

8-21-2008

Council on Academic Affairs Minutes, Aug 21, 2008

Eastern Kentucky University

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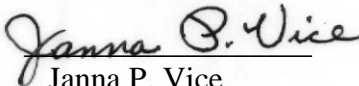
EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Provost's Office
Associate Provost
Academic and Faculty Affairs

Coates 212
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-8812

TO: Members of the Council on Academic Affairs

FROM: 
Janna P. Vice
Interim Associate Provost

DATE: August 14, 2008

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on Thursday, August 21, 2008, at 1:30 p.m.
Please note the change of the meeting room to the Jagers Room of the Powell Building.

The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/academic_council/.

To track curriculum changes, refer to the Proposal Summary available at:
www.academicaffairs.eku.edu/committee/academic_council/reference/Proposal%20Summary.pdf.

If you cannot attend the meeting, please contact Rick McGee either by phone at 622-1247 or e-mail rick.mcgee@eku.edu.

COUNCIL ON ACADEMIC AFFAIRS MINUTES
August 21, 2008

Members Present: Allen Ault, Onda Bennett, Steve Byrn, Ed Davis, Tina Davis, Michael Foster, Verna Freer, Gary Kuhnhenh, Kim Naugle, Jaleh Rezaie, Liz Throop, Janna Vice (Vice Chair), Mixon Ware, Deborah Whitehouse

Members Absent: Rich Boyle*, E.J. Keeley*, Sandra Moore*, Benton Shirey*

*indicates prior notification

Non-Members Present: Karen Sue Cain, Kathy Daugherty, Melanie Shaffer, Sherwood Thompson, Linda Turner

Dr. Janna Vice called the Council on Academic Affairs to order at 1:30 p.m. on August 21, 2008.

APPROVED

Approval of the Minutes – June 19, 2008
The minutes were approved as distributed.

Office of Enrollment Management

APPROVED

Catalog Text Revision Admission Deadlines Fall 2009
Revise catalog text for the admission deadlines to make those deadlines clearer, particularly for the spring and summer sessions.

Revision of First-time Freshmen Admission Standards Fall 2009
Introduced proposal to revise language and regulations regarding first-time freshmen admission standards. CAA approved with edits (pg. 1, University Regulation). Proposal will be forwarded to the Executive Committee of the Faculty Senate.

POSTPONED

Subsequent Degrees Policy Clarification, Part I

This request was postponed pending revision of language by the Office of the Registrar. Following revision of request, the request will be placed on the CAA meeting agenda for September 18, 2008.

General Study Degree Clarification, Part II

Pending further discussion among the Colleges, this item will be added to the agenda for the CAA meeting on September 18, 2008.

University Programs

Editorial Changes

Fall 2008

Revise catalog text for program description to reflect previously-approved change of program title from WMS to WGS.

Discussion/Informational Items

1. The Syllabus Policy is still pending Faculty Senate approval. Drs. Janna Vice and Mixon Ware will meet with a group of Senators to discuss additional issues before bringing the policy back to the CAA.
2. CAA Meeting dates and locations for the academic year were distributed.
3. The ongoing discussion regarding double majors continued. ECU will allow students to pursue double majors.
4. Tina Davis distributed a proposal to start discussion regarding catalog language for double majors.

Good of the Order

1. CPE approved the new Globalization and International Affairs undergraduate degree program.
 2. *The Power of Maroon*, and its increasing popularity among students, was discussed. Marketing is working on developing this further throughout the academic year. Dr. Vice recognized Benton Shirey as the originator of this idea.
-

Council on Academic Affairs was adjourned at 2:32 p.m.

COUNCIL ON ACADEMIC AFFAIRS AGENDA

August 21, 2008

1. Call to Order
 2. Approval of the Minutes – June 19, 2008
-

Office of Enrollment Management

Office of Academic Affairs

- | | |
|---|-----------|
| 1. Catalog Text Revision – Admission Deadlines | Fall 2009 |
| 2. Revision of First-Time Freshmen Admissions Standards | Fall 2009 |

Office of Enrollment Management

- | | |
|---|-----------|
| Subsequent Degrees Policy Clarification | Fall 2008 |
|---|-----------|
-

University Programs

Women and Gender Studies

- | | |
|---|-----------|
| Catalog Text Revision – Program Description | Fall 2008 |
|---|-----------|
-

Discussion / Informational Items

1. The Syllabus Policy is still pending Faculty Senate approval.
2. CAA Meeting Dates and Locations (see attached).

Good of the Order



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Office of Academic Affairs and Research
Office of the Dean
University Programs

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521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Sherry Robinson
Special Assistant to the Provost for Academics, Policy, and Governance

DATE: August 13, 2008

RE: Agenda Items for 8/21/08 Council on Academic Affairs meeting

The following items are being submitted from the Office of Academic Affairs to the Council on Academic Affairs for consideration at the August 21, 2008 meeting:

Revision of Catalog Text

Revise catalog text for the admissions deadlines to make those deadlines clearer, particularly for the spring and summer sessions.

Revision of First-Time Freshmen Admissions Regulation

The language of the current general requirements for undergraduate admission includes various categories of admission. To better recruit and retain students, the language and admission categories have been changed. EKU has also redefined its own admission criteria for Fall 2009 admissions and after in order to comply with the revised state-wide assessment and placement standards.



Admission Deadlines

Current wording: (Pg. 10 current catalog)

All applicants must provide an application and evidence of appropriate scholastic achievement through prior educational experience.

Please note that certain degree programs have special admission requirements. Admission to the University does not mean automatic admission to all degree programs.

To apply for undergraduate admission to Eastern Kentucky University (EKU), submit completed application materials noted below and the \$30 application fee to . . .

Proposed wording:

All applicants must provide an application and evidence of appropriate scholastic achievement through prior educational experience.

Please note that certain degree programs have special admission requirements. Admission to the University does not mean automatic admission to all degree programs.

The completed application and all required supporting documentation must be received by the University no later than

- August 1 for fall enrollment
- December 1 for spring enrollment
- May 1 for summer enrollment
- June 1 for Special Admission students in targeted summer programs

To apply for undergraduate admission to Eastern Kentucky University (EKU), submit completed application materials noted above and the \$30 application fee to . . .

Recommended by the Provost Council on May 7, 2008



University Policy Impact Statement

Date Aug 6, 2008 Check One: Revision New Policy

Policy Number (If known) 4.1.12 Policy Name First-Time Freshmen Admissions

Originator(s) Enrollment Management and Graduation and Retention Task Force

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

See additional sheet

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

In 2007, 13 KAR 2:020 (Guidelines for Admission to the State-Supported Postsecondary Education Institutions in Kentucky) defined new system-wide assessment and placement standards. EKU redefined its own admission criteria for Fall 2009 admissions and after in order to comply with the revised state-wide standards.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

This change should have limited impact on University resources. No significant behavioral changes are involved.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

Retention and Graduation Task Force	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
Provost Council	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>May 7, 2008</u>
Council on Academic Affairs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>August 21, 2008</u>
Faculty Senate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____

Executive Policy Group Only
 Board Approval Required

Additional Pages Attached # of additional pages 1

Print Form

Attachment for Impact Statement

Justification for First-Time Freshmen Admissions policy

The language of the current general requirements for undergraduate admission includes various categories of admission. These categories include “full admission,” “provisional admission,” “probationary admission,” and “special admissions.” The terms are difficult to understand and interpret for students and parents. For example, the term “probationary” admission indicates that the student is “under probation” and is not fully admitted to the University, which is not the case. To better recruit and retain students, the language will now have three admission categories: “full” admission for all students meeting the current requirements for full admission status; “admission with conditions” for admitted students with developmental education or pre-college curriculum needs, or otherwise do not meet “standard” or “full” admission criteria; and special admissions. Different programs, coursework and/or services will be provided for those admitted in the “admissions with conditions” categories. This allows for flexibility of adding service and program requirements and recommendations as new programs and services are developed for students “at high risk” of not persisting at the University.



Policy 4.1.12

Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 12, First-Time Freshmen Admissions

Approval Authority: Board of Regents

Responsible Executive: Provost and Vice President for
Academic Affairs

Responsible Office(s): Office of Enrollment Management,
Office of Admissions

Effective: Fall 2009

Expires:

Last Revised: April 18, 20000 **Next Review Date:**

First-Time Freshmen Admissions

Policy Statement

Based on statewide regulations, the University establishes qualifications for admission to the institution. The conditions and criteria for admission may vary depending on undergraduate or graduate status, but all applicants must provide an application and evidence of appropriate scholastic achievement through prior educational experience. Additionally, certain degree programs have special admission requirements. Admission to the University does not mean imply automatic admission to all a degree program.

This regulation outlines conditions and criteria for admission to EKU as a first-time freshman.

Purpose

The purpose of this regulation is to outline the criteria and categories for admission to the University as a freshman.

Entities Affected by the Policy

- Persons matriculating to EKU as freshmen

Who Should Read this Policy

- Prospective students and their families
- Enrollment Management personnel
- Admissions counselors
- High school administrators and guidance counselors

Policy Background

In 2007, 13 KAR 2:020 (Guidelines for Admission to the State-Supported Postsecondary Education Institutions in Kentucky) defined new system-wide assessment and placement standards. ECU redefined its own admission criteria for Fall 2009 admissions and after in order to comply with the revised state-wide standards.

Criteria

ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN

Students will be admitted into one of three categories: full admission, admission with conditions, and special admissions.

FULL ADMISSION

Students admitted with full admission must have

- graduated from an accredited high school and earned a minimum cumulative high school grade point average of 2.0 on a 4.0 scale
- or**
- received a General Equivalency Diploma (GED)
- or**
- completed an ECU approved home-school or distance learning high school program
- and**
- submitted a minimum ACT composite score of 18 (with ~~no~~ standard sub-scores meeting or exceeding 18 in English, 19 in mathematics, and 18 in reading below 18) or SAT combined verbal/critical reading and mathematics total score of 870 or higher
- met the Kentucky Pre-College Curriculum
- submitted an official copy of a final high school transcript or GED exam results

ADMISSION WITH CONDITIONS

PROVISIONAL ADMISSION

Provisional admission status will be granted to students who meet the requirements for full admissions in **A**, **B** and **D** above, but not **C**. Pre-college curriculum deficiencies must be remediated within the first 24 hours of enrollment excluding developmental hours.

PROBATIONARY ADMISSION

Students admitted with conditions must have

- graduated from an accredited high school and earned a minimum cumulative high school grade point average of 2.0 on a 4.0 scale
- or**
- received a General Equivalency Diploma (GED)
- or**
- completed an ECU approved home-school or distance learning high school program
- and**
- submitted an official copy of a final high school transcript or GED exam results

Students admitted with conditions

A. have not met the requirements of the Kentucky Precollege Curriculum

or

B. have submitted ACT scores with ~~standard scores~~ sub-scores less than 18 in English, 19 in mathematics, or 18 in reading below 18) or an SAT combined verbal/critical reading and mathematics total score less than 870.

or

- C. have submitted an ACT composite scores of 16 or 17.
- B.- Graduate from an accredited high school and earned a minimum cumulative grade point average of 2.0 on a 4.0 scale, or receive a General Equivalency Diploma, or complete an EKU approved home school or distance learning high school program, and
 - B. submit minimum ACT composite scores of 15, 16, or 17,
 - C. submit official copy of final high school transcript or GED exam results.

SPECIAL ADMISSIONS

Students not meeting probationary admission requirements as outlined above may apply to attend Eastern Kentucky University through a retention support program by applying for special admission. Enrollment at the University will be contingent on selection into this category. Continued enrollment will require full participation and success in identified support programs and coursework as approved through special admissions.

Collaborating retention support programs may include:

Bridge Program/First Step to College Success, NOVA, Project Success, HCOP, Education Pays Center, Center on Deafness, Academic Monitoring through Multicultural Student Services, and Student Athlete WIN Program. Retention support programs will be reviewed and approved yearly based on their retention successes.

Definitions

Admission with Conditions	Admission to the University but with the condition that additional coursework (developmental or other designated courses) may be required to ensure fulfillment of Kentucky system-wide standards.
Full Admission	Admission to the University without the need to take non-credit bearing or developmental education coursework.
Kentucky System-Wide Standards of Assessment and Placement	Prior to fall 2009 Kentucky college readiness standards were determined by ACT sub-scores of 18 or higher in English, mathematics and reading or equivalent SAT scores. For fall 2009, college readiness standards will be defined as ACT sub-scores of 18 for English, 19 for mathematics and 21 for reading or equivalent SAT scores. Students also can demonstrate readiness based on appropriate scores on placement exams.
University	Eastern Kentucky University

Responsibilities

Associate Vice President of Enrollment Management	<ul style="list-style-type: none"> • Ensure that the University stays current and complies with state-defined criteria and regulations regarding admissions standards.
Director of Admissions	<ul style="list-style-type: none"> • Determine admissible students for the Special Admissions category. • Ensure that all admission counselors receive adequate training for any changes in admission criteria or categories.
Office of Admissions	<ul style="list-style-type: none"> • Review all submitted applications for admission to the University. • Determine the appropriate admission category and refer to Director all students who might qualify for Special Admissions. • Design marketing and promotional materials that accurately reflect admission criteria.

Procedures

Prospective Students

To begin the undergraduate admission process to Eastern Kentucky University, students submit completed application materials, a copy of an official high school transcript with at least six semesters of coursework or a GED completion certificate, and the application fee to the Office of Admissions.

Violations of the Policy

NA

Interpreting Authority

- Associate Vice President of Enrollment Management

Statutory or Regulatory References

- [13 KAR 2:020](#) (Guidelines for Admission to the State-Supported Postsecondary Education Institutions in Kentucky)
- [KRS 164.020 \(8\)](#) (Powers and Duties of the Council [on Postsecondary Education])

Relevant Links

[Undergraduate Admissions Application](#)

Policy Adoption Review and Approval

Revisions

- Provost Council: Recommended 5-7-08

Board of Regents: Approved 4-18-2000

EASTERN KENTUCKY UNIVERSITY*Serving Kentuckians Since 1906***Office of the Registrar**Academic Affairs and Research
Enrollment Management
Office of the RegistrarSSB CPO 58, 521 Lancaster Avenue
Richmond, KY 40475-3158
Phone: (859) 622-3876

TO: Council on Academic Affairs

FROM: Gary Kuhnhehn, Interim Assoc. VP for Enrollment Management

DATE: August 11, 2008

RE: Subsequent Degrees, Request for Clarification

The catalog policy language regarding Subsequent Degrees (section **Subsequent Degrees**, pg. 49 of the Undergraduate Catalog) is currently being interpreted by the University community in two distinct ways. This is resulting in inconsistent application of the policy. Enrollment Management therefore requests a clarification of this policy from the CAA and an endorsement of an editorial revision of the catalog text to reflect the clarification. The language in question notes, **“A subsequent baccalaureate degree requires at least 32 approved hours *beyond those required for the earlier degree.*”** (Italics added for emphasis.)

Clarifications Requested:

I. Subsequent Degree Requirements

The two differing interpretations of the current catalog language are as follows. It is requested that the CAA endorse one interpretation for university wide application.

Interpretation A: *Hours earned prior to the awarding of the first baccalaureate degree may be counted toward the 160 hour minimum required to earn a subsequent baccalaureate degree.*

Interpretation B: *The 32 hours required for a subsequent baccalaureate degree must be earned after the first baccalaureate degree is awarded; regardless of the number of hours earned at the time the first degree.*

II. General Study Degree as Subsequent Baccalaureate

It is additionally requested that the CAA clarify the policy regarding the use of General Studies Degrees as a subsequent baccalaureate degree.

Can a General Studies degree be earned as a subsequent baccalaureate degree?

Historical note: Original CAA paperwork creating the General Studies Degree stated that it could not be a subsequent degree. This proposal was withdrawn; the final approving paperwork did not address the issue. The question remains unresolved and confusion results.





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Office of Academic Affairs and Research
Office of the Dean
University Programs

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521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Onda Bennett
Interim Dean, University Programs

DATE: August 12, 2008

RE: Agenda Items for 8/21/08 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the August 21, 2008 meeting from University Programs:

Editorial Changes

Revise catalog text for program description to reflect previously-approved change of program title from WMS to WGS.



Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Women & Gender Studies		
College	University Programs		
*Course Prefix & Number	_____		
Course Title (30 characters)	_____		
*Program Title	Women & Gender Studies		
	(Major ____, Option ____; Minor <u>x</u> or Certificate <u>x</u>)		
*Provide only the information relevant to the proposal.			
Original Proposal Approved by the Council on Academic Affairs on	Date:	12/20/07	
Council on Academic Affairs Approved <u>x</u> Disapproved _____	Date	08/21/08	

Completion of A is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Revise catalog text for program description to reflect previously-approved change of program title from WMS to WGS.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Fall 2008- Please note: change was already made in the 2008-2009 catalog</p>	
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Part II. Recording Data for Revised Course

<p>1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</p>	<p style="text-align: center;">New or Revised* Catalog Text</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</p> <p>Women's Studies is a rapidly growing interdisciplinary field established in the 1970's. The purpose of Women's Studies is to recognize and validate the experiences and contributions of women and to bring women more fully into the college curriculum. To that end, a primary focus of Women's Studies courses is on the roles, contributions, and experiences of women. Students learn to identify and analyze gender-based assumptions and biases and to recognize their consequences on individual, social and cultural levels. Courses introduce recent scholarship about women and issues especially related to women's concerns and, where possible, use works by women scholars. To ensure the interdisciplinary nature of the minor, courses shall be selected from at least two different departments.</p> <p><u>The ECU Women and Gender Studies Program (WGS) is a multidisciplinary program offering both a minor and a certificate in Women and Gender Studies. WGS acquaints students with the growing research on women and gender studies. WGS courses address the intersections of gender, race, class, sexualities and abilities and promote active learning and social engagement. Encouraging students to analyze competing perspectives allows the integration of knowledge across traditional academic boundaries. Students learn to identify and analyze gender-based assumptions and biases and to recognize their consequences on individual, social and cultural levels.</u></p>
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Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>	<p style="text-align: center;">New or Revised* Program</p> <p>(*Use strikeout for deletions and <u>underlines</u> for additions.)</p>
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CAA Committee Meetings

Dates and Locations

2008-09

Meeting Dates:	Meeting Locations:	Meeting Times:
Fall 2008		
August 21	Jaggers Room, Powell Building	1:30 p.m.
September 18	Martin Room, Coates Building	1:30 p.m.
October 16	Martin Room, Coates Building	1:30 p.m.
November 20	Martin Room, Coates Building	1:30 p.m.
December 18	Martin Room, Coates Building	1:30 p.m.
Spring 2009		
January 22	Martin Room, Coates Building	1:30 p.m.
February 19	Martin Room, Coates Building	1:30 p.m.
March 19	Martin Room, Coates Building	1:30 p.m.
April 16	Martin Room, Coates Building	1:30 p.m.
May 21	Martin Room, Coates Building	1:30 p.m.
Summer 2009		
June 18 (If Needed)	Martin Room, Coates Building	1:30 p.m.
July 16 (If Needed)	Martin Room, Coates Building	1:30 p.m.

Meeting dates and locations can also be viewed online at:

http://www.academicaffairs.eku.edu/committee/academic_council/meeting/meetings08-09.php

Any changes of location will be updated on this site and notice of the changes will be conveyed to CAA Committee Members.

Vice, Janna

From: Davis, Tina
Sent: Wednesday, August 20, 2008 9:02 AM
To: Kuhnhenh, Gary; Vice, Janna
Cc: Terry, Heidi
Subject: Suggested double major catalog language

Gary,

In the interest of establishing in our catalog a procedure regarding awarding double majors, and hence articulating a philosophy regarding pursuing academic areas approved at different degree types, I offer the language below. The first paragraph is what is currently in the catalog, the second paragraph is my proposal.

My thought is to find a ground where we can continue to allow students to pursue their areas of interest, we can continue to have degrees approved by CPE at the program level, and SACS will find clearly articulated and followed procedures.

I hope the language below provides a productive place to begin a resolution to this issue.

Double Majors

A student pursuing an associate or baccalaureate degree may consider a second major at the same degree level. If the student completes the second major by the time the degree is conferred, it will be recorded on the student's official transcript. Students interested in a double major should contact the Office of Academic Advising or the departments of interest for additional information.

A student interested in pursuing a double major will first declare a primary major. The degree earned, (e.g. B.A., B.S., B.B.A.), will be that attached to the student's primary major. The secondary major can be declared before, or at the same time the student applies for graduation and will be awarded after verification that the student has successfully completed all major and supporting courses established for that program - but the degree earned at graduation will be that associated with the primary major. Completion of the secondary major establishes only a focus of additional academic interest and is not considered completion of the entire secondary degree program.

M. Tina Davis

Associate Registrar
Eastern Kentucky University