I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

III. APPROVAL OF THE MINUTES OF THE FEBRUARY 3, 2016 MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

V. CONSENT AGENDA

VI. UNFINISHED BUSINESS
   A. Proposed revisions to NIU Bylaws Article 22, Amendment of Bylaws – Pages 3-5
      SECOND READING – ACTION ITEM

VII. NEW BUSINESS
   A. Proposed revisions to NIU Bylaws Articles 15.5 and 15.6
      Undergraduate Coordinating Council and Standing Committees of the Undergraduate Coordinating Council – Pages 6-27
      FIRST READING

VIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES
   A. FAC to IBHE – Paul Stoddard – report
   B. University Advisory Committee to the Board of Trustees – no report
      Greg Long, Dan Gebo, Rebecca Shortridge, Leanne VandeCreek
      Steve Builta, Holly Nicholson
   C. Academic Policy Committee, Chris McCord, Chair – no report
   D. Resources, Space and Budget Committee – Mark Riley, Chair – no report
   E. Rules, Governance and Elections Committee – Therese Arado, Chair – no report
   F. University Affairs Committee – Linda Saborio, Chair – no report
   G. Student Association – report
      Giuseppe LaGioia, Student Association
      Dillon Domke, Speaker of the Senate
H. Operating Staff Council – Holly Nicholson, President – report

I. Supportive Professional Staff Council – Steve Builta, President – no report

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, Board of Trustees
E. Minutes, Campus Security and Environmental Quality Committee
F. Minutes, Committee on the Improvement of Undergraduate Education
G. Minutes, Committee on the Undergraduate Academic Experience
H. Minutes, Committee on the Undergraduate Curriculum
I. Minutes, General Education Committee
J. Minutes, Graduate Council
K. Minutes, Graduate Council Curriculum Committee
L. Minutes, Honors Committee
M. Minutes, Operating Staff Council
N. Minutes, Supportive Professional Staff Council
O. Minutes, Undergraduate Coordinating Council
P. Minutes, University Assessment Panel
Q. Minutes, University Benefits Committee
R. Minutes, Univ. Comm. on Advanced and Nonteaching Educator License Programs
S. Minutes, University Committee on Initial Educator Licensure
T. Annual Report, Faculty and SPS Personnel Advisor

XI. ADJOURNMENT
In order to ensure the University Council is able to conduct its business effectively and to enable the University Council to effect change it deems necessary in a timely manner, the following revision to the NIU Bylaws amendment process is proposed.

NIU Bylaws
Article 22: Amendment of Bylaws

Amendment of bylaws shall be accomplished as follows:

22.1 Written notice of a proposed amendment may be presented at any regular meeting of the University Council, but no action shall be taken on a proposed amendment until at least the next regular meeting of the University Council. The waiting period may be waived by a vote of three-fourths of the members voting.

22.2 A vote on an amendment to the bylaws requires the presence of sixty percent plus one of the voting membership of University Council. To become effective, an amendment must be approved by a vote of two-thirds of the voting members in attendance total current membership of the University Council.
February 25, 2016

To: Members of University Council

From: Greg Long
Executive Secretary

Re: Proposed revision to NIU Bylaws Article 22

During its February 3 meeting, the University Council had a first reading of a proposed revision to NIU Bylaws Article 22 (Amendment of Bylaws).

During the discussion, Professor Helen Khoury shared comments regarding the potential impact of changes to the voting threshold. I met with her individually the following week to discuss her concerns. At that time, she gave me the report included on the following page and asked that it be added to the agenda packet. I encourage you to read her report. There will be ample opportunity during the University Council meeting (March 2) for further discussion.
Date: Feb. 17, 2016

Discussing Implications of the Proposed Amendment, of the NIU Bylaws, that was presented to the University Council on Feb. 3rd, 2016, as a first Reading.

NIU Bylaws: Article 22: Amendment of Bylaws.

22.2 A vote on an amendment to the bylaws requires the presence of sixty percent plus one of the voting membership of (the) University Council. To become effective, an amendment must be approved by a vote of two-thirds of the voting members in attendance.

total current membership of the University Council.

Currently, the VOTING membership of the University Council consists of:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Number</th>
<th>Ratio to Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIU Faculty members</td>
<td>32</td>
<td>50.79 %</td>
</tr>
<tr>
<td>NIU Staff</td>
<td>4</td>
<td>6.35 %</td>
</tr>
<tr>
<td>NIU Students</td>
<td>16</td>
<td>25.40 %</td>
</tr>
<tr>
<td>Ex-Officio Voting Admins</td>
<td>11</td>
<td>17.46 %</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>Total voting members of the University Council</td>
</tr>
</tbody>
</table>

The above proposed Bylaw changes imply the following:

(1) **Currently**, for a Bylaw change, a vote of 2/3 of the voting membership of the University Council is needed. That is, 2/3 of 63 = 42 supportive votes are needed for a change to pass.
(This implies that if 42 voting members are attending, 42 supportive votes may pass a change)

The proposed change to the Amendment of Bylaws implies that, for a Bylaw change to come to a vote, at least 60% +1 of the University Council voting members need to attend. That is, an attendance is needed of at least (60% of 63) + 1 = 38 voting members before a vote is considered.

(2) Please look at the following table for values of possible implications of the proposed changes:

<table>
<thead>
<tr>
<th>Possible Number of Attending VOTING members</th>
<th>Proposed at least 38 VOTING members to be present</th>
<th>Proposed 2/3 of those attending to pass a vote. So, number of minimum votes needed to PASS a change</th>
<th>“Possible” Combinations with the Number of Faculty (out of 32) that may approve to pass a vote with the proposed amendment changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>38</td>
<td>42</td>
<td>(11 + 16 + 4 + 11) → (11/32 = 34% of Faculty)</td>
</tr>
<tr>
<td>60</td>
<td>38</td>
<td>40</td>
<td>(11 + 16 + 4 + 9) → (9/32 = 28% of Faculty)</td>
</tr>
<tr>
<td>57</td>
<td>38</td>
<td>38</td>
<td>(11 + 16 + 4 + 7) → (7/32 = 22% of Faculty)</td>
</tr>
<tr>
<td>54</td>
<td>38</td>
<td>36</td>
<td>(11 + 16 + 4 + 5) → (5/32 = 15% of Faculty)</td>
</tr>
<tr>
<td>51</td>
<td>38</td>
<td>34</td>
<td>(11 + 16 + 4 + 3) → (3/32 = 9% of Faculty)</td>
</tr>
<tr>
<td>48</td>
<td>38</td>
<td>32</td>
<td>(11 + 16 + 4 + 1) → (1/32 = 3% of Faculty)</td>
</tr>
<tr>
<td>45 Average Number of Attendance (?)</td>
<td>38</td>
<td>30</td>
<td>Zero Faculty may be included to pass a vote</td>
</tr>
<tr>
<td>42</td>
<td>38</td>
<td>28</td>
<td>Zero Faculty may be included to pass a vote</td>
</tr>
<tr>
<td>39</td>
<td>38</td>
<td>26</td>
<td>Zero Faculty may be included to pass a vote</td>
</tr>
<tr>
<td>38</td>
<td>38</td>
<td>25</td>
<td>Zero Faculty may be included to pass a vote</td>
</tr>
</tbody>
</table>
Report of the Academic Policies Committee

The committee proposes a significant restructuring of the curricular approval process. The changes proposed include:

- The consolidation of the Committee on the Undergraduate Curriculum (CUC) and Admissions Policies and Academic Standards Committee (APASC) and Undergraduate Coordinating Council (UCC) into a single Baccalaureate Council, to parallel the Graduate Council;
- The consolidation of two of the subordinate committees, the Committee on the Improvement of Undergraduate Education (CIUE) and the Committee on the Undergraduate Academic Environment (CUAE), into a single Committee for the Improvement of the Undergraduate Academic Experience;
- Simplifying and clarifying the process by which the University Council may exercise its right to review substantive curricular changes.

History and rationale:

The 1985 Constitution and Bylaws established a complex curricular approval process at the university level, in which curricular actions are first considered by the CUC, then referred as necessary to APASC, with the results forwarded to the UCC, who doesn’t actually act on the items, but who has to approve the minutes of the CUC and APASC meetings, and so implicitly approve the action items. Once UCC approves the minutes, the UCC approval is then forwarded as needed to UC, which does not have the right to approve actions, but has the right to register disagreement and send issues back to UCC for reconsideration. After UCC’s reconsideration, UC then has the right to disapprove the proposal, and has an extended window of time in which to consider whether or not to exercise that right.

This complex structure has significantly inhibited curricular change, at a time when higher education is rapidly evolving, and colleges and universities are struggling to keep up. The complexities of our process can easily cost NIU a year or more in its ability to make curricular changes. By consolidating the CUC, APASC and UCC into one body, empowering that body as the voice of the faculty and students on curricular issues, and simplifying the process by which UC may exercise its right of review, this proposal maintains the shared governance control over the curriculum that is essential to the integrity of the university, while significantly streamlining the process.

The change elevates the status of the proposed Baccalaureate Council to parallel that of the Graduate Council. The proposal clarifies that Baccalaureate Council is the shared governance body responsible for all aspects of the baccalaureate experience, not just for the formal curriculum. As such, the other shared governance bodies concerned with the undergraduate experience will all report to the Baccalaureate Council. This includes the General Education Committee, the Honors Committee and the proposed Committee for the Improvement of the Undergraduate Academic Experience. This last is the consolidation of two existing committees, the CIUE and CUAE. Both of these committees have rather modest workloads, which overlap to some extent. By consolidating these, and by merging the roles of APASC and the CUC up into the Baccalaureate Council, the number of subordinate committees has been reduced from six to three.
PROPOSED

ARTICLE 15: ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.5 Baccalaureate 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 based on the most current data available from office of the executive vice president and provost.

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.

(B) 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.

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 and the Academic Advising Center. The person shall be a voting member.

(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 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 university requirements for undergraduate programs of study.

15.5.3.2 To review proposed new undergraduate programs of study.

15.5.3.3 In accordance with the policies defined by the Illinois Board of Higher Education, the Board of Trustees, and the University Council, to determine 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.

15.5.3.4 To review college, school, and department policies regarding admission, retention, academic standards, and graduation requirements for their individual programs.

15.5.3.5 To review 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. Curriculum decisions involving course content, description, title, and number shall only require Baccalaureate Council action or comment if they involve course duplication or overlap between colleges, cross-college curricular concerns or university standards.

15.5.3.6 To coordinate the intercollegiate aspects of undergraduate education and encourage cooperation among units and colleges. This includes reviewing and resolving issues concerning course duplication or overlap between colleges, cross-college curricular concerns, or conflicts with university standards.

15.5.3.7 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.

15.5.3.8 To receive reports from the its subcommittees regarding their work.

15.5.4 Minutes and reports of the Baccalaureate 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 Council are subject to review and potential disapproval by the University Council. The Baccalaureate Council shall report to the University Council changes that the Baccalaureate Council considers to be substantive. The University Council may also determine that it considers an issue to be substantive and subject to University Council review. To do so, at its next regularly scheduled meeting after receipt of such a report, the University Council will have the opportunity to indicate (by a majority vote of those present and voting) an intention to review an action of the Baccalaureate Council that was not referred to it. Whether an item is referred to University Council or is voted by University Council as substantive, University Council shall act on the proposal within the next two subsequent meetings. If the University Council does not, on the timetable indicated, indicate its intention to review an action and then vote on that action, then the action of the Baccalaureate Council will be deemed to be approved.

15.6 Standing Committees of the Baccalaureate Council

15.6.1 General

15.6.1.1 The Baccalaureate 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 Baccalaureate Council, subject to the approval of the University Council, shall establish.

15.6.1.2 Faculty and student representative on the Baccalaureate 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 Baccalaureate Council be unable to serve on a particular standing committee, the Baccalaureate Council shall be empowered to select a faculty member or members to serve on that standing committee.

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 Baccalaureate 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 Baccalaureate 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 General Education Committee

15.6.2.1 Composition

(A) Faculty Representation

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

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.

(C) Administrative Representation

1. One advisor shall be elected by and from the persons with overall responsibility for undergraduate advisement in each of the undergraduate degree-granting colleges and the Academic Advising Center. The person shall serve ex-officio without a vote.

2. The following shall serve ex-officio without a vote: the vice provost responsible for undergraduate education; the associate vice provost for academic affairs; and associate vice provost for academic assessment.
15.6.2.2 Duties

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

(B) To recommend 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 Council.

15.6.3 Honors Committee

15.6.3.1 Composition

(A) Faculty Representation

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

(C) Administration Representation. The vice provost for undergraduate education and the director for University Honors shall be ex officio, nonvoting members.
15.6.3.2 Duties

(A) To advise the director 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 director for University Honors.

(E) To advise the director for University Honors on extracurricular components of the program.

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

15.6.4 Committee for the Improvement of the Undergraduate Academic Experience

15.6.4.1 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 natural sciences.

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

(B) Student Representation

1. Seven 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.

(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;

4. Director of University Honors.

(E) **Chair.** The chair shall be elected by the voting members of the Committee for the Improvement of the Undergraduate Academic Experience.

**15.6.4.2 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 Baccalaureate Council.
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.