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

I. APPROVAL OF THE AGENDA

D. Wade made a change in the agenda by adding catalog changes from the College of Health and Human Sciences under new business.

G. Seaver indicated that Catalog Revisions (COB) – Referred from CUC to be removed from the agenda.

It was moved by J. Parker, seconded by L. Rigg, to approve the amended agenda. Motion passed.

II. ANNOUNCEMENTS

A. Approval of Amended Minutes (3/21/07). D. Wade said that the wording regarding the English core competency requirements needed to be changed to the following:
NOTE: For students who have earned a D in either ENGL 103 or 104, or both, equivalent courses in which the student earned a grade of C or better at institutions participating in the Illinois Articulation Initiative will be accepted to satisfy the English core competency requirement, but do not earn transfer credit. Equivalent courses in which the student earned a grade of C or better at other institutions may be accepted to satisfy the English core competency requirement, but do not earn transfer credit.

It was moved by D. Wade, seconded by J. Parker, to approve the minutes as amended subject to minor editorial changes by the catalog editor. Motion passed.

B. New Student Information System Update

B. Gage indicated that we are 60% complete which is right on schedule. Right now the system is being refreshed and next week we will start the next prototype testing which will be very intensive. The PeopleSoft team has been meeting with the colleges to set up security and find out who does what. If an advisor has the responsibility to make the decision, they will have the ability to do so in the system. We have also been able to show faculty what the self service system will look like for both the staff and the student.

III. OLD BUSINESS

There was no old business to address.

IV. NEW BUSINESS

B. Requiring Orientation and Advisement for New Students

It was moved by J. Parker, seconded by M. Myles, to approve the proposed language pertaining to the requisite orientation and advisement for new students. Motion passed.

C. Changes to the Add/Drop Schedule

B. Gage said that currently all undergraduate drops have to be executed in the first week. Anything beyond the first week is a late schedule update. On average every semester there are around 900 late schedule updates. We are extending the drop/add period to two weeks, with adds during the second week being processed only with college or departmental approval. This significant change brings us in-line with the 15-day reconciliation for federal aid awarding. Previously, we were repackaging at the end of the first week and the second week for students.
E. Mogren said that almost every chair in the College of Liberal Arts and Sciences was opposed to changing the length of time for the add/drop period. He said that if they extend the add/drop period it can compromise some courses, especially courses that require teams to be built.

G. Seaver clarified that the first week of add/drop would be complete self service. Instead of the second week being called a late schedule update period, it is an add week with permission of the college. With this change we are not sending the student two different financial aid statements, but one at the end of the second week. Any added courses after the second week would be done with a late schedule update.

G. Seaver stated that in PeopleSoft each department will have the ability to give security access to whomever they choose to add students into courses.

Pg. 42  2006-2007 Undergraduate Catalog

Add/Drop Procedure

Add/drop procedures include adding a class, dropping a class, changing from audit to credit or credit to audit, changing a section of the same course, and changing to or from the pass/fail option. No add/drop is valid unless recorded by the student with the Office of Registration and Records. Schedule changes may be made only during the first week of classes. Courses may be added to a student's schedule during the second week of the term by permission of the department offering the course. All other schedule changes noted above may be made during the second week of the term by permission of the student's major college, or the Academic Advising Center for students with no major college affiliation. No new classes may be added after this period.

However, courses which are dropped by the fifth calendar day of a semester will not appear on a student's record. Beginning with the sixth calendar day of a fall or spring term, all course load reductions become withdrawals, with the exception of last-half semester courses. For withdrawal policy from a class after the fifth calendar day, see the following section.

For the summer session, the add and drop deadlines for a full session course or a course that meets for at least a half session is the third day starting from the Monday of the week in which the class begins. For a class that meets for less than a summer half session, the add and drop deadline is the date of the first class meeting. For withdrawal from a summer session class, see the following section.
Add/drop: The process of making certain changes (adding, dropping, or changing a course) in a student’s schedule of courses at the beginning of a semester.

Drop: A procedure which allows a student to delete a course from the schedule through the fifth calendar day of the second week of the semester. This course does not appear on the student’s permanent academic record. An administrative office may drop students from courses in which they are not eligible to enroll.

It was moved by D. Wade, seconded by M. Myles, to approve the proposed language for the add/drop schedule. Motion passed.

D. Expiration of Incomplete Grades

G. Seaver stated that the clock would be set at 200 days for the completion of incompletes giving students a longer period to make up their incomplete. This change would no longer be dependent upon their enrollment.

Incompletes
A grade of I (incomplete) is assigned …

An I (incomplete) grade received during the fall semester, the spring semester, or the summer session must be cleared no later than the end of the tenth week of the next fall or spring semester of enrollment unless the incomplete is extended by the instructor. An I (incomplete) grade received during the fall semester, the spring semester, or the summer session must be cleared no later than 200 calendar days from the end of the term in which the student received the grade unless the incomplete is extended by the instructor.

It was moved by D. Wade, seconded by M. Myles, to approve the catalog language regarding incompletes for undergraduates. Motion passed.

E. Elimination of Pass/Fail Grading Option

B. Gage said that the advising deans have decided to eliminate the Pass/Fail grading option.
G. Seaver stated that there is a limit of how many Pass/Fails a student can register for in a semester. However, with the new system a student could register for all courses Pass/Fail.

M. Myles said that with the new system the instructor of the course would also know that a student was taking the class Pass/Fail where before it was only known by Registration and Records and possibly the student’s advisor. Another issue with the Pass/Fail option is who will be the record keeper of the grades. If a student transfers to another institution and needs a letter grade for the class taken P/F, the institution will look at it as a “D”. Unless a department manages these grades, we would not have the ability to accommodate the student’s needs.

G. Seaver stated that it was decided by the Advising Deans that since the Pass/Fail option is not frequently used by students it is too much of a hassle to keep.

S. Kallembach reported that there were very few changes made from P/F to a letter grade. Currently, a letter grade is stored with the course in CISPROD. If a student takes a course as P/F and later changes his/her major in which the course is a requirement, then the actual grade earned in the course will be transcripted.

It was moved by D. Wade, seconded by M. Myles, to eliminate the Pass/Fail grading option. Motion passed.

F. Health and Human Sciences

The following college submitted a catalog change:

College of Health and Human Sciences, #15, March 23, 2007

(See attachment)

It was moved by D. Wade, seconded by J. Parker, to approve both catalog changes submitted by the College of Health and Human Sciences. Motion passed.

G. ADJOURNMENT

It was moved by D. Wade, seconded by J. Parker, to adjourn the meeting. Motion passed.

Minutes submitted by Lisa Gambino.
College of Health and Human Sciences, #15, 3/23/07

School of Allied Health Professions (AH--)

School of Allied Health and Communicative Disorders
(AHCD, AHLS, AHPT, AHRS, COMD)

Admission to the majors in clinical laboratory sciences and in health sciences/physical therapy in the School of Allied Health Professions and Communicative Disorders is limited. See “Limited Admissions and Limited Retention Requirements” in the front part of this catalog.

The School of Allied Health Professions offers majors in clinical laboratory sciences, health education, health sciences (the undergraduate component of the physical therapy program), public health, and minors in health education and public health. The school also offers baccalaureate degree completion for people with an Associate of Applied Science degree in specific health-related areas.

Majors in the School of Allied Health Professions who are preparing for professional practice may be dismissed from a program on the basis of either academic deficiencies or nonprofessional performance. Specific criteria relating to these areas are made known to each student at the time the professional phase of a program is initiated.

The School of Allied Health and Communicative Disorders offers majors in clinical laboratory sciences (B.S.), communicative disorders (B.S.), health sciences, the undergraduate component of the physical therapy program (B.S.), a minor in communicative disorders, and a baccalaureate degree completion program. Students interested in one of the school’s majors or minors should contact the college advising office as early as possible. Failure to do so could result in delayed graduation.

Majors in the School of Allied Health and Communicative Disorders who are preparing for professional practice may be dismissed from a program on the basis of either academic deficiencies or nonprofessional performance. Specific criteria relating to these areas are made known to each student at the time the professional phase of a program is initiated.

RATIONALE: Changes per College realignment.

School of Nursing and Health Studies (NURS, PHHE)

Admission to the major in nursing in the School of Nursing and Health Studies is limited. See “Limited Admissions and Limited Retention Requirements” in the Admission section of this catalog.

The School of Nursing and Health Studies offers majors in nursing (B.S.), public health (B.S.), and health education (B.S.Ed.), minors in public health and health education, and
baccalaureate degree completion programs. Students interested in one of the school’s majors or minors should contact the college advising office as early as possible. Failure to do so could result in delayed graduation.

Majors in the School of Nursing and Health Studies who are preparing for professional practice may be dismissed from a program on the basis of either academic deficiencies or nonprofessional performance. Specific criteria relating to these areas are made known to each student at the time the professional phase of a program is initiated.

Nursing Program

The School of Nursing and Health Studies offers the B.S. degree with a major in Nursing, successful completion of which allows the graduate to write the National Council Licensure Examinations (NCLEX-RN) required for licensure as a registered professional nurse (R.N.). The Illinois Department of Professional and Financial Regulation requires a criminal background check prior to taking the NCLEX-RN examination. An R.N. degree-completion program is offered to registered nurses who want to earn a baccalaureate degree in nursing.

The nursing program at NIU prepares the professional nurse for leadership roles in patient care within the entire spectrum of health care agencies and settings. A variety of agencies in northern Illinois are used as clinical laboratory facilities for students. Experiences in the clinical settings are chosen to augment and demonstrate selected aspects of nursing theory. Graduates are prepared to function with baccalaureate competencies in the delivery of nursing care, in the improvement of health care delivery systems, in utilizing the knowledge of the physical and social sciences as integral aspects of nursing, and in entering graduate programs to increase their nursing competencies and skills. The baccalaureate curriculum is approved by the Committee on Nursing of the Illinois Department of Professional and Financial Regulation and accredited by the Commission on Collegiate Nursing Education.

Criminal Background Checks and Drug Screening

General Information

Providing own transportation for the clinical courses (NURS 310A, NURS 320, NURS 330, NURS 340, NURS 360, NURS 410T, NURS 420, and NURS 430)

Students enrolled in clinical nursing courses (NURS 310A, NURS 320, NURS 330, NURS 340, NURS 360, NURS 410T, NURS 420, and NURS 430) must complete all prerequisites.

obtain a clinical permit to register (except for NURS 310A).

provide own transportation (public transportation may be available to limited clinical sites.)

provide evidence of completion of immunizations, current CPR certification, current professional liability insurance, and other proofs as listed in the “Clinical Requirements” statement provided by the School of Nursing and Health Studies.
R.N.-B.S. in Nursing Completion Program

RATIONALE: To introduce prospective students to the scope of the school’s education, remove redundancy and unnecessary instructions from the general information section, implement the school’s name change per the College of Health and Human Sciences reorganization, and reflect the name change of the Illinois Department of Professional and Financial Regulation.

Course List

Nursing (NURS)

NURS 316. ADULT HEALTH NURSING I (3). Theoretical bases of processes used in the enhancement of the health of culturally diverse adults in barrier protection, nutrition, and elimination; metabolism and energy balance; and cognition and movement. Role of the professional nurse in the provision of culturally competent nursing care to adults. PRQ: NURS 306, NURS 306A, NURS 309, NURS 310A, and NURS 310T, with a grade of C or better, and FCNS 201. CRQ: NURS 301 and NURS 320.