Davis, Stockdill, Kritikos, Medenwald, and Harring-Hendon.

- Task Force for Proposed Global Studies Major

Review of draft memos announcing formation of the Task Force and Advisory Committee. Greenburg noted that the size of the Task Force may seem large, but that the creation of a new major is daunting and will require significant input and work. Greenburg will run the first meeting, and invite the President to share her vision of the proposed major and goals for the program. A discussion was held about the need for a Task Force chair or co-chairs. Greenburg asked for suggestions; Filus proposed letting the Task Force members choose their own chair(s).

6. Adjournment: Nyadroh (Davis 2nd) moved for adjournment at 3:08 P.M.

Respectfully submitted,

Cyndi Moran, Secretary

**FCAA Meeting
March 13, 2008**

Present: Lesa Davis, Janice Harring-Hendon, Effie Kritikos, Cyndi Moran, Brett Stockdill, Emmanuel Nyadrho

Vice Chair Effie Kritikos attempted to convene the meeting at 2:50 PM, but there was no quorum; however, a general discussion took place.

It was noted that the discussion of the Outcomes Assessment Task Force should take place at the next meeting.

A thorough discussion of the elimination of the minor requirement should take place with the full FCAA group. A “comment period” (two weeks) should have been given to the faculty and perhaps “send it back to the college” so they might be more informed of the issue.

Davis and Moran discussed the Title Varies/Revolving Topics Policy. Nyadroh shared a paper (?) on the issue.

The group left about 2:30 PM.

Minutes of the Faculty Council on Academic Affairs

April 3, 2008

Present: Lesa Davis, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi

Moran, Emmanuel Nyadroh

Absent: Lidia Filus, Allen Shub, Brett Stockdill

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Harring-Hendon

Guest: Kate Hahn, Coordinator of the Writing Intensive Program for the Center for Teaching and Learning

Chair Greenburg called the meeting to order at 1:46 P.M.

1. Approval of the Minutes of January 24, 2008

The minutes approved with minor revisions.

2. Report from the Chair

Chair Greenburg reported that the first meeting of the Global Studies Task Force will be on April 4th. President Hahs will address the group, and Greenburg will chair the meeting, until the committee elects a chair. He will ask the Task Force to send him meeting minutes, and report to FCAA at least once per semester. He will stress to the Task Force that this new program discussion should not be pre-conceived, or seen as a continuation of any previous proposal or program. He will also ask the Provost to advise the task force regarding issues of compensation/CUs.

3. Provost's Report

Chair Greenburg reported that Provost Frank would not be in attendance as he is currently in Springfield meeting with legislators.

4. Curriculum Committee Report

The Curriculum Committee moved to approve the following:

G&ES 104, Introduction to Geography (to satisfy Human Relations requirement)
G&ES 329, Sustainable Energy Policy
MUS 131, Introduction to Spanish Dance
SPED 201, Special Needs Child in the Inclusive Classroom
TED BLBC 328, Clinical Experience in Elementary Education

Motion passed.

5. Discussion of the Open Meeting on the Elimination of the Minor Requirement

There was a lively discussion of the open meeting on the elimination of the minor requirement. Council members discussed the need for careful advising of students as to the value of minors, and their continued need to meet University requirements of credit hours and upper division work. Procedures for monitoring numbers of majors and minors in each discipline were also discussed, as well as the need to watch for potential harm to programs as a result of the elimination of the minor requirement. Nyadroh (Davis 2nd) moved “that when FCAA plans to vote on a major policy change, such as a change to a graduation requirement, the Council will notify the University community and hold a two-week comment period before holding the vote. Notification will include direct communication with College Academic Affairs Committees and a posting on the portal. Comments should be submitted in writing to the FCAA chair.” Motion passed.

6. Titles Varies Subcommittee Report

Lesia Davis reported that Ana Villate is looking through course data to determine which existing courses are really temporary or “pilot” courses, and which are revolving topics. Banner can be programmed to validate a class for a specific time period which can be used in the future to address the issue of limiting the number of times a “pilot” course can be offered before needing to go through the full curricular review process. Also in the future, Davis suggests that pilot courses will be proposed with a temporary course number, which will then become the permanent number when the course moves through governance.

7. Update on Title V Grant

Kate Hahn reported on the progress of the Improving Retention Through Academic Literacy work to date. Vicki Byard is in charge of revising and aligning English 101 as part of the grant work. The Center for Academic Writing is in the drawing stage, will be constructed on the 4th floor of the Library. The Center will serve students and faculty connected through WID coursework.

Hahn also reported on the development of Writing Intensive courses in the disciplines. She is currently conducting a 10-week workshop with nine faculty member participants who are developing courses for their programs to satisfy the WI requirement. This workshop will be repeated in the fall for other departments. Course proposals will go to WIFAC for review before moving on. Hahn requested that FCAA continue to appoint people to serve on WIFAC to keep that committee populated in order to approve courses efficiently.

After a discussion of the governance path for WI courses, Davis (Stockdill 2nd) moved that “when following the standard practice for new course proposals, new writing intensive courses will go through the governance structure in the following order: 1) Review by Department, 2) Review by WIFAC, 3) Review by College Academic Affairs Committee, 4) Review by College Dean, and 5) Review by Faculty Council on Academic Affairs. Existing courses that are being revised to meet guidelines for the Writing Intensive requirement will go through the governance structure in the following order: 1) Review by Department, 2) Review by WIFAC, and 3) Review by Faculty Council on Academic Affairs. Notification of the approval of these revised WI courses will be sent, via memo, to the respective College Councils and Deans.” Motion passed, with one abstention.

8. New Business

Nyadroh (Meehan 2nd) moved that the Council thank Denise Wilson, who will retire in May, for her excellent service to the Council. Motion passed.

9. Adjournment

Stockdill (Davis 2nd) moved for adjournment at 3:08 P.M.

Respectfully submitted,

Denise Wilson, Faculty Senate Office

Minutes of the Faculty Council on Academic Affairs

April 17, 2008

Present: Lesa Davis, Bradley Greenburg, Janalyn Meehan, Lidia Filus, Allen Shub, Brett Stockdill

Absent: Effie Kritikos, Cyndi Moran, Emmanuel Nyadroh

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Haring-Hendon

Guests: Jeffrey Brown, Affirmative Action Office
Alice Medenwald, Enrollment Services
ROTC Group: Steve Yach, Thomas MacMillin, Jeff Counts

Chair Greenburg called the meeting to order at 1:48 P.M.

1. The ROTC Group

Provost Frank introduced Colonel Collins who would like to have an ROTC program here on our NEIU campus. Should Col. Collins be successful in getting this program approved, the first two (of four) courses would be taught on our campus. The current military science students must go to UIC or DePaul for classes. The two courses Col. Collins would like to teach here are Military Science Level 1 and Military Science Level 2. Both are one hour courses. Nine students enrolled for ROTC this past Fall.

Having the ROTC program would enhance the students' knowledge of how the military operates and, perhaps, even increase the number of students for the University. These military science classes

- Are a part-time commitment;
- Emphasize grade point average but keep these military science classes secondary to NEIU courses;
- Would require office space;
- Provide stipends for tuition, books, and fees.

The ROTC guests distributed several handouts and a lengthy discussion took place. Davis (Filus 2nd) moved that this matter be referred to President Hahs, the Faculty Senate, and the Student Senate for their consideration. The motion passed with one abstention.

2. Jeffrey Brown, Affirmative Action Office

Attorney Jeff Brown, of the President's Office, spoke to the FCAA members and gave further information on the ROTC issue. He discussed the Solomon Amendment which has to do with the rights of military recruiters and ROTC programs on campuses. Yale and other schools filed suit (and lost) for discriminatory practices in admitting students, for example, gays and lesbians. Brown also stated that having this program might lead to loss of federal funding. Further discussion was held including the fact that if we decide to approve the ROTC program, the courses must go through governance, and we will have to provide for liabilities.

3. Adjournment

The meeting adjourned at 3:35 P.M.

Respectfully submitted,

Denise Wilson
Faculty Senate Office

Minutes of the Faculty Council on Academic Affairs

May 1, 2008

Present: Lesa Davis, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi Moran, Emmanuel Nyadroh, Allen Shub

Absent: Lidia Filus, Brett Stockdill

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Provost Lawrence Frank, Janice Haring-Hendon

Guest: Alice Medenwald

1. Approval of Minutes

- Kritikos (Davis 2nd) moved to approve the minutes of April 3rd. Unanimous.
- Shub (Meehan 2nd) moved to approve the minutes of April 17th as corrected. The motion passed with two abstentions.

2. Report from the Chair

Brad Greenburg informed us that

- Kate Hahn has additional questions regarding the writing intensive program. She will send these questions out via email; they are pretty minor and can be dispatched quickly.
- The incomplete contract issue is on our agenda for today; he has also sent it to CAAC for feedback.
- The Senate and guests met regarding the ROTC proposal, and the curricular material was sent back to us. (The ball is back in our court.) We may discuss this issue at the meeting next week.
- We will process as many of the curricular proposals as possible this term; about 40 or more are coming.
- There is a need for an additional meeting this term to handle curricular proposals, and the possibility of revising our process to make it less cumbersome and time-consuming.

3. Report from the Provost

The Provost announced that

- He will not be at the May 8th meeting.
- The TESL proposal is coming to us, and it's very important for us to deal with this before the end of the term.
- We also need to address the ROTC proposal. Do we need more information? Do we have the things we need from them?

4. Report from the Curriculum Committee

The Curriculum Committee moved to approve the following courses:

- ART, K-12 Certification
- G&ES Environmental Studies Major
- G&ES 319, Environmental and Natural Resources Policy

- G&ES 328, Wildlife Resource Management
- G&ES 338, Sustainable Development
- MUS 328, Repertoire Seminar (A-G)
- TED BLBC 329, Student Teaching in Elementary Education
- TED BLBC, ECED, ELED, SCED – Inactive TED courses
- TED ELED 329, Student Teaching in Elementary Education K-9

The motion was approved.

5. NEIU Office for International Programs Proposal for Name and Role Change to Center for Global and Cultural Studies

A discussion took place about the global center proposal. We identified two issues: the title of the program, and reference to second need. Greenburg will ask Janet Fredericks to come and clarify or address the issues about academic offerings, and to support and collaborate with academic programs. There was some concern expressed about the overlap with academic programs. The needs and mission sounded reasonable to some, but concern was expressed for the name of the center, and the need for clear boundaries between academic programs and their areas. Other names might be a good idea to consider. Suggestions for a new name: Global Initiatives, Global Opportunities; if Fredericks wants global, she needs to make it distinctive. We hope to have a response by next week.

(Chair Greenburg left the meeting and Vice Chair Kritikos presided.)

A question was raised as to staffing needs, immediate hires, and using existing staff. Would grant writing be faculty-driven or done by their own staff? FCAA approval is needed because this necessitates going to the Illinois Board of Higher Education for approval.

6. Report on Titles Varies/Revolving Topics Policy

Davis presented draft report to deal with temporary and titles varies courses. Essentially it is about starting over and developing an entire new system (streamlined and with clear policies). A clean-up problem now exists; there are over 700 courses identified that never went through governance. We'll need to establish policies. Do courses need to be revised with new syllabi, etc.?

Process: Refer this with a memo to departments, report courses still actively being taught, and/or courses you would like to continue offering. Chairs could get a memo that asks them to review lists of courses and give a response date, or they will be inactivated. Indicate that they never went through governance. There is concern, too, about revolving topics and course errors.

Davis will write a motion regarding titles varies for the May 8th FCAA meeting.

7. Incomplete Contract Policy

Harring-Hendon discussed the incomplete contract policy. Instructors can always give a “C” and change it upon completion of the course; instructors can formulate their own contract. The policy needs to be clear, and communicated clearly.

A question was raised about the length of time – why two semesters? A memo of announcement may need to include the suggestion that an internal contract be established. Let’s vote next week.

8. Adjournment

Stockdill (Davis 2nd) moved for adjournment. The next regularly scheduled meeting will be May 8th. Another meeting will be arranged for Tuesday, May 20th.

Respectfully submitted,

Cyndi Moran
Secretary

Minutes of the Faculty Council on Academic Affairs

May 8, 2008

Present: Lesa Davis, Bradley Greenburg, Effie Kritikos, Janalyn Meehan, Cyndi Moran, Brett Stockdill

Absent: Lidia Filus, Allen Shub, Emmanuel Nyadroh

On Sabbatical: Steven Riess, Joaquin Villegas

Ex-Officio: Janice Harring-Hendon, Alice Medenwald

Chair Greenburg called the meeting to order at 1:46 P.M.

1. Report from the Chair

The Global Studies Task Force is up and running; Tracy Luedke and Jason Mohaghegh are its co-chairs. The task force seems to be functioning well.

The next FCAA meeting (May 20th) will be busy; there are many curricular proposals to get through, the TESL proposals are coming, and the Global Center discussion will occur if Janet Fredericks is available to come to that meeting.

2. Discussion of Army ROTC Class Proposals

Moran (Stockdill 2nd) moved that FCAA recommend that the proposed ROTC courses go through our normal curricular review process that begins with the development of full curricular proposals, including rationale, complete syllabi in accordance with college guidelines, course assessment, etc. and then be forwarded to all three College Academic Affairs Councils for review before coming to FCAA.

We further recommend that the Office of Academic Affairs articulates a proposal as to how this program, courses, and instructors will be evaluated in a way that is commensurate with other academic programs on campus.

The motion was approved unanimously.

There was further discussion of FCAA's role in the process of raising questions regarding the ROTC proposals. Questions were raised as to whether we, as a body, can raise the issue of NEIU's value/policies of non-discrimination. Does the charter of the University allow for use of weapons?

3) Curriculum Committee Report

The Curriculum Committee moved to approve the following curricular proposals:

- Anthropology course deletions
- ANTH 381 1-3, Independent Study in Anthropology
- ANTH 382 1-4, Fieldwork in Anthropology
- ANTH 395, Senior Seminar in Cultural Anthropology (pending proper signatures)
- ANTH 396, Senior Seminar in Archaeology
- ANTH 397, Senior Seminar in Biological Anthropology
- ESCI 109, FYE: Chicago Rocks Geology in the City
- LBS II, Special Education Master's Program
- SPED 505, Collaboration
- SPED 521, Issues and Interventions for Individuals with Autism, PDD, and Low Incidence Disorder
- SPED 522, Foundations and Practices in Challenging Behaviors
- SPED 523, Educational Assessment and Planning for Positive Behavior Management
- SPED 524, Practicum for Behavior Specialist
- SPED 525, Alternative Assessment
- SPED 526, Adaptations of Curriculum

- SPED 527, Assessment and Intervention Strategies for Learning-based Disorders
- SPED 528, Teaching Mathematics to Individuals with Special Needs
- SPED 529, Curriculum Practicum
- SPED 530, Capstone Project

The courses were approved.

4. Report on Title Varies/Revolving Topics Policy

The titles varies form needs to change to include a place to delete an existing course once it becomes a stand-alone. Davis will circulate a template for a new form we can mark up.

The titles varies course motion from Davis will now be referred as Temporary Courses.

Davis (Stockdill 2nd) moved that effective September 1, 2008 we adopt a new policy and procedure for establishing courses on a temporary basis. Experimental courses and courses that need to be established quickly will go through the currently practiced 10-day challenge period at the College level. If approved, the course will be given a two-year lifespan, via Banner, during which it may be taught as many times as the department wishes. The course, since it has not gone through full governance, is not listed in the department's Academic Catalog entry. These courses will be referred to as "Temporary Courses."

If no curricular action is taken during the two-year lifespan, the course, including its number, is inactivated.

However, during the two-year lifespan of the course, the department may submit it for consideration through the standard process of full governance. If approved, the two year limit is removed and the course becomes an established part of the curriculum, including being listed in the department's Academic Catalog entry.

Given the new policy and procedure for establishing courses on a temporary basis, departments no longer need a "shell" course under which temporary courses, commonly designated by a letter after the course number, are proposed. Departments proposing a temporary course as described above must pick a course number not used within the past ten years. This number will stay with the course if the course is eventually approved through full governance. If the course is inactivated after its temporary lifespan of two years, the course number is also inactivated for ten years.

The motion was approved.

5. Incomplete Contract Policy

Meehan (Davis 2nd) moved that effective summer 2008, an incomplete contract will no longer be required. Instructors will assign an "I" grade online. A student will have two semesters (including summer) after the incomplete grade has been assigned to remove the incomplete. A grade of "F" will be assigned if the incomplete is not removed. Deans may extend the incomplete deadline. FCAA recommends that since in the future there will be no signed incomplete forms (incomplete removal contracts), chairs/coordinators should develop a system to monitor the issuing of incompletes given by teaching professionals and instructors. The memo detailing this new policy should include mention that some courses are already exempt from the incomplete policy (e.g. thesis courses) and they will continue to be exempt.

The motion was approved.

6. New Business

Stockdill (Davis 2nd) moved that Chair Greenburg lauded for his exemplary service. The motion was approved.

7. Adjournment

Meehan (Moran 2nd) moved for adjournment at 3:36 P.M.

Respectfully submitted,

Cyndi Moran
Secretary

Minutes of the Faculty Council on Academic Affairs

May 20, 2008

Present: Chair Brad Greenburg, Lesa Davis, Cyndi Moran, Janalyn Meehan, Allen Shub, Brett Stockdill

Absent: Tim Scherman, Emmanuel Nyadroh, Effie Kritikos,

Guest: Dean Janet Fredericks, Teddy Bofman

Ex-Officio: Janice Haring-Hendon

Chair Greenburg called the meeting to order at 1:55 P.M.

1. Guest Presentation: Dean Fredericks re: Global Studies Center proposal

In response to questions raised by the FCAA concerning a program proposal submitted by Dean Fredericks, Fredericks came to the FCAA to explain the history of her project. For several years, NEIU faculty members contributed unofficially, similar to a board, to NEIU's Office of International Programs. Parties interested in PhD program planning and international development opportunities met for several years and came up with a proposal to create a Center for Global Studies, which would require IBHE approval. Janet distributed a brochure that outlines the current work of International Programs, and clarifies their role in "academic" programming. Her information included a timeline of expansion ideas of international work, and addressed the NEIU board's desires for PhD offerings. She also explained what it takes to get a program through IBHE. An outside consultant had recommended that we first form a center, which might then house a PhD program. All of this was in the works before the new President came in. President Hahs asked Dean Fredericks to move forward with the Center creation, but to hold off on the PhD program. She also recommended that governance review the Center proposal, which explains why they are in attendance. Then, Hahs decided to have a Global Studies undergrad program, and Janet wanted to know how it might fit with the Center proposal. Given that we have missed the cycle for submission to IBHE, Fredericks wants to wait on her proposal vis a vis FCAA, to see where strategic planning and the board's wishes leave the proposed project.

Brad recommends that FCAA invite Janet back when the proposal is actually ready to go forward, and expressed appreciation for this background information.

2. Report from the Chair

- Brad thanks Denise Wilson for her service. Her retirement party is May 21, 2-4 pm.
- Brad thanks everyone for service this year, notably Brett and the curriculum committee, especially in last few weeks with so many proposals coming through.
- Heads up for fall: Kate Hahn will request FCAA's approval on writing intensive course proposal documents and checklists. Discussion of probable approval path for those courses. If it's a totally new course created to meet WI requirement, it will need to go through WIFAC committee, then normal full curricular process. If it's a pre-existing course that has been modified to meet WI requirements, then it will go to WIFAC and then FCAA for final approval. Program modifications will be necessary, and we'll probably need to develop some streamlined processes to accommodate them.

3. Provost's Report

Chair Greenburg reported that Provost Frank would not be in attendance as he is currently experiencing our criminal justice system, as a juror.

4. Curriculum Committee Report

The Curriculum Committee moved to approve the following:

ANTH 364, 368,375,382 1-4, 388 1-4,390a, 390b

ART 292, 392a, 392; G&ES rev MA, G&es 441, HLED 199, HYPR 343T, MUS MA Appl Ped and MA Mus ED., PSCI 328,329, 330, 357,372,378,386.

Lesa Davis (Janalyn Meehan 2nd) – Motion to approve. Passed unanimously

5. Title Varies/Revolving Topics Policy

Chair Greenburg and Lesa Davis drafted a memo outlining the new titles varies policy changes to Deans, and asked them to distribute it to chairs/coordinators. A sub committee next fall will need to revise our curricular transmittal forms, addressing these new policies as well as those of the WI requirements. Denise recommends against making them traditional triplicate form. We need to make these processes electronic/paperless.

6. Discussion of Pre-requisite grades

A question was raised by member after noting a syllabus requirement of a passing grade in the course pre-requisite - what grade does Banner check for when it checks "passing?" Janice Harring-Hendon's answer: Banner checks for a "D." Is this what departments assume and want? Discussion resulted in Harring-Hendon's offer to send a memo to chairs/coordinators asking for feedback so Banner can be tailored to meet expectations.

Moran (Shub 2nd) moved for adjournment at 3:08 P.M.

Respectfully submitted,

Cyndi Moran, Secretary

