



# Academic Notes

SEPTEMBER 13, 2004

AN 2004-2005

## **\*\*SPECIAL NOTICES\*\***

This is a reminder of information in the *Curriculum Approval Procedures (CAPS) Manual*. To assure that they are clearly written and meet University style requirements, course descriptions undergo copy editing. Departments are strongly encouraged to follow the following standards to minimize the need for editing and accelerate publication of their course proposals in *Academic Notes*.

1. Six typed lines or less.
2. Written in active, present tense voice, i.e., "Topics covered are:"
3. Written in complete sentences that explain clearly what the course covers. Sentence length should be no longer than ten to 15 words except in cases when the sentence includes a list of subjects. Even then, it would be better to write two sentences.
4. Written for students. Using complicated terms that are known only to someone who has already taken the class defeats the purpose, as students are not able to understand what will be studied.
5. Sufficiently general that course descriptions do not have to be rewritten to be kept up-to-date or varied in emphasis. For example, the description for "Modern American Literature" is: "Representative American literature since the early twentieth century, studied against its intellectual, historical, and social background." Departments and faculty are encouraged to provide further information on their Web sites and syllabi.
6. Not repetitious, i.e., if the course is "Introduction to Dog Catching," the first sentence does not need to read, "This course is an introduction to dog catching."
7. Inclusive of all pre- and corequisites, written in the following form. If several pre- or corequisites are required, then use commas to separate, i.e., "Prerequisites: 332, 333, 334, and 338." If there are options in pre- or corequisites, then use "or," for example: "Prerequisite: 301 or Business 320 or 361."

To ensure that sufficient attention can be paid to maintaining and enhancing course quality, departments are strongly encouraged to delete a course each time they add a course. For more information, please see the *CAPS Manual* at <http://www.indstate.edu/acad-aff/caps2003.html>.

**ACADEMIC NOTES PUBLICATION SCHEDULE**  
**FOR FALL 2004**

Below is the circulation schedule for the hard copy of *Academic Notes* through December 13, 2004. An asterisk (\*) indicates a curricular issue. **All submissions for inclusion in *Academic Notes* are due in the Office of Academic Affairs no later than 10:00 a.m. on the Wednesday<sup>a</sup> prior to the distribution of *Academic Notes* on the following Monday, along with an E-Mail or a diskette with the same information in Microsoft Word format. Failure to submit a diskette containing this information will delay publication.** An electronic version of *Academic Notes* is available using Acrobat Reader via the ISU Web Page at – <http://web.indstate.edu/acadnotes/> –.

**ACADEMIC NOTES PUBLICATION SCHEDULE**  
**FOR FALL 2004**

<b><u>Deadline for Items</u></b>	<b><u>Issue Date</u></b>
Sept 15*	Sept 20*
Sept 22	Sept 27
Sept 29*	Oct 4*
Oct 6	Oct 11
Oct 13*	Oct 18*
Oct 20	Oct 25
Oct 27*	Nov 1*
Nov 3	Nov 8
Nov 10*	Nov 15*
Nov 17	Nov 22
Nov 23* <sup>a</sup>	Nov 29*
Dec 1	Dec 6
Dec 8*	Dec 13*

<sup>a</sup>Due to holidays, the dates for submission and publication have been moved up or back a day.

# **FACULTY GOVERNMENT**

## **FACULTY SENATE EXECUTIVE COMMITTEE REPORT FOR SEPTEMBER 7, 2004**

The Faculty Senate Executive Committee met Tuesday, September 7, 2004, in HMSU 227.

Chairperson Hudson reported that she and the officers had met with the Provost to discuss general issues on the agenda, and the officers with V. Sheets had met last week to continue recommended revisions to the satisfaction survey.

Provost Maynard gave the most recent enrollment data, updated the Committee on VU and USI's plans to expand their degree programs.

Fifteen-minute open discussion

- sluggishness of Internet and mail access; voice mail slowness
- "self-access" of documents, lists, posting of grades, etc. has become inefficient;
- book order problems resurface.

Committee Actions

- approved names to forward for forming committee on health benefits (8-0-1);
- approved names for senate reps to ITAC (8-0-1);
- approved minutes of 8-24-04 Committee meeting (7-0-2);
- approved Mechanical Design Technology Program modifications (8-0-1)
- approved FEBC recommendations on cost analysis of new benefits; flexible spending account; dependent care spending account (8-0-1);
- voted to accept the FAC report on faculty travel;
- sent the report of the Academic Dean Evaluation Committee to AAC for Handbook language.

The meeting was adjourned at 5:07.

### **INDIANA STATE UNIVERSITY FACULTY SENATE EXECUTIVE COMMITTEE**

The Executive Committee of the University Faculty Senate will meet at 3:15 p.m. on Tuesday, September 14, 2004, in Hulman Memorial Student Union 227.

#### Agenda

- I. Administrative Report
- II. Chair Report
- III. Fifteen Minute Open Discussion
- IV. Approval of the Minutes
- V. Old Business
- VI. SAC Recommendation:  
National Survey Student Engagement Profiles

## VII. New Business

*FACULTY GOVERNMENT: continued*

# **FACULTY SENATE STANDING COMMITTEES**

## **FACULTY AFFAIRS COMMITTEE**

To 2004-05 Members of Faculty Affairs Committee:

The organizational meeting of FAC will take place at 9 am on Tuesday, September 21, in the small conference room on the 11th floor of the College of Education. Take the elevators to 11, and turn left to the first door on the right. The agenda will consist of electing officers, receiving charges for the committee from the Executive Committee liaison, Steve Lamb, and confirming meeting times for the remainder of the semester.

## **GRADUATE COUNCIL**

Grad Council meetings began on Wednesday, September 8, and will continue to be on Wednesdays 3:00-4:30. The location hasn't been finalized, but will probably be COE 11th floor, conference room 2. Shannon Barton is the new chairperson.

## **CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE**

The organizational meeting of CAAC has been set for Tuesday, September 14, 2004 at 1 p.m. in the Fine Arts Building, room 410.

# **APPROVALS**

## **Elimination**

CIP code 340101, Health and Safety Education, and associated major codes A266 and A267 should be made inactive. The active CIP code for Health Education is 131307.

# **FIELD TRIPS**

## **COLLEGE OF ARTS AND SCIENCES**

Students from the Art Department will be on a field trip to Chicago, Illinois on Saturday, October 2, 2004 and Sunday October 3, 2004. Students will visit The Art Institute of Chicago, Museum of Contemporary Art, and the Millennium Park. Dr. dele jegede will accompany them.

