OPENING: The meeting was called to order by D. Wade, Chair.

I. APPROVAL OF THE AGENDA

It was moved by D. Wade, seconded by J. Parker, to approve the agenda. Motion passed.

II. ANNOUNCEMENTS

A. Electronic Approval of Minutes for 11/2/05.

The minutes for meeting number 128 were approved via email.

III. OLD BUSINESS

A. Limited Retention Policy—Operations Management and Information Systems

B. Limited Retention Policy—B. S. in Business Administration

D. Wade presented the request to continue offering the Operations Management and Information Systems and the B.S. in Business Administration programs under their respective existing retention policies.
These requests were inadvertently omitted from the materials presented at last year’s APASC meeting for approval.

*It was moved by D. Wade, seconded by E. Mogren, to approve the request for continuation of these limited retention programs. Motion passed.*

**IV. NEW BUSINESS**

**A. Undergraduate Catalog Change—Satisfactory Academic Progress Section**

D. Wade clarified that the proposed catalog change involved a deletion of nonessential text, i.e., the paragraph describing the Declaration of Major Requirement and the reference to this in the subsequent paragraph.

*It was moved by D. Wade, seconded by M. J. Blaschak, to approve the changes as submitted (see below).*

*Catalog Copy for Satisfactory Academic Progress for Undergraduates/Postgraduates*

**Deletions:**
Declaration of Major Requirement

Students who have earned 60 or more semester hours at NIU and elsewhere and who have not formally declared a major are immediately ineligible for financial aid. Such students may formally appeal their ineligibility by contacting the dean of their major college or the dean’s designee.

**Changes:**

The satisfactory academic progress policy is in effect for each academic year of a student’s enrollment. Satisfactory academic progress is evaluated after the completion of each term of enrollment. Students who have an unsuccessful term(s) will receive written notification of their current status. Evaluations are based on courses completed at NIU. NIU and transfer credits are used in the calculation of “Maximum Time Frame Requirement.”

D. Wade further explained that the language is no longer required because students who have earned 60 or more semester hours are no longer immediately ineligible for financial aid. According to the Office of Financial Aid, such students will be governed by other financial aid policy and procedures. Therefore, any references to this language need to be deleted.
Motion passed.

B. Undergraduate Catalog Change—Academic Advising Center

D. Wade presented the proposed catalog changes referring to the Academic Advising Center (AAC) approved by the members of the Advising Group. M. Pritchard stated that the contact information found on the first page of the catalog changes should be omitted. Primarily, the proposed text signified locations in the catalog of where the language should be placed denoting that an Academic Advising Center existed and that students could be referred to this service. The Advising Deans’ voted on each proposed paragraph. Discussion involved the proposed text that contained a comment where an objection was raised.

Beginning with the fall 2005, the AAC exists to advise those students who do not have a major or a college. The concern as expressed in the faculty senate memo is that traditionally the oversight of advising has been under the auspices of the colleges and that there is no faculty involvement at least at the oversight level if not at the direct level with the AAC as currently proposed.

The AAC will have no faculty and no faculty oversight or involvement over various decisions and therein lies the concern regarding late course withdrawals, university withdrawals, re-enrollment after withdrawal, interviews of students who are on academic probation, retaining dismissed students, concurrent enrollment, and financial aid ineligibility for those students who are not making satisfactory academic progress. The faculty senate has indicated that they would like to have some faculty oversight over the AAC that is now being delegated these powers for students who have declared no college and no major.

The following clarifications were made and issues were raised:

- E. Seaver stated that once a student selects a college or major, the student is referred to the department and/or college and all administrative actions are processed within that department/college.
- Can students stay undecided indefinitely? This would not serve students well as they cannot graduate from NIU as undecided. The AAC’s objective is to assist students make an informed decision and provide them with career planning/exploration resources.
- What help will the AAC offer to these undecided students? E.. Seaver stated that a number of methods would be employed by the AAC, e.g., talking to the students about their career interests, ensuring the students select general education courses that meet a number of academic programs, referring students to career counseling, referring students to the college advisors, etc. He further stated that the goal of the AAC is to move students on toward selecting a major after 1-2
semesters. The AAC should be viewed as a part of the entire campus advising system.

- If the AAC advisors are recommending a series of courses to take, on what basis does the AAC advisors make these recommendations? E. Seaver indicated that the AAC advisors will develop a relationship with the student and discuss their options. The AAC advisors have been in contact with each college and are familiar with their programs. AAC advisors would inform students what general education course selection would allow them to explore a specific career area, provide them with contact information for a specific department and encourage students to contact the advisor in that department.

- If a student comes in and states they are truly undecided, and yet they have a sense of what they want to do, then why are the students being advised by the AAC? Why aren’t they being passed on to the departments? It was again clarified that only those students who do not have a major or college affiliation will be advised by the AAC.

- Why is the AAC recommending certain courses or exceptions of certain courses? It was stated that there are no exceptions or exemptions being made by the AAC. E. Seaver indicated that the AAC will not initiate requests for waivers of graduation requirements nor will the AAC oversee or decide on reinstatements from undecided students. Nor will the AAC allow students to graduate from the university as undecided. Nor will they initiate 3rd course repeats or make modifications of transfer credits. The AAC’s role is not about advising within the major; rather it’s moving students through the decision-making process and getting them into a major.

- What will the AAC’s responsibilities be within the scope of advising? E. Seaver indicated that the AAC will help students work through the process of determining a major.

- S. Eaton pointed out that first generation students may need assistance in the decision-making process toward declaring a major because they don’t have the familial support or experience in career exploration. The AAC offers them the opportunity to explore the prospective majors they may not otherwise have.

- Will the constitution of the AAC reflect that they will not initiate waivers or exceptions?

It was moved by E. Mogren, seconded by J. Parker, that the organic constitution of the AAC needs to reflect that the AAC won’t initiate exceptions or waivers to academic requirements.

E. Seaver stated that students who came to the AAC seeking exemptions on academic requirements would be referred to the appropriate college. Furthermore, the AAC will work with displaced students who do not meet academic requirements for specific programs and work with these students to make decisions about what steps they need to take. Basically, the AAC will
serve as a clearinghouse of information for students seeking direction about where to go to get their questions answered. If students believe they are in need of an exception and they are not affiliated with a college, they will need to seek counseling from the AAC. Appropriate statements regarding advising limitations placed on the AAC will be included in the operating manual of the AAC.

A friendly amendment was made by D. Wade to the above motion, seconded by M. Pritchard, that the policies and procedures of the AAC need to reflect that the AAC cannot initiate or approve exemptions to curricular requirements or requests for waivers to university graduation requirements. Motion passed.

D. Wade suggested that a faculty oversight body be formed to oversee the activities of the AAC. E. Seaver indicated that the formulation of this committee was an initial part of the plan for the AAC primarily for accountability purposes and to provide information on assessment of the Center’s activities.

This particular committee would make decisions on the withdrawals, probation, dismissal and reinstatements of students who are not affiliated with a college. However, the committee needs to be appropriately defined due to the concern of faculty that the authority is being moved to central administration and out of the colleges on these particular issues.

It was moved by E. Mogren, seconded by M. Pritchard, that a faculty oversight committee be established for the AAC. The language should reflect that of the faculty senate’s recommendation. That is, a body of faculty and representatives of the various colleges, and experienced advisors and administrators with jurisdiction over academic affairs. This body should be responsible for evaluating effectiveness and recommending modifications (or development) of advisement policy.

Motion carried. 1 abstention

The following changes to the proposed AAC catalog language as excerpted out of the initial catalog changes presented to APASC affecting the Academic Advising Center were discussed:

p. 20 Readmission of Former NIU Students

Reentering students who left NIU on academic probation that are undecided on a major and or who have no college affiliation…

p. 41 – Top paragraph
or with the Academic Advising Center, if the student has no major or college affiliation.

p. 41 – Academic Advising Center

The Academic Advising Center advises all students who have no major or college affiliation.

p. 42 – Withdrawal from a Course

or the Academic Advising Center, if the student is undecided on a major or has no college affiliation.

Approval of a course withdrawal after . . . for any student that is undecided on a major or who has no college affiliation.

p. 43 – Withdrawal from the University

The Vice Provost (or the Vice Provost’s delegate) would assist any undergraduate student that is undecided on a major or who has no college affiliation.

A student who withdraws from the university must obtain permission from her or his last major college or the Vice Provost (or the Vice Provost’s delegate), if the student is undecided on a major or who has no college affiliation, . . .

p. 45 – Academic Probation and Dismissal

Students placed on probation that are undecided on a major or who have no college affiliation . . .

The Vice Provost (or the Vice Provost’s delegate) will review the academic record of those candidates for dismissal that are undecided on a major or who have no college affiliation.

p. 47 – Concurrent Enrollment

Students taking more than two NIU courses in a semester. . . if the student is undecided on a major or has no college affiliation, . . .

p. 55 – Evaluation

Students that are undecided on a major and or who have no college affiliation must consult with the Vice Provost (or the Vice Provost’s designee).
It was moved by R. Blecksmith, seconded by E. Mogren, to table voting on the language for the catalog changes for the AAC. Motion failed: 2 approved; 5 opposed and 2 abstentions.

It was moved by J. Parker, seconded by M. Pritchard, to recommend the language for the catalog changes as amended (above) for the AAC. Motion passed: 7 approved; 2 opposed. Motion passed.

C. APASC Member for Executive Director of Enrollment Services Search Committee

A nomination by D. Wade, seconded by J. Parker, for M.J. Blaschak to serve as the APASC representative on the search committee for the Executive Director of Enrollment Services. Motion approved.

V. ADJOURNMENT

It was moved by D. Wade, seconded by R. Blecksmith, to adjourn the meeting. Motion passed.

Minutes submitted by Sheri C. Kallembach.