I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

III. APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2015 MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

V. CONSENT AGENDA

VI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. FAC to IBHE – Sonya Armstrong – reports
   February 20, 2015 – Pages 4-5
   March 20, 2015 – Pages 6-7

B. BOT Academic Affairs, Student Affairs and Personnel Committee –
   Dan Gebo and William Pitney – report – Pages 8-9

C. BOT Finance, Facilities, and Operations Committee –
   Jay Monteiro and Rebecca Shortridge – report – Pages 10-11

D. BOT Legislative Affairs, Research and Innovation Committee –
   Deborah Haliczer and Dan Gebo – report – Page 12

E. BOT Compliance, Audit, Risk Management and Legal Affairs Committee –
   Deborah Haliczer and Greg Waas – report – Page 13

F. BOT Enrollment Ad Hoc Committee – Bill Pitney – no report

G. BOT Governance Ad Hoc Committee – Deborah Haliczer and Bill Pitney –
   no report


I. Academic Policy Committee – Virginia Naples, Chair

   1. Proposed revisions to NIU Bylaws Article 15.5 and 15.6 – Pages 17-41
      Standing Committees of the Undergraduate Coordinating Council
      FIRST READING
J. Resources, Space and Budget Committee – Ibrahim Abdel-Motaleb, Chair

1. **RSB Budget Survey** – Pages 42-45

2. Proposed revisions to NIU Bylaws, **Article 2.8** – Pages 46-48

   Resources, Space and Budget Committee

   **FIRST READING**

K. Rules and Governance Committee – Jana Brubaker, Chair – no report

L. University Affairs Committee – Greg Long, Chair – no report

M. Student Association – Joe Frascello, President – report

N. Operating Staff Council – Jay Monteiro, President – **report** – Pages 49-51

O. Supportive Professional Staff Council – Deborah Haliczer, President – **report** – Page 52

P. University Benefits Committee – Brian Mackie, FS Liaison to UBC – no report

Q. Elections and Legislative Oversight Committee – Mary Beth Henning, Chair – no report

VII. **UNFINISHED BUSINESS**

A. Proposed revisions to NIU Bylaws, **Article 9** – Page 53

   Faculty and SPS Personnel Advisor

   **SECOND READING – ACTION ITEM**

VIII. **NEW BUSINESS**

A. Proposed revisions to NIU Bylaws, **Article 2.3** – Page 54

   UC-Minutes Committee

   **FIRST READING**

B. Proposed revisions to NIU Bylaws, **Articles 2.2 and 2.5** – Pages 55-58

   UC-Rules and Governance Committee

   UC-Elections and Legislative Oversight Committee

   **FIRST READING**

C. Proposed revisions to NIU Constitution, **Article 4** – Page 59

   Standing Committees of the University Council

   **FIRST READING**

IX. **COMMENTS AND QUESTIONS FROM THE FLOOR**
X. INFORMATION ITEMS

A. Minutes, Academic Planning Council
B. Minutes, Admissions Policies and Academic Standards Committee
C. Minutes, Athletic Board
D. Minutes, Campus Security and Environmental Quality Committee
E. Minutes, Committee on Advanced Professional Certification in Education
F. Minutes, Committee on the Improvement of Undergraduate Education
G. Minutes, Committee on Initial Teacher Certification
H. Minutes, Committee on the Undergraduate Academic Experience
I. Minutes, Committee on the Undergraduate Curriculum
J. Minutes, General Education Committee
K. Minutes, Honors Committee
L. Minutes, Operating Staff Council
M. Minutes, Supportive Professional Staff Council
N. Minutes, Undergraduate Coordinating Council
O Minutes, University Assessment Panel
P. Minutes, University Benefits Committee

XI. ADJOURNMENT
Report on the IBHE-FAC Meeting, February 20, 2015

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on February 20, 2015, at Robert Morris University (RMU) in Chicago.

FAC Updates
The meeting was called to order by the Vice Chair of the FAC, Marie Donovan. Provost Mablene Krueger, RMU’s next President, welcomed the group to campus and offered remarks on a few of RMU’s foci: experiential learning, intrusive advising, and teaching (there is no tenure at RMU).

IBHE Updates
There was an announcement that the IBHE offices are moving in April. Also, there were a few staffing updates. First, Jonathan Lackland is leaving and Candace Mueller will be the interim government relations director. Also, Alan Philips is not longer with the IBHE, and a search is on for that position.

Caucus Updates
The Public University Caucus met and discussed budget strategies in the short, medium, and long run. It was suggested that the FAC should liaison with the Student Advisory Council, talk to our faculty senates, and meet with our student government associations. Also of interest was the idea of collecting talking points for legislators, and Dual Credit and its transferability.

Conversation with Kimberly Lightford and Martin Sandoval
Illinois State Senators Kimberly Lightford and Martin Sandoval visited the group. Senator Lightford has her undergraduate degree from WIU and an MPA degree from UIS. She is a strong advocate of higher education. She noted some highlights from last year’s legislative session, including community college involvement in a public-private partnership, and MAP funds set aside for later applications. She introduced SB 688, which would require gathering information from institutions of higher education about procurement from non-majority firms. She commented on Rauner’s budget proposal, highlighting some of the specific cuts and how tuition has ramped up over time.

Senator Sandoval supports working people, building more schools in underserved areas (including charter schools), and expansion of City Colleges. He noted that affordability and accessibility are increasingly problems.

Conversation with Ellie Sulilvan
Ellie Sullivan, President of University Professionals of Illinois (UPI), discussed UPI. The UPI represents faculty at five public universities (now six with UIS) plus a retiree chapter. The UPI bargains working conditions and engages in legislative work. Sullivan noted that we need to “educate” the legislators and the governor. Education has to be the number one priority and is underfunded.
**Business Meeting**

The FAC approved minutes from the January meeting, and generated a list of ideas for the April meeting with the IBHE and IBHE staff, including Dual Credit, Faculty Fellowship, and budget.

Respectfully submitted,

Sonya L. Armstrong  
Associate Professor in the Department of Literacy and Elementary Education  
NIU Representative to the IBHE Faculty Advisory Council

*NOTE: This report is based on the minutes taken at that meeting by IBHE FAC Secretary, Steven Rock (WIU). Once approved, full meeting minutes can be accessed at [http://www.ibhe-fac.org/Meetings.html](http://www.ibhe-fac.org/Meetings.html). Please see the full meeting minutes for a more detailed report of the discussions and presentations.*

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on March 20, 2015, at Eureka College (EC).

FAC Updates
The meeting was called to order by Andy Howard (Illinois Institute of Technology) as both the FAC Chair and Vice Chair were not in attendance. Dr. David Arnold, President of EC, welcomed the group to campus and offered remarks on EC’s history, including famous alumni such as Ronald Reagan. Currently, according to Arnold, there are under 700 students enrolled, with about 12% of that population being students of color.

IBHE Updates
Gretchen Lohman, Assistant Director of Academic Affairs gave a report via telephone. She reminded the group that the IBHE offices were moving as of March 30-31 (the offices will be closed these days). She had no updates on open searches, but noted that a Faculty Fellow had been selected. She also provided updates on the upcoming April meeting with the IBHE and staff.

Candace Mueller, Interim Deputy Director for Advancement, External & Governmental Affairs, provided a legislative update via telephone. She reported that public universities would need at least a 46% tuition increase to make up the difference from Governor Rauner’s 31.5% budget cut. She also provided updates on the Prior Learning Assessment (PLA) for military personnel. A few key legislative updates are as follows:

- **HB 3491** attempts to exempt religious organizations from the IBHE approval process for degrees (the Illinois Bible Colleges have filed a lawsuit against the IBHE).
- **HB 3428** would mandate colleges to accept AP scores of 3 or higher. Colleges would not only be required to accept these scores, but also would be required to provide academic credit.

For a full list of current bills related to higher education, please visit [http://www.ibhe.org/LegislativeBills/default.asp?T=H](http://www.ibhe.org/LegislativeBills/default.asp?T=H).

Presentation by Sara Ray Stoelinga
Sara Ray Stoelinga, from the University of Chicago, presented on the To & Through Project of the Urban Education Institute. This project aims to track Chicago Public School students through their high school and college enrollment, persistence, and completion. Attendance and grades were noted as particularly predictive of enrollment in college following high school. More information on this project is located at the following website: [http://toandthrough.uchicago.edu/](http://toandthrough.uchicago.edu/)
Caucus Updates
The Public University Caucus met and discussed budget cuts for the public universities. The Caucus members have gathered information from campuses on the specific impacts of these budget cuts on students.

Business Meeting
The FAC approved minutes from the February meeting, and generated a list of ideas for the April meeting with the IBHE and IBHE staff, including continued Faculty Fellow funding, the quality of dual-credit offerings, and budget cuts to the public universities. The meeting was adjourned following the business meeting.

Respectfully submitted,

Sonya L. Armstrong
Associate Professor in the Department of Literacy and Elementary Education
NIU Representative to the IBHE Faculty Advisory Council

NOTE: Once approved, full meeting minutes can be accessed at http://www.ibhe-fac.org/Meetings.html. Please see the full meeting minutes for a more detailed report of the discussions and presentations.
Report on the NIU Board of Trustees
Academic Affairs, Student Affairs and Personnel Committee Meeting

February 26, 2015

The NIU Board of Trustees Academic Affairs, Student Affairs and Personnel (AASAP) Committee met on Thursday, February 26, 2015 in DeKalb. Committee Chair Marshal called the meeting to order at approximately 11:00 AM.

The AASAP committee considered and approved four action items, two of which were requests for new degree programs. These approved action items will be forwarded to the BOT meeting for final approval. The committee also received three information items.

The AASAP committee approved the University recommendation to endorse the Nankai-NIU International College (NNIC). This collaborative venture in Tianjin, China will partner NIU with Nankai University (a top ranked university in China) and will provide an opportunity to recruit top students throughout China into double degree programs resulting in degrees from Nankai and NIU. The initial degrees to be offered by the NNIC involve existing NIU degrees in in Political Science (2 emphasis areas, one in International Politics and the second in Public Administration and Service) and in Economics, but additional academic programs of common interest between the two universities may be added in the future.

The committee approved the proposed B.S. in Hospitality and Tourism Management degree program. This program will be housed in the School of Family, Consumer and Nutrition Sciences within the College of Health and Human Sciences. The proposed degree program in Hospitality and Tourism Management is designed to serve the community by providing a quality education for students and to support the industry by producing graduates with the foundation knowledge, demonstrated skills, and professional attitudes required in the field of Hospitality and Tourism Management.

The B.S.Ed. in Middle Level Teaching and Learning degree program was approved by the AASAP committee. This program will be housed in the Department of Literacy and Elementary Education within the College of Education. The proposed degree program is an interdisciplinary program designed to prepare future practitioners with the content knowledge and pedagogical approaches necessary to serve the needs of young adolescent learners in specific disciplines for teacher licensure in middle level education. As a condition for obtaining a middle level teaching license (grades 5-8) in Illinois, candidates prepare for teaching in one major content area endorsement: English Language Arts, Mathematics, Science, or Social Sciences. In addition, the program has been designed so that candidates will earn endorsement in an additional area.

The committee approved the recommendations for faculty and staff and supportive professional staff sabbatical leaves for the 2015-2016 academic year. Trustee Marshal expressed his perception that sabbaticals are very valuable not only for the faculty, but also the students and the institution. Some trustees expressed concern about the financial impact of sabbaticals and
the extent to which the sabbatical leaves were beneficial. The information items, specifically the sixth annual report on the outcomes of sabbatical leaves and the faculty presentation on sabbatical leave by Professor Jeanette Rossetti, however, allayed many of the expressed concerns and displayed the value of sabbatical leaves for faculty and supportive professional staff.

The last information item, curricular diversity at Northern Illinois University (NIU), was received by the committee. The report to the committee displayed that NIU has a long and robust history with a focus on continuous improvement in providing more and better opportunities for students to engage in multicultural experiences both in and out of the classroom. The presentation to the AASAP Committee concentrated on several key areas related to curricular diversity at NIU and provided a historical perspective as outlined through the Multicultural Curriculum Transformation Institute, presented by Kristen Meyers, Chair of the Committee on Multicultural Curriculum Transformation. Also identified were current and emerging initiatives, including the search for a Chief Diversity Officer and Senior Associate Vice President for Academic Diversity, relocation of the Association for Black Culture Centers, and collaboration in promoting existing and emerging curricular diversity opportunities for students.

Respectfully Submitted,

William A. Pitney
UAC Representative
The Finance, Facilities and Operations Committee of the NIU Board of Trustees met on Thursday, February 26, 2015. The meeting chaired by Trustee Marc Strauss, was called to order at approximately 1:00 p.m. The committee approved several funding recommendations highlighted below:

1. Fiber Optic Network Expansion: $400,000 approved to expand the fiber-optic network co-owned by the University. The expansion will increase the bandwidth available to the University.

2. Physical Plant Electrical Services Amended: Increased contracted electrical service from $249,000 to $409,000 ($160,000 amendment). The amendment allows for the completion of required maintenance work or capital improvements.

3. Transportation Services, Physical Plant & Finance Facilities and Operations Motor Fuels: Provides authority to purchase fuel needed for transportation, the physical plant, and the grounds departments.

4. NIU Foundation Professional Services Contract: Provides funding to the NIU Foundation for fundraising services. The contract amount will be offset by a Foundation payment to the University for personnel services, fringe benefits, administrative services, and facilities obligations.

5. Student Health Insurance Fee: Increased the health insurance fee for students from $759 to $1,052 per semester. The increase is a result of required additions to coverage due to the Affordable Care Act.

6. Student Health Insurance: Allocated $12.5 million in expenditures to Academic Health Plans to provide student health insurance coverage.

7. Materials Management—Central Stores: Approval of $300,000 open order for the purchase of miscellaneous nonfood service related commodities (napkins, plats, etc.)

8. Office of General Counsel—Amendment for Internal and External Investigations: Increase approved amount of outside legal services from $220,000 to $485,000 (increased of $265,000) for various internal and external investigations.

9. Architectural & Engineering Services and Physical Plan Open Orders: Approved $1,625,000 for labor and materials for electrical and general contractors. Services are used as needed from July 1, 2015, through June 30, 2016.

10. Physical Plant Elevator Services and Maintenance: Approved $325,000 for elevator service technicians for fiscal 2015. There are currently 107 elevators that require maintenance.

11. International Programs Division: Approved $3 million for payments for International Travel for students. All expenditures are recovered from students in the program.

12. 2016 University Outreach Education Centers Catering Services: Approval to purchase catering services for clients renting space at NIU’s three regional education centers.

13. Division of Marketing and Communications (Marketing Consultation Services): Approved $550,000 for consultative services to provide branding, advertising, consultative services and other items.

14. 2016 Document Services and Material Management: Approval of $750,000 for various papers and supplies for campus resale from July 1, 2015 to June 30, 2016.

15. 2016 DOIT (Document Services Copier Program): Permission granted to Document Services to renew copier services throughout campus.
16. Office of The Provost, Externally Funded Research and Scholarship Benchmarking: Approval given for $475,000 to enter multi-year contract with Academic Analytics. This software will provide a better understanding of NIU’s research/scholarship strengths, opportunities, and collaborations.

17. 2016 Student Mass Transit Board: Approved an expenditure of $4.1 million for the operation of the campus busing system.

18. Northern Illinois Research Foundation: Amended Research Foundation approval from $249,000 to $649,000. This supports and expands the score for an agreement with the Northern Illinois Research Foundation, including facilitating the acquisition of EIGERlab, a Rockford-based business incubator.

19. Intercollegiate Athletics, Replacement of Turf Field at Huskie Stadium: Approved $460,000 to replace the turf football field. The old turf has several noticeable “seams” that are prohibitive to repair.


21. 2015 Office of General Counsel: Increase the open order for outside legal services from $249,000 to $301,000.

22. College of Liberal Arts and Sciences: Amended approved expenditures from $186,444 to $265,392 for an agreement to support Dr. Mike Papka, the Deputy Associate Lab Director of Argonne National Laboratory.

Two information items were not discussed. The meeting adjourned at approximately 2:30.

Respectfully submitted,

Rebecca Shortridge
University Advisory Committee Representative
BOT LEGISLATIVE AFFAIRS, RESEARCH AND INNOVATION
Meeting Summary, February 26, 2015

The BOT Legislative Affairs, Research and Innovation Committee met on February 26, 2015, chaired by Trustee Cherilynn Murer. President Baker introduced two newly-hired Vice Presidents: Alan Philips comes to NIU from the IBHE and will be the new Vice President of Administration and Finance. He told the group that he decided to come to NIU because of the great students and excellent leadership. He is already heavily involved with helping the university deal with the impact of the Governor’s proposed budget. Catherine Squires will join NIU in May as the new Vice President of Advancement. She attended the last BOT meeting.

It was reported that this will be a long legislative appropriations session. President Baker, with other administrators and student leaders will be testifying at the legislature on March 19 and March 26 about the impact of the Governor’s proposed cuts on NIU and its students. The university has already been in contact with the appropriations committee, which seems to be somewhat inclined to hear and address concerns. The group of presidents and chancellors are in communication regarding strategies to address the governor and legislators. All bodies of shared governance, including the student association are in communication with the President and administrators about the fiscal situation. Mike Mann prepared materials on the budget, comparing appropriations from last fiscal year to this. The percent of change from FY’15 is an approximately 22% cut to the budget. The governor presented a proposed across the board budget reduction of 31.5% to state universities. Community colleges were held flat, while K-12 was slotted to receive an increase in almost the same amount as the higher education reductions. A major area of fiscal concern is the pension debt. The governor has proposed significant changes and reductions to the pensions and in health insurance benefits for employees and retirees.

The Committee heard an update on federal relations, including reports on a new framework for college rating systems. NIU was commended for its leadership on the issue of campus sexual assault, and President Baker represented NIU’s regional P-20 network at the White House College Opportunity Summit. NIU-Rockford hosted a health insurance enrollment event in January, with Enroll America and Get Covered America. The Committee heard a report about the University’s new leadership of the EGERLab in Rockford. NIU will take leadership of the newly re-branded EGERlab Innovation Network, which offers a range of services to advise and support entrepreneurs, start-ups and existing companies in product development, business acceleration and commercialization under the leadership of the Division of Research and Innovation Partnerships. Rena Cotsones, Associate Vice President of Research and Innovation Partnerships was acknowledged for her leading role in this collaboration, and presented more detail at the meeting.

Respectfully submitted,
Deborah Haliczer
The Compliance, Audit, Risk Management, and Legal Affairs Committee of the NIU Board of Trustees met on Thursday, February 26, 2015 at NIU in DeKalb. The Committee was chaired by Trustee Robert Boey and was called to order at approximately 10:20 a.m.

There were three university reports presented:

1. Property Insurance Valuation (presented by Sara Cliffe, Director of Compliance Administration): The annual estimate of NIU property valuation was presented. These estimates included: buildings; contents; fine arts, including special collections; library collections, excluding special collections; builder’s risk; business interruption. From FY2105 to FY2016, property insurance valuation increased by 1.54%.

2. Gubernatorial Changes in Ethics Requirements (presented by Jim Guagliardo, University Ethics Officer): A gubernatorial executive order (E.O. 15-09: Ensure Ethics and Responsiveness) related to new ethics requirements was reviewed. In particular, the “revolving door” ban has been enhanced (increasing the restrictions on moving from state employment to lobbying activities), and the restriction on acceptance of gifts from a Prohibited Source has been changed from a $100 value limit to being banned. The application of the executive order to public universities is being reviewed.

3. Enterprise Risk Management Initiative (presented by Michele Danza; Director, Procurement Services): Proposals are being sought from consulting firms to assist NIU in identifying options for a risk management framework. These efforts will include the identification of serious risk exposures; determination of how risks interrelate; improve capability to anticipate potential risks and mitigate potential vulnerabilities; and building roles, responsibilities, policies and procedures. Proposals are due by March 4, 2015.

The meeting was adjourned at approximately 11:00 a.m.

Respectfully submitted,

Greg Waas, Ph.D.
University Advisory Committee
The NIU Board of Trustees met on Thursday, March 12th in DeKalb. Chair Butler Called the meeting to order at approximately 9:00 AM. The board heard two public comments and received reports from the AASAP, CARL, FFO, LARI, Ad Hoc committee on enrollment, and the Ad Hoc committee on governance. The BOT also received reports from the University Civil Service Merit Board, the NIU Foundation, and the Northern Illinois Research Foundation. Following these reports, the BOT went into closed session.

The BOT approved the following action items:

- New Degree Program for B.S. in Hospitality and Tourism Mgmt
- New Degree Programs Responding to ISBE Changes in Middle School Level Educator Licensure Recommendations for Faculty and Supportive Professional Staff Sabbatical Leaves for the 2015-2016 Academic Year
- Division of Information Technology – Fiber Optic Network Expansion
- FY16 Transportation Services, Physical Plant & Finance, Facilities & Operations
- Motor Fuels
- FY16 NIU Foundation Professional Services Contract
- FY16 Materials Management-Central Stores Commodities Contract Renewal
- FY15 Office of General Counsel-Open Order Amendment for Internal and External Investigations
- FY16 Architectural & Engineering Services and Physical Plant Open Orders
- FY16 Physical Plant Elevator Services and Maintenance Open Order Contract Renewal
- FY16 International Programs Division Expenditures
- FY16 University Outreach Education Centers Catering Services Contract Renewals
- Division of Marketing and Communications Comprehensive Marketing Consultative Services
- FY16 DOIT – Document Services Campus Copier Program Contract Renewal. Office of the Provost Externally Funded Research and Scholarship
- Benchmarking
- FY16 Student Mass Transit Board Campus Busing System Contract Renewal
- Northern Illinois Research Foundation Expenditure Authority Amendment
- Intercollegiate Athletics/Facilities Replacement of Turf at Huskie Stadium
- Treasury Operations – Signatory Authorization
- FY15 Office of General Counsel-Open Order Amendment for Outside Legal Services Regarding Civil Complaints
- College of Liberal Arts and Sciences Joint Appointment between NIU and Argonne
The BOT approved the FY 2016 student health insurance fee totaling $1,052 per semester.

**FY16 Student Health Insurance Fee**
The University provides group health insurance to students and their families and the cost of this coverage is funded by the student health insurance fee. Students may waive their participation in this plan if they have proof of other comparable health insurance coverage. In FY 2016 the rate will increase from the current board-approved rate of $759 per semester to $1,052 per semester. This rate increase reflects the impact of the Affordable Care Act and was selected as the best option when considering co-pays, deductibles and the service coverages. The students on the student health insurance fee committee had direct input on students’ needs and wants and supported the decision.

The BOT approved the expenditure authority for FY16 to Academic Health Plans – Colleyville, TX for $12,500,000 for the Student Health Insurance

The University provides group health insurance, funded by student health insurance fees, to students and their families. Students may waive their participation in this plan if they have proof of other comparable health insurance. The recommended vendor was selected through competitive bidding based on a Request for Proposal (RFP) for Student Health Insurance opened on November 19, 2014. Fiscal Year 2016 is the initial term for this RFP insurance plan coverage. In addition to the initial term, there are five one-year renewal options to be determined annually at the discretion of the university and the vendor, with renewal rates determined through negotiations between the vendor and the Student Health Insurance Committee. Renewal rates will change based on claims history for prior years and changes in policy terms. This award will be advertised in the Illinois Public Higher Education Procurement Bulletin.

**Funding:** Agency Funds Twenty (20) vendors were solicited. Five (5) bids were received. Fifteen (15) vendors did not respond.

**Tuition Remittance Program for the Ph.D. in Health Sciences**
The current Regulations of the NIU Board of Trustees (Section II.D.9 and Section III.C.7) allow for tuition waivers for employees. However, potentially unrestricted employee waivers would seriously impede the ability the interdisciplinary Ph.D in Health Sciences to become successful and sustainable. Thus we are proposing a new Tuition Remittance Program for the nascent Ph.D. in Health Science so that the university may explore new funding/revenue opportunities. The university proposes to limit tuition waivers to eligible NIU employees who can receive partial or full tuition waivers for the Ph.D. in Health Sciences in return for a commitment to work at NIU for a specified period of time post-graduation. The tuition will be funded by the employee’s unit of employment (the sponsoring unit). The employee must seek and be granted permission by the administrative official of their sponsoring unit to participate and receive this waiver. Sponsoring units will remunerate the CHHS for the actual cost of the employees’ tuition, subject
to the Eligibility and Conditions, and will enter into a MOU that stipulates the specific period of
time the employee must work in the sponsoring unit in return for the financial assistance of the
waiver. Employees will ordinarily commit to one service credit equivalent year of employment in
their sponsoring unit for every 33 percent of the cost of the program.

The BOT approved the following administrative appointments:
- Appointment of Treasurer
- Appointment of Vice President of Administration & Finance
- Appointment of Vice President of Advancement and President of the NIU Foundation

The following policy changes from the Ad Hoc Committee on Governance were approved:
- Records Retention Policy
- Travel and Expense Reimbursement Policy
- Presidential Succession Policy
- Elections Provision
- Board of Trustees Liaison
- Duties and Responsibilities of the President
- Mandate of Presidential Housing
- Indemnification

Respectfully Submitted,

William A. Pitney
UAC Representative
Report of the Academic Policies Committee

The committee held two meetings to discuss details of streamlining two existing committees (CIUE and CUAE) into the CIUAE (Committee for the Improvement of the Undergraduate Academic Experience). Each of these committees has had partial responsibility for exploring issues pertaining to teaching and learning, and the teaching and learning environment. This recommendation was supported and is presented here.

History and rationale:
The existing committees (CIUE and CUAE) have duties that partially overlap, which results in some duplication of effort by their memberships. Combining them streamlines the policy recommendation process and facilitates communication among members. It is essential to retain all present aspects of the review process, and the Academic Policies Committee discussed these issues, concluding that these concerns can be addressed with the single committee. A consensus is that it remains important to retain opportunities for committee members to continue to serve in the academic planning process, and the new committee structure will accommodate this issue.

The united committee will retain the diverse representation of the previous entities of both voting and ex officio members. Because this committee is advisory only and makes no curricular decisions, it will report to the University Council.

The duties of this combined committee need to be amended to reflect the broader status of its charge. These changes are found in the updated article 15 that follows.

A second charge for the Academic Policies Committee was to explore potential consolidations of university curriculum committees. The committee originally explored integrating the CUC (Committee on the Undergraduate Curriculum) and APASC (Admissions Policies and Academic Standards Committee) into the Curriculum Policy and Academic Standard Committee (CPASC). This proposal was also supported. However, dialog at the March 20 Academic Policy Committee meeting led to taking this change one step further to not only consolidating APASC and CUC, but streamlining the process further to create one university level curriculum committee, the Baccalaureate Curriculum Council.

History and rationale:
As with the CIUE and CUAE, the APASC and CUC have somewhat overlapping charges, despite having a different focus. As a means of reducing duplication of effort, combining the committees would retain all functions, but would increase efficiency with which these responsibilities are met. Presently, the Undergraduate Coordinating Council oversees the roles of its standing committees, APASC, CUC, GEC, CIUE, CUAE, and Honors. The proposed revision, as partially stated above, consolidates the CIUE and CUAE, but also makes the GEC and Honors independent committees that report to the UCC/proposed BCC. This action will reduce the oversight responsibility of the UCC/proposed BCC and have it focus solely on curricular matters arising from the departments and colleges. A singular committee would allow for curricular oversight at the university level, while streamlining our efforts. The changes endorsed will provide a more holistic review of issues and offer a process that is parallel to our graduate level curriculum procedure.

The goals of these proposals are to streamline the efforts of all committees, which should reduce the length of time required for approval of curricular changes, policies and procedures and also to allow the newly constituted committees to be more flexible and adaptive in responding to future new requirements. These changes also are intended to retain committee diversity and representation of all interested parties.

The proposed changes can be found in NIU Bylaws Articles 15.5 and 15.6 that follows.
Revised Model:

- Consolidates CUC and APASC and eliminate UCC
- Parallels the Graduate Curriculum Model
- Creates a linear process to review curricular matters for thoughtful, yet expeditious review
- The load on the BCC is mitigated because of the elimination of its previous coordination duties
- Consolidates CUAE and CIUE into one advisory committee, CIUAE, that reports to the UC
- Provides GEC and Honors Committees with necessary level of autonomy
- Maintains UC oversight
ARTICLE 15: ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.5 Baccalaureate Curriculum Council

15.5.1 Composition

15.5.1.1 Faculty Representation

(A) One faculty seat shall be apportioned to each undergraduate degree granting college and to the university libraries.

(B) The remaining faculty seats shall be apportioned as follows:

1. Determine an allocation of nine additional seats in accordance with the ratio between the number of regular full-time faculty members in each college, excluding the College of Law and members of the supportive professional staff, to the total number of such faculty members in all undergraduate colleges, this being the number reported by the office of the executive vice president and provost on January first of each year.

2. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate degree programs in each college to the total number of such degree programs in all colleges. Degree programs shall be considered to be those programs offered by departments for which a separate degree title is offered; minors and emphases within degree programs shall not be considered as separate degree programs.

3. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate credit hours taught per year in each college to the total number of undergraduate credit hours taught per year in all colleges.

4. Each college shall receive the maximum number of seats on the council to which it would be entitled under either formula (1), formula (2), or formula (3) of this subsection. The number of faculty seats on the council apportioned under this subsection shall be increased above nine if necessary to accommodate the total number of seats determined to be needed under the application of these formulae.

(C) Faculty members representing the colleges shall be nominated by their respective college curriculum committees and elected by their respective college faculties. The university libraries faculty representative to the BCC
shall be elected by the faculty of the university libraries. The elections shall be conducted before the end of the spring semester to select those faculty members whose term begins on the following August 16. Those elected shall serve three-year staggered, renewable terms.

(D) If, in a given year, no member of the council is a voting member of the Faculty Senate, the Senate shall elect one Senate member to serve on the council as an ex officio nonvoting member for that year.

15.5.1.2 Student Representation

(A) There shall be one undergraduate student member from each college. This representative shall serve a one-year, renewable term beginning at the start of the fall semester and ending at the start of the succeeding fall semester. Each department granting undergraduate degrees shall nominate one undergraduate student from its department to the college student advisory committee which shall select the college representative.

15.5.1.3 Administration Representation

(A) The Vice Provost responsible for undergraduate education shall serve ex officio as a member of the council.

(B) One advisor shall be elected by and from the persons with overall responsibility for undergraduate student advisement in each of the undergraduate degree-granting colleges. The person shall serve ex officio, nonvoting.

(C) The following, or their designees, shall serve ex officio, nonvoting: vice president for student affairs and enrollment management; director of Admissions; Transfer Center coordinator; a representative of Educational Services and Programs appointed by the vice provost;

15.5.2 Chair

15.5.2.1 The Vice Provost responsible for undergraduate education shall serve as chair of the council, and shall vote when necessary to break a tie vote.

15.5.2.2 The faculty representatives on the council shall elect from among their members a person who shall serve as the assistant chair of the council. The assistant chair shall preside over council meetings in the absence of the chair, act as a liaison between the chair and council members between meetings of the council, and perform such other duties as may be assigned by either the council or the council chair. The assistant chair shall be chosen annually at the first meeting of the council each fall semester and shall serve a renewable term of one year.
15.5.2.3 The Baccalaureate Curriculum Council chair shall be responsible for transmitting curricular proposals approved by the council to the chair of the Graduate Council, the Office of Registration and Records, and the editor of university catalogs for recording and publication.

15.5.3 Duties

15.5.3.1 To establish general policies for undergraduate studies and baccalaureate programs, including semester hour requirements for undergraduate majors and minors.

15.5.3.2 In accordance with the policies defined by the Illinois Board of Higher Education, the Board of Trustees, and the University Council, to determine changes in undergraduate policies, regulations, and standards dealing with:

- Admission of entering freshman students;
- Admission of transfer students;
- Academic probation;
- Academic dismissal;
- Readmission;
- Reinstatement;
- Admission to impacted and restricted programs;
- Retention, both in the university and in particular programs;
- Undergraduate curricular policy;
- Student progress toward graduation.

15.5.3.3 To review and approve college, school, and department policies regarding admission, retention, academic standards, and graduation requirements for their individual programs. And if need be, to return to the originating unit a proposed policy with appropriate comment or recommendations.

15.5.3.4 To receive and approve decisions from the college curriculum committees regarding the substitution, alteration, addition, or deletion of undergraduate courses and programs not in the area of general education. And if need be, to return curricular proposals to the originating department or college with appropriate comment or recommendation.

15.5.3.5 To review, negotiate, and resolve issues concerning course duplication or overlap between colleges, cross-college curricular concerns, or university standards that arise from or concerning proposals for curriculum change.

15.5.3.6 To serve as the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges such as UNIV and curricular offerings from the Division of International Programs and the Center for Black Studies. This responsibility includes usual curricular activity.
(new, revised, and deleted courses as well as other catalog changes), and review
of these units’ overall curricular offerings.

15.5.3.7 To receive reports from the General Education Committee and from the
Honors Committee regarding their work.

15.5.4 Minutes and reports of the Baccalaureate Curriculum Council shall be deposited in
the university archives and distributed in a timely fashion to the executive secretary of the
University Council, to the executive vice president and provost, to deans of the
undergraduate degree-granting colleges and the dean of the University Libraries, and to
such others as deemed appropriate by the council.

15.5.5 Substantive changes in policies under the jurisdiction of the Baccalaureate
Curriculum Council shall be reported to the University Council. If the University Council
disapproves, it shall report its disapproval, together with a written statement of its
rationale, to the Baccalaureate Curriculum Council. The Baccalaureate Curriculum
Council shall reconsider the policy changes in question and either:

(i) Agree with the University Council and rescind its prior action;

(ii) Modify the policy change and notify the University Council of its action; or

(iii) Reaffirm its policy decision. If the Baccalaureate-Curriculum Council
reaffirms its policy position, it shall report that action to the University Council,
together with a written statement of its rationale. The policy proposal shall take
effect unless disapproved by a two-thirds vote of the total membership of the
University Council. The University Council shall have no authority to alter,
amend, or otherwise modify a policy decision of the Baccalaureate Curriculum
Council. Policy changes reported by the Baccalaureate Curriculum Council to the
University Council shall be considered approved by the University Council unless
that council takes action to disapprove the proposed policy within six consecutive
weeks of fall or spring semester classes after receipt of the proposal from the
Baccalaureate Curriculum Council.

15.6 General Education Committee

15.6.1 Composition

(A) Faculty Representation

1. One faculty representatives from the Baccalaureate Curriculum Council
shall be chosen by the faculty of the Baccalaureate Curriculum Council.

2. One faculty representative shall be appointed by the curriculum
committee of each undergraduate degree-granting college except the
College of Liberal Arts and Sciences.
3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences, including one from the humanities, one from the social sciences, and one from the other sciences.

4. Faculty members shall serve three-year staggered terms beginning in the fall semester.

5. The chair shall be elected by the voting members of the General Education Committee and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Three student members shall be selected by the General Education Committee from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. No more than one student shall be appointed from any college.

3. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) The vice provost responsible for undergraduate education, the general education coordinator and the associate vice provost for academic outcomes assessment shall serve as ex officio, nonvoting members.

15.6. 2 Duties

(A) To monitor and evaluate the university general education program.

(B) To create policies and procedures to manage both the general education program as a whole and individual components of that program.

(C) To make suggestions to colleges and departments regarding improvements that can be made in the general education curricula.

(D) To approve the addition or removal of courses from the general education curriculum.

(E) To oversee the improvement, including the design, of the general education program and of individual components of that program.

(F) To report its work to the Baccalaureate Curriculum Council.
15.7 Honors Committee

15.7.1 Composition

(A) Faculty Representation

1. One faculty representative from the Baccalaureate Curriculum Council shall be chosen by the faculty of the Baccalaureate Curriculum Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

4. One faculty representative shall be appointed by the faculty of the university libraries.

5. Faculty members shall serve three-year staggered, renewable terms beginning in the fall semester.

6. The chair shall be elected by the voting members of the Honors Committee and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Five student members shall be selected by all students enrolled in the honors program from among the students in the program, one to be nominated to serve on the Baccalaureate Curriculum Council.

2. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) Administration Representation. The vice provost for undergraduate education and the associate vice provost for university honors shall be ex officio, nonvoting members.

15.7.2 Duties

(A) To advise the Associate Vice Provost for University Honors on the administration of the program.
(B) To monitor and evaluate the University Honors Program, and to make recommendations for its improvement.

(C) To evaluate individual components of the Honors Program and make recommendations to the colleges and departments for their improvement.

(D) To participate in the selection of the Associate Vice Provost for University Honors.

(E) To advise the Associate Vice Provost for University Honors on extracurricular components of the program.

(F) To report its work to the Baccalaureate Curriculum Council.

15.8 Committee for the Improvement of the Undergraduate Academic Experience

15.8.1 Composition

(A) Faculty Representation

1. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

2. Three faculty members shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

3. One faculty representative shall be appointed by the faculty of the University Libraries.

4. Faculty members shall serve three-year staggered, renewable terms beginning in the fall semester.

5. The chair shall be elected by the voting members of the Committee for the Improvement of the Undergraduate Academic Experience.

(B) Student Representation

1. Three students shall be selected so that there are two undergraduate student members from within the College of Liberal Arts and sciences and one undergraduate student member from each of the remaining undergraduate degree-granting colleges.

2. A representative of the Student Association, appointed by the president of the Student Association, shall serve as an ex-officio, nonvoting member of the
committee.

3. If the above selection procedures do not produce a minority student, or a non-traditional student, the president of the Student Association shall appoint such a student as a voting member.

4. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) Alumni Representation. A representative from the NIU Alumni Association, appointed by that association, shall be an ex officio, nonvoting member of the committee.

(D) Administrative Representation. The following shall be ex officio, nonvoting members of the committee:

1. Vice Provost responsible for undergraduate education or designee;

2. Director of one of the special academic units focusing on minority student concerns; (The Executive Vice President and Provost shall annually, by September, designate the director who is to serve on the committee during the academic year.)

3. Vice president for student affairs and enrollment management or designee;

4. A representative from Housing and Dining appointed by the executive director;

5. Associate Vice Provost for University Honors.

15.8.2 Duties

(A) To monitor and evaluate the campus environment from the perspective of its compatibility with, and support for, the learning process and the development of an appreciation for learning, and to recommend to the University Council policies and programs to strengthen that environment.

(B) To act as an advisory board for the First- and Second-Year Experiences.

(C) To establish policies and procedures and select the recipients for the annual awards recognizing innovative teaching practices and outstanding undergraduate educators at NIU.

(D) To monitor and evaluate undergraduate mentoring programs as well as initiatives involving NIU alumni and students and recommend appropriate changes as
necessary.

(E) To report its activities and recommendations related to purpose and duties to the University Council.
NIU BYLAWS
ARTICLE 15: ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.5 Undergraduate Coordinating Council

15.5.1 Composition

15.5.1.1 Faculty Representation

(A) One faculty seat shall be apportioned to each undergraduate degree granting college and to the university libraries.

(B) The remaining faculty seats shall be apportioned as follows:

1. Determine an allocation of nine additional seats in accordance with the ratio between the number of regular full-time faculty members in each college, excluding the College of Law and members of the supportive professional staff, to the total number of such faculty members in all undergraduate colleges, this being the number reported by the office of the executive vice president and provost on January first of each year.

2. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate degree programs in each college to the total number of such degree programs in all colleges. Degree programs shall be considered to be those programs offered by departments for which a separate degree title is offered; minors and emphases within degree programs shall not be considered as separate degree programs.

3. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate credit hours taught per year in each college to the total number of undergraduate credit hours taught per year in all colleges.

4. Each college shall receive the maximum number of seats on the council to which it would be entitled under either formula (1), formula (2), or formula (3) of this subsection. The number of faculty seats on the council apportioned under this subsection shall
be increased above nine if necessary to accommodate the total number of seats determined to be needed under the application of these formulae.

(C) Faculty members representing the colleges shall be nominated by their respective college curriculum committees and elected by their respective college faculties. The university libraries faculty representative to the UCC shall be elected by the faculty of the university libraries. The elections shall be conducted before the end of the spring semester to select those faculty members whose term begins on the following August 16. Those elected shall serve three-year staggered, renewable terms.

(D) If, in a given year, no member of the council is a voting member of the Faculty Senate, the Senate shall elect one Senate member to serve on the council as an ex officio nonvoting member for that year.

15.5.1.2 Student Representation

(A) There shall be one undergraduate student member from each college. This representative shall serve a one-year, renewable term beginning at the start of the fall semester and ending at the start of the succeeding fall semester. Each department granting undergraduate degrees shall nominate one undergraduate student from its department to the college student advisory committee which shall select the college representative.

15.5.1.3 Administration Representation

(A) The Vice Provost responsible for undergraduate education shall serve ex officio as a member of the council.

15.5.2 Chair

15.5.2.1 The Vice Provost responsible for undergraduate education shall serve as chair of the council, and shall vote when necessary to break a tie vote.

15.5.2.2 The faculty representatives on the council shall elect from among their members a person who shall serve as the assistant chair of the council. The assistant chair shall preside over council meetings in the absence of the chair, act as a liaison between the chair and council members between meetings of the council, and perform such other duties as may be assigned by either the council or the council chair. The assistant chair shall be chosen annually at the first meeting of the council each fall semester and shall serve a renewable term of one year.

15.5.2.3 The Undergraduate Coordinating Council chair shall be responsible for transmitting curricular proposals approved by the council to the chair of the
Graduate Council, the office of registration and records, and the editor of university catalogs for recording and publication.

15.5.3 Duties

15.5.3.1 To establish general policies for undergraduate education.

15.5.3.2 To coordinate the intercollegiate aspects of undergraduate education.

15.5.3.3 In consultation with the colleges, to determine policy for undergraduate general education and for undergraduate studies and baccalaureate programs, and semester hour requirements for undergraduate majors and minors.

15.5.3.4 To foster high standards of undergraduate instruction.

15.5.3.5 To organize and direct the work of the standing committees of the Undergraduate Coordinating Council, to receive reports from such committees, and to render final decisions on the policy recommendations received from them.

15.5.3.6 To determine policy governing programs of undergraduate study. A program of study refers to any academic concentration which is reported on student transcripts.

15.5.3.7 To encourage cooperation among departments and colleges concerning curricular matters and resolve any differences among the colleges.

15.5.4 Minutes and reports of the Undergraduate Coordinating Council shall be deposited in the university archives and distributed in a timely fashion to the executive secretary of the University Council, to the executive vice president and provost, to the chairs of the standing committees of the Undergraduate Coordinating Council, to deans of the undergraduate degree-granting colleges and the Dean of the University Libraries, and to such others as deemed appropriate by the council.

15.5.5 Substantive changes in policies under the jurisdiction of the Undergraduate Coordinating Council must be reported to the University Council. If the University Council disapproves, it shall report its disapproval, together with a written statement of its rationale, to the Undergraduate Coordinating Council. The Undergraduate Coordinating Council shall reconsider the policy changes in question and either:

(i) agree with the University Council and rescind its prior action;

(ii) modify the policy change and notify the University Council of its action; or

(iii) reaffirm its policy decision. If the Undergraduate Coordinating Council reaffirms its policy position, it shall report that action to the University Council, together with a written statement of its rationale. The policy proposal shall take
effect unless disapproved by a two-thirds vote of the total membership of the
University Council. The University Council shall have no authority to alter,
amend, or otherwise modify a policy decision of the Undergraduate Coordinating
Council. Policy changes reported by the Undergraduate Coordinating Council to
the University Council shall be considered approved by the University Council
unless that council takes action to disapprove the proposed policy within six
consecutive weeks of fall or spring semester classes after receipt of the proposal
from the Undergraduate Coordinating Council.

15.6 Standing Committees of the Undergraduate Coordinating Council

15.6.1 General

15.6.1.1 The Undergraduate Coordinating Council shall be assisted in its work by
its standing committees. The standing committees shall be those listed in Section
15.6, plus other standing committees that the Undergraduate Coordinating
Council, subject to the approval of the University Council, shall establish.

15.6.1.2 Each faculty and student representative on the Undergraduate
Coordinating Council shall be appointed by the council to serve on at least one of
the standing committees. Such appointments shall be for one-year terms,
beginning in the fall semester, renewable so long as the appointee continues to
serve on the council. Should the required number of faculty members from the
Undergraduate Coordinating Council be unable to serve on a particular standing
committee of the Undergraduate Coordinating Council, the Undergraduate
Coordinating Council shall be empowered to select a faculty member or members
to serve on that standing committee while retaining the same balance in the
colleges.

15.6.1.3 Faculty members appointed to a standing committee by a college
curriculum committee shall serve a three-year, renewable term beginning in the
fall semester. Terms of college appointees shall be staggered.

15.6.1.4 Student members on the committees shall serve one-year, renewable
terms beginning in the fall semester.

15.6.1.5 Unless otherwise noted, the chair of each committee shall be named by
the Undergraduate Coordinating Council from among the council's faculty
members assigned to the committee. Chairs shall provide liaison between the
council and the committee which they chair. They shall serve one-year, renewable
terms of office beginning in the fall semester.

15.6.1.6 Recommendations from the standing committees regarding policy
changes shall be forwarded, together with a written statement of the rationale for
such changes, to the Undergraduate Coordinating Council for further action.
15.6.1.7 Minutes and reports from the standing committees are to be distributed to all University Council members and copies are to be deposited in the university archives.

15.6.2 Admission Policies and Academic Standards Committee (APASC)

15.6.2.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Two faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences.

4. Faculty members shall serve a three-year renewable term beginning in the fall semester. Terms of college appointees shall be staggered.

5. The chair shall be elected by the voting members of the Admissions Policies and Academic Standards Committee and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Three student members shall be selected by the Admissions Policies and Academic Standards Committee from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. Student membership shall include at least one native and one transfer student.

3. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) Administration Representation

1. One advisor shall be elected by and from the persons with overall responsibility for undergraduate student advisement in each
of the undergraduate degree-granting colleges. The person shall be a voting member.

2. The following, or their designees, shall serve ex officio without vote: vice provost responsible for undergraduate education; vice president for student affairs and enrollment management; director of Admissions; a representative of Educational Services and Programs appointed by the vice provost; Transfer Center coordinator.

15.6.2.2 Duties

(A) Within the policies defined by the Illinois Board of Higher Education, the Board of Trustees, the University Council, and the Undergraduate Coordinating Council, to review and, as necessary, recommend to the Undergraduate Coordinating Council changes in undergraduate policies and regulations dealing with:

- Admission of entering freshman students;
- Admission of transfer students;
- Academic probation; Academic dismissal;
- Readmission;
- Admission to impacted and restricted programs;
- Retention, both in the university and in particular programs.

(B) To recommend guidelines governing college, school, and department policies regarding admission, retention, academic standards, and graduation requirements for their individual programs; and establishing a process by which such policies will be reviewed by the next higher level of academic authority.

(C) To study and make recommendations regarding the impact of college, school, and department admission, retention, and academic standards policies upon other academic units of the university.

(D) To recommend a procedure by which individual student progress toward graduation will be continually monitored.

(E) To monitor and make recommendations for the improvement of the university's undergraduate advisement policies and procedures.

(F) To make recommendations as needed to improve coordination among the Undergraduate Coordinating Council, the office of community college relations, and the persons with overall responsibility for undergraduate student advisement in each of the undergraduate degree-granting colleges.
(G) To coordinate the policies and procedures of the undergraduate college reinstatement committees, and, if necessary, recommend changes in university policies regarding the work of such committees.

(H) To perform such other duties as the Undergraduate Coordinating Council may prescribe.

15.6.3 General Education Committee

15.6.3.1 Composition

(A) Faculty Representation

1. Two faculty representatives from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences, including one from the humanities, one from the social sciences, and one from the other sciences.

4. Faculty members shall serve three-year staggered terms beginning in the fall semester.

5. The chair shall be elected by the voting members of the General Education Committee and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Three student members shall be selected by the General Education Committee from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. No more than one student shall be appointed from any college.

3. Student members shall serve one-year renewable terms beginning in the fall semester.
(C) The vice provost responsible for undergraduate education, the general education coordinator and the associate vice provost for academic outcomes assessment shall serve as ex officio, nonvoting members.

15.6.3.2 Duties

(A) To monitor and evaluate the university general education program.

(B) To recommend policies and procedures which will provide continuing evidence which can be used to evaluate both the program as a whole and individual components of that program.

(C) To make suggestions to colleges and departments regarding improvements that can be made in the general education curricula.

(D) To recommend additions, modifications, and deletions of courses which are a part of the general education curriculum.

(E) To make recommendations regarding the improvement, including the redesign, of the general education program and of individual components of that program.

(F) To perform such other duties as the Undergraduate Coordinating Council may prescribe.

15.6.4 Committee on the Undergraduate Curriculum (CUC)

15.6.4.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

4. Faculty members shall serve three-year, staggered terms.
5. The chair shall be elected by the voting members of the Committee on the Undergraduate Curriculum and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Two student members shall be selected by the Committee on the Undergraduate Curriculum (CUC) from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) The vice provost responsible for undergraduate education shall be an ex officio, nonvoting member.

15.6.4.2 Duties

(A) To recommend general policies regarding the design of the undergraduate curriculum.

(B) To receive decision from the college curriculum committees regarding the substitution, alteration, addition, or deletion of undergraduate courses and programs not in the area of general education. All curriculum decisions involving course content, description, title, and number shall be reported to the Undergraduate Coordinating Council without committee action or comment unless they involve course duplication or overlap between colleges, cross-college concerns, or university standards.

(C) To review and approve, or return to the originating department or college with appropriate comment, all curricular proposals involving course duplication or overlap between colleges, cross-college concerns, or university standards. Proposals approved by the committee shall be reported to the Undergraduate Coordinating Council.

(D) To negotiate and resolve questions concerning course duplication or overlap between colleges, cross-college concerns, or university standards that arise from or concerning proposals for curriculum change. If the committee is unable to resolve such questions to the satisfaction of the affected colleges and departments, the questions shall be forwarded to the Undergraduate Coordinating Council for final action.

(E) To make recommendations regarding university policies governing programs of undergraduate study.
(F) To review proposed new programs of undergraduate study and make recommendations to the Undergraduate Coordinating Council regarding them.

(G) To perform such other duties as the Undergraduate Coordinating Council may prescribe.

(H) To serve as the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges, such as UNIV 101 and curricular offerings from the Division of International Programs and the Center for Black Studies. This responsibility includes usual curricular activity (new, revised, and deleted courses as well as other catalog changes), general education submissions/resubmissions, and review of these units’ overall curricular offerings.

15.6.5 Honors Committee

15.6.5.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

4. One faculty representative shall be appointed by the faculty of the university libraries.

5. Faculty members shall serve three-year staggered, renewable terms beginning in the fall semester.

6. The chair shall be elected by the voting members of the Honors Committee and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation
1. Five student members shall be selected by all students enrolled in the honors program from among the students in the program, one to be nominated to serve on the Undergraduate Coordinating Council.

2. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) The vice provost responsible for undergraduate education and the associate vice provost for university honors shall be ex officio, nonvoting members.

15.6.5.2 Duties

(A) To advise the associate vice provost for university honors on the administration of the program.

(B) To monitor and evaluate the university honors program, and to make recommendations for its improvement.

(C) To evaluate individual components of the honors program and make recommendations to the colleges and departments for their improvement.

(D) To participate in the selection of the associate vice provost for university honors.

(E) To advise the associate vice provost for university honors on extracurricular components of the program.

(F) To perform such other duties as the Undergraduate Coordinating Council may prescribe.

15.6.6 Committee on the Improvement of Undergraduate Education

15.6.6.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.
3. Three faculty members shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

4. One faculty representative shall be appointed by the faculty of the University Libraries.

5. Faculty members shall serve three-year staggered, renewable terms beginning in the fall semester.

6. The chair shall be elected by the voting members of the Committee on the Improvement of Undergraduate Education and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Six students shall be selected so that there are two undergraduate student members from within the different divisions in the College of Liberal Arts and Sciences and one undergraduate student member from each of the remaining undergraduate degree-granting colleges.

2. A representative of the Student Association, appointed by the president of the Student Association, shall serve as an ex officio, nonvoting member of the committee.

3. If the above selection procedures do not produce a minority student, the president of the Student Association shall appoint such a student as a nonvoting member.

4. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) Alumni Representation A representative from the NIU Alumni Association, appointed by that association, shall be an ex officio, nonvoting member.

(D) Administration Representation The following shall be ex officio, nonvoting members of the committee:

- vice provost responsible for undergraduate education;
- associate vice provost for university honors;
- director of one of the special academic units focusing on minority student concerns.
(The executive vice president and provost shall annually, by September, designate the director who is to serve on the committee during that academic year.)

15.6.6.2 Duties

(A) To recommend changes or experiments in the undergraduate program at the university to the Undergraduate Coordinating Council.

(B) To establish the policies and procedures for the annual awards to outstanding undergraduate teachers at the university.

(C) To explore ways of aiding faculty members in improving their methods of teaching.

(D) To report its activities and recommendations related to purpose and duties annually to the Undergraduate Coordinating Council.

15.6.7 Committee on the Undergraduate Academic Environment

15.6.7.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college.

3. One faculty representative shall be appointed by the faculty of the university libraries.

4. Faculty members shall serve three-year staggered, renewable terms beginning in the fall semester.

5. The chair shall be elected by the voting members of the Committee on the Undergraduate Academic Environment and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Four undergraduate student members, at least one to be a nontraditional student, shall be selected by CUAE from nominees
submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. A representative of the Student Association, appointed by the president of the Student Association.

3. A student representative from the Campus Activities Board, appointed by the chair of that board.

4. Student members shall serve one-year renewable terms beginning in the fall semester.

(C) Administration Representation The following shall be ex officio, nonvoting members of the committee: vice president for student affairs and enrollment management or designee; a representative from Housing and Dining appointed by the executive director; a representative from Student Involvement and Leadership Development appointed by the director; vice provost responsible for undergraduate education.

15.6.7.2 Duties

(A) To promote a campus atmosphere which will be maximally conducive to learning, and to stimulation of an appreciation for learning, and for the arts, the humanities, the sciences, and the professions.

(B) To monitor and evaluate the campus environment from the perspective of its compatibility with, and support for, the learning process and the development of an appreciation for learning, and to recommend policies and programs to strengthen that environment.

(C) To evaluate the interface between the curricular and the extracurricular aspects of campus life, and to recommend policies and programs to strengthen that interface.

(D) To evaluate the impact of campus housing policies and facilities upon the learning environment, and, when necessary, to recommend policies and programs designed to make that impact more constructive to the learning environment.

(E) To analyze the adequacy of the campus' support facilities for the learning environment, and to make recommendations for their improvement.

(F) To undertake such specific studies and analyses of the campus learning environment as may be prescribed by the Undergraduate Coordinating Council.
As you know, President Baker has instituted some changes to help the university address some of its chronic problems. The changes related to budget and hiring have had a great impact on the way business is done at NIU. It is important for the Resources, Space and Budget Committee to know your opinion about the advantages and shortcomings of these changes so it can advise the president on these matters. You have been selected to receive this survey because you might have budget and/or hiring responsibilities. Please be assured that your answers to this survey are anonymous. The survey closes on Tuesday, March 31. Thank you.

1. Please select the position title that best describes your role.

- Dean
- Academic Department Chair
- Unit Director or Department Head
- Business Manager
- Other (please specify) [ Specify ]

2. I have budget responsibilities.

- Yes
- No
3. If yes, the new budgeting process implemented by the new university administration under the leadership of President Baker in 2014-15, compared with the old one, is:

| 5 - Better | 4 | 3 | 2 | 1 - Worse |

4. Things I like about the budget process are:

5. Changes I would like to see in the budget process are:

6. Communication about the budget between my unit and the university budget offices are:

| 5 - Better | 4 | 3 | 2 | 1 - Worse |

7. Any further thoughts about the budget process:

8. My unit hired new faculty or staff in FY 2014-15 (choose all that apply).

- Yes, my unit hired faculty.
- Yes, my unit hired staff.
- No, my unit has not hired during FY 2014-15.
9. If yes, the current hiring process implemented by the new university administration under the leadership of President Baker, compared with the old one, is:

- 5 - Better
- 4
- 3
- 2
- 1 - Worse

10. Things I like about the hiring process are:

11. Changes I would like to see in the hiring process are:

12. Any further thoughts about the hiring process:
We thank you for your time spent taking this survey.
Your response has been recorded.
The current proposed state budget cuts and enrollments trends point to a substantive reduction in the University’s operating fund for the upcoming year. Moreover, the State allocation to the University may not be clearly understood until June, just before the start of the fiscal year. The University will need to examine potential resource distribution scenarios as well as revenue generation ideas. We need a shared governance body, therefore, that can be available outside of the typical academic calendar and advise the upper administration on critical and time sensitive budget issues as well as act as a sounding board for revenue generating ideas that may present themselves. It behooves us to allow the RSB to function as a smaller subgroup outside of the academic year calendar because this committee has the background necessary to understand the current budget climate, short-term and long-term financial plans, and budget priorities.

The proposed language presented below in items 2.8.3 (D) and (E) as well as 2.8.4 will address the concerns stated above. Also, because the proposed language points to the need for representatives to be available, as needed, outside of the academic calendar year, we propose expanding the number of faculty on the committee in item 2.8.1 (A). Other strike-outs and additions related to assigning committee members in item 2.8.1 (A) are proposed to reflect current practice.

This proposed expansion of committee personnel must be considered alongside the concurrent proposal to consolidate the Rules and Governance and Elections and Legislative Oversight Committee.

**NIU BYLAWS**

**ARTICLE 2: STANDING COMMITTEES OF THE UNIVERSITY COUNCIL**

**2.8 Resources, Space and Budget Committee**

**2.8.1 Composition**

**2.8.1.1** The Resources, Space, and Budget Committee shall consist of the following members

(A) Eight Twelve faculty members, six four of whom shall be members of the University Council at the time of their nomination, and shall be appointed by the executive secretary of the University Council (with the advice and consent of the University Council). The remaining four six shall be members of the Faculty Senate at the time of their nomination and shall be appointed by the president of the Faculty Senate (with the advice and consent of the Faculty Senate). Faculty members shall serve staggered two-year one-year terms and are eligible
for reappointment. No two faculty members shall be from the same department.

**(B)** One student appointed by the Student Association. The student shall be a member of the University Council at the time of appointment. The student members shall serve a one-year term and shall be eligible for reappointment.

**(C)** One Supportive Professional staff member and one Operating Staff member who shall be members of the University Council. They shall serve one-year terms and shall be eligible for reappointment.

**(D)** One nonvoting member selected by and from the deans of the degree-granting colleges, who shall serve a one-year term and shall be eligible for reappointment.

**(E)** The Chief Financial Officer who shall be ex officio nonvoting.

**(F)** The senior administrator responsible for facilities who shall be ex officio nonvoting.

### 2.8.2 Chair
The chair of the committee shall be a member of the University Council, selected by the executive secretary of the University Council with the advice and consent of the University Council. The chair shall serve a one-year term and shall be eligible for reappointment.

### 2.8.3 Duties

**(A)** To participate with the president and the executive vice president and provost in the development of long-range planning regarding the allocation and reallocation of resources in both the operating and capital budgets and in the assignment and reassignment of space.

**(B)** To advise the president and the executive vice president and provost regarding goals and priorities for the utilization of resources, space, and budgets, and to provide periodic evaluations of progress in achieving the goals and priorities.

**(C)** To make other reports and recommendations to the Faculty Senate and the University Council regarding resource allocations and utilization as the committee feels appropriate or as may be requested by the faculty senate or University Council. In addition to holding regular meetings to seek input on resource needs and priorities, the committee shall meet with the president and the executive vice president and provost, together and/or separately, at least two times a semester, to offer advice on budget and space issues. The committee shall report its
recommendations and evaluations to the Faculty Senate and the University Council.

(D) To advise the president and executive vice president and provost on critical, time sensitive budget issues affecting the university.

(E) To participate and advise the president and executive vice president and provost on resource allocation matters and revenue generation opportunities that arise.

2.8.4 Operating outside of the academic calendar

(A) In order to address item 2.8.3 (D) under committee duties, the committee is authorized by the University Council to function outside of the academic year calendar, without a quorum, providing there are at least five voting members, the majority of which must be faculty.

Alternates for this committee operating outside of the academic year will be selected by the Executive Secretary of the University Council.
Northern Illinois University
Operating Staff Council
Meeting Report: Thursday, March 5, 2015

The Operating Staff Council (OSC) met on Thursday, March 5, 2015 in the Holmes Student Center Clara Sperling Sky Room. The meeting was called to order at 9:08 a.m. by Jay Monteiro, OSC President.

Guests: Dr. Doug Baker, President, and Roselyn Snell, Affirmative Action and Diversity Resources.

President Baker:
The Council had provided Dr. Baker with a list of questions to be answered during his visit.

1. Do you have any specific information that you can share on how the governor’s new state budget proposal will impact NIU? Baker went over Governor Rauner’s proposed budget with an accompanying brief slide presentation.

2. Do you see layoffs, outsourcing, or furloughs as potential solutions to our budget reduction? Dr. Baker explained that at his last position the campus bookstore and food services were outsourced. In both cases, employees seemed happy with these situations, because the companies had opportunities for workers that were not available prior to outsourcing.

3. Is NIU doing anything in regard to the governor’s recommendation that all current employees be moved to the Tier II retirement plan? Dr. Baker was very hopeful that the Illinois Supreme Court will back the retirement plans as they are with no changes.

4. There are a lot of plans for student retention. Are there any plans for employee retention? Dr. Baker wants to keep budget reductions as low as possible, and work on keeping student retention up.

5. With morale being a topic of concern within all employee shared governance groups on campus, what are three things that the administration is doing to help improve morale? President Baker deferred to John Hulseberg, OSC member and chair of the Employee Morale ad hoc committee, who shared the OSC’s two-part Employee Morale Action Plan. Part 1 consists of OSC requests to the President’s cabinet, which include: support for the Operating Staff Personnel Advisor position; recognition of potential employee morale issues during the Program Prioritization Process; addition of a “comment” or “suggestion” form on the Resources for Faculty & Staff webpage at niu.edu; and improvement of communication through the inclusion of important and timely employee information on payroll advice forms to share important or timely information. Part 2 of the plan represents the OSC’s initial action plan steps, which include: implementing a series of brown bag luncheons specifically designed for Civil Service employees; continuing to develop the relationship between the OSC and the University Council; promoting communication between the OSC and Civil Service employees; rotating three monthly OSC meetings to different locations on campus to raise awareness about the council and make it more accessible to Civil Service employees; adding an e-newsletter; and encouraging efforts to recognize employee accomplishments, especially at the supervisor level.

6. We know that an Operating Staff Personnel Advisor position that is on par with a Faculty and SPS position has been approved. What are your thoughts on this position and where are we in the process? President Baker is supportive of this position. Andy Small had given him the timeline and hopefully will be realized by August for FY16.
7. **What can the OSC do to help him in his role?** We can work together to make sure information is shared in different outlets; OSC’s Public Relations subcommittee, NIUToday, e-mail announcements, etc. Sarah Klapier suggested that the President’s PowerPoint presentation be redone by someone who knows public finance and who can explain in simpler terms why certain funds have to be used in certain ways.

**Roselyn Snell:**

Ms. Snell shared information about the upcoming conference, “NIU Experience: Journey into Affirmative Action and Diversity.” The conference intends to highlight diversity in a very broad sense, and emphasize positive action for positive change. The conference will be on Wednesday, March 25, 2015.

**During announcements:**

- It was announced that House Bill 403, which would repeal the 50% tuition waiver has been introduced in the Illinois House. Monteiro encouraged everyone to contact their representative(s) about the bill, but stressed that this should be done on personal stationery, e-mail, or phone rather than using NIU resources for this correspondence.

**Sub-committee reports included:**

**Workplace Issues**

The committee is finalizing plans for its “Steer Your Career” brown bag series.

**Ad hoc Employee Morale Committee**


**Public Relations**

Patricia Liberty-Baczek reported that 14 welcome letters were sent to new employees in January. She also shared that eight applications were submitted for the Operating Staff Dependent Scholarship Award.

**Employee Advisory Council (EAC)**

Andy Small, EAC chair, reported that the February EAC meeting was quite contentious. The University of Illinois was recently audited by the State Universities Civil Service Systems Office, and there were over 700 findings regarding AP (SPS) versus civil service positions. University of Illinois is now claiming that the system is “broken” and is talking about wanting to revise the system. Hearings are planned at which Small plans to participate.

**Old Business:**

1. **Proposed Non-Smoking Policy** – The Smoke Free Campus Task Force, looking for input on NIU’s proposed non-smoking policy, held four sessions with students, faculty, and staff to garner their opinions. Most were concerned that NIU’s policy is tougher than the law requires. The state law goes into effect July 1, 2015.

2. **Program Prioritization** – The results of the online survey that was conducted from February 9 through 23, 2015, to determine potential criteria is being used to evaluate academic and administrative programs, and to establish quintiles.

3. **Flex-Time** – There was discussion about whether NIU administration would allow flex-time in the summer of 2015. Monteiro expressed the opinion that this summer will likely be the same as last year, i.e., flex-time will be an option, as long as offices are staffed all five days of the work week.
New Business:
  Wellness Fair – The Wellness Fair will be held on April 1, 2015. OSC will have a table at the fair.

  The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Jay Monteiro
President, Operating Staff Council
SUPPORTIVE PROFESSIONAL STAFF COUNCIL
Meeting Summary: March 12, 2015

The SPS Council met on March 12. We heard from two guest speakers: Jennifer Groce, Director of Community Affairs spoke about her role and her activities in working to enhance relations and collaborate on planning projects between the university and its local and regional partners.

Karen Baker, Associate Vice President, HR and Affirmative Action and Diversity Resources joined us at the request of Executive Vice President and Provost Lisa Freeman to discuss university policies and practices on granting release time for a variety of campus events. The Council discussed the benefits and logistical issues with granting release time, which is always dependent on operational needs.

Announcements summarized the Presidential Commission on the Status of Minorities diversity conference at our Naperville campus on March 21. The Center for Diversity Resources conference on campus will be on March 25. Money Smart events will begin in April, with many additions to the agenda. SURS will be coming to campus to provide retirement consultations on April 28 and 29. President Baker’s Budget Reform presentation is posted on the SPSC VIBE site. Volunteers were solicited for NIU Cares Day on April 19.

The Awards committee reported on plans for the SPS Awards reception on April 14, 2:00-4:00. All award notifications have gone out to recipients. The 2015 recipients of the Presidential SPS Award for Excellence are: Patricia Anderson, (Alumni Relations); Ben Bingle (NGOLD); Betsy Hull (College of Education); and Jennifer Kirker-Priest (Anthropology Museum).

The Constitution and Elections Committee is compiling nominations for representatives, and communicating with nominees. Elections will occur soon. Events sponsored by the Council will include: tour of the NIU greenhouses, RAD training, a STEM Outreach activity, another Office 365 workshop, and another social event. The recipient of the SPS dependent scholarship, Leyla Puscar will receive her recognition at the Awards event. Workplace Issues is working on morale concerns.

The Council will have a table at the April 1 Wellness Fair, and we continue to work on leadership development efforts.

Respectfully submitted,

Deborah Haliczer, President, SPSC
On April 30, 2008, the University Council approved the change in this position title from Faculty Personnel Advisor to Faculty and Supportive Professional Staff (SPS) Personnel Advisor. At that time, the change in title was recommended in order to emphasize the appropriateness of SPS employees using the services of the personnel advisor. While the position title was updated in 2008, no other revisions to the content of the bylaw article were discussed at that time. Those revisions are being recommended now so that the position description coincides with the intent of the position title change as well as with current practice.

**ARTICLE 9:
FACULTY AND SPS PERSONNEL ADVISOR**

The Faculty and SPS Personnel Advisor is a resource person whose services are available to any faculty member (ranked or no-rank faculty), administrator, Supportive Professional Staff member, or personnel body in the university. The advisor's role includes such activities as the following:

- To advise faculty and SPS members about the personnel policies and procedures within the university and the courses of action open to faculty and SPS members;

- To advise and assist faculty and SPS members who are experiencing difficulties with the personnel process;

- To advise and assist faculty and SPS members dissatisfied with personnel decisions;

- To observe the workings of the personnel process and to recommend needed changes or clarification;

- And to serve as grievance officer in cases of faculty pursuing the grievance procedure set forth in Section 10.2 of these bylaws.
NIU Bylaws Article 3.1 requires that the University Council meeting minutes be presented to the University Council body for review and approval, which provides ample opportunity for any edits; thus duplicating the duties of the UC-Minutes Committee. It is proposed that this duplication of effort be addressed by eliminating the UC-Minutes Committee. Moreover, deleting this committee will free up valuable faculty and staff time for other, more important responsibilities.

NIU BYLAWS
ARTICLE 2: STANDING COMMITTEES OF THE UNIVERSITY COUNCIL

2.3 Minutes Committee

2.3.1 Composition The Minutes Committee shall consist of members of the University Council as follows:

- Two elected faculty members;
- One student member;
- One administrator;
- The executive secretary of the University Council who shall serve as chair.

The committee chair shall be appointed by the executive secretary with the advice and consent of the University Council.

2.3.2 Duties Review a draft copy of the minutes prepared by the recording secretary and assist in the final drafting of the minutes.
In order to streamline our processes and reduce the overall number of committees on which University Council members must serve, we propose two actions: 1) consolidating the current University Council Rules and Governance Committee with the University Council Elections and Legislative Oversight Committee, and 2) making this committee a joint committee of the Faculty Senate and University Council. By making this change, two additional University Council faculty members can be assigned to the Faculty Senate-University Council Committee on Resource, Space and Budget (RSB) where committee representation is necessary beyond the academic calendar. Moreover, University Council members not assigned to a standing committee would then be available to populate any ad hoc committees created to address time sensitive issues not otherwise covered in a current standing committee.

UNIVERSITY COUNCIL BYLAWS

2.2 Faculty Senate-University Council Committee on Rules, Governance and Elections

2.2.1 Composition The FS-UC Committee on Rules, Governance and Elections shall consist of the following members:

(A) Eight faculty members, four of whom shall be members of the University Council, and shall be appointed by the executive secretary of the University Council (with the advice and consent of the University Council). The remaining four shall be members of the Faculty Senate and shall be appointed by the president of the Faculty Senate (with the advice and consent of the faculty Senate). No two faculty members shall be from the same department. Faculty members shall serve one-year terms and shall be eligible for reappointment.

(B) One student appointed by the Student Association. The student shall be a member of the University Council. The student member shall serve a one-year term and shall be eligible for reappointment.

(C) One Supportive Professional staff member and one Operating Staff member who shall be members of the University Council. They shall serve one-year terms and shall be eligible for reappointment.

(D) One nonvoting member selected by and from the deans of the degree-granting colleges, who shall serve a one-year term and shall be eligible for reappointment.
The committee chair shall be appointed by the executive secretary with the advice and consent of the University Council.

2.2.2 Duties

(A) Advise the University Council or Faculty Senate on any question referred to it by the University Council or Faculty Senate involving the interpretation of the university Constitution or Bylaws, and/or Faculty Senate Bylaws, and including questions relating to the definition or application of academic freedom standards.

(B) Administer and supervise elections to the University Council and Faculty Senate. Faculty Senate representatives on the committee will administer the Faculty Senate elections; University Council representatives will administer the University Council elections.

(C) Make final rulings on the eligibility of candidates from colleges and the University Libraries and all other election matters not specifically covered by these procedures.

(D) Review, prior to the elections in those years which are multiples of three, the ratio of the faculty in each college who are on regular contract, excluding the supportive professional staff and the faculty member from the University Libraries, to the total number of faculty in all colleges who are on regular contract and recommend to the University Council any needed adjustment in the number of elected faculty seats on the University Council allocated to each college.

(E) When a university committee or council requires staggered terms for its elected faculty members, determine in advance of the election which seats in each college shall be filled for one-, two-, or three-year terms. Such a determination must be made before the initial election of faculty to such a committee or council, and before the first election after each successive reapportionment of seats on the committee or council. Staggered terms shall be assigned so that, as nearly as possible, there will be an equal number of members of the council or committee elected each year and an equal number of members elected from each faculty constituency each year.

(F) Administer and supervise all referenda that require the vote of the entire faculty of the university.

(G) Monitor legislation that affects higher education and report the status of such legislation to the University Council so that appropriate actions may be taken.
2.2 Elections and Legislative Oversight Committee

2.2.1 Composition. The Elections and Legislative Oversight Committee shall consist of members of the University Council as follows:

- One elected faculty member from each college and the University Libraries;
- One member from the operating staff;
- One member from the supportive professional staff;
- One student member.

The committee chair shall be appointed by the executive secretary with the advice and consent of the University Council.

2.2.2 Duties.

2.2.2.1 Administer and supervise elections to the University Council.

2.2.2.2 Make final rulings on the eligibility of candidates from colleges and the University Libraries and all other election matters not specifically covered by these procedures.

2.2.2.3 Review, prior to the elections in those years which are multiples of three, the ratio of the faculty in each college who are on regular contract, excluding the supportive professional staff and the faculty member from the University Libraries, to the total number of faculty in all colleges who are on regular contract and recommend to the University Council any needed adjustment in the number of elected faculty seats on the University Council allocated to each college.

2.2.2.4 When a university council or committee requires staggered terms for its elected faculty members determine in advance of the election, which seats in each college shall be filled for one, two, or three-year terms. Such a determination must be made before the initial election of faculty to such a council or committee, and before the first election after each successive reapportionment of seats on the council or committee. Staggered terms shall be assigned so that, as nearly as possible, there will be an equal number of members of the council or committee elected each year and an equal number of members elected from each faculty constituency each year.

2.2.2.5 Administer and supervise all referenda that require the vote of the entire faculty of the university.

2.2.2.6 Monitor legislation that affects higher education and report the status of such legislation to the University Council so that appropriate actions may be taken.
2.5 Rules and Governance Committee

2.5.1 Composition The Rules and Governance Committee shall consist of members of the University Council as follows:

- Seven elected faculty members from at least five colleges;
- Two student members who are not from the same college;
- Two deans from among the colleges and Graduate School.

The committee members and committee chair shall be appointed by the executive secretary with the advice and consent of the University Council.

2.5.2 Duties Advise the University Council on any question referred to it by the University Council involving the interpretation of the university Constitution or Bylaws, and including questions relating to the definition or application of academic freedom standards.
As we look at the process of re-engineering our committee structure – including possible committee consolidation or new committee creation – the process necessary to update the specific list of committee names in Article 4 of the Constitution each time a change is proposed could be cumbersome. The proposed language revision to NIU Constitution, Article 4 creates a less cumbersome process. Committee structure changes will still require the process necessary for NIU Bylaw revisions, including two-thirds vote of the University Council membership, but will not require faculty referendum, nor BOT approval.

NIU CONSTITUTION
ARTICLE 4: STANDING COMMITTEES OF THE UNIVERSITY COUNCIL

The standing committees of the University Council shall be as defined in the NIU Bylaws: Elections, Minutes, Personnel, Rules, and Steering. The composition and duties of these committees shall be prescribed in the university bylaws.