Minutes of Meeting #145
(Corrected)
March 5, 2008

Approved

Present: Lesley Rigg (LAS/GEOG); M.J. Blaschak (HHS/SAHP); J. Wolfskill (LAS/MATH); C. Rollman (VPA/ART); D. Cesarotti (EET/TECH); L. Marcellus (AAC/Council of Adv. Deans); D. Wade (BUS/MGMT)

Ex Officio: B. Burk (ADMISSIONS); B. Gage (ASSISTANT VICE PROVOST); E. Seaver (VICE PROVOST)

Students: J. Stroup (HHS)

Visitors: L. Gambino (REGISTRATION AND RECORDS), D. Smith (CATALOG EDITOR/CURRICULUM COORDINATOR), J. Obendorf (ENROLLMENT SERVICES)

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. Wolfskill, to move item (H) to item (A) in New Business and approve the amended agenda. Motion passed.

II. ANNOUNCEMENTS

A. Approval of Minutes (11/28/07). The minutes for meeting #144 were approved.

It was moved by D. Wade that the minutes were approved electronically for 11/28/07. Motion passed.

• Introduction of new student on panel, Jessica Stroup from HHS.

B. Report from the Advising Deans

L. Marcellus stated that most of Advising Deans topics were under New Business.

C. Report from the Assistant Vice Provost for Enrollment Services and New Student Information System Update (this combines Letter C and D on the agenda).
B. Gage indicated that they did the big conversion, meaning they moved about 7 million academic records into the New Student Information System. During the conversion process there was a hiatus period where applications could not be processed, no admission decisions could be made, transcripts could not be loaded, so things got a little behind, and then with the tragedy on campus it extended the time that the system was back up and running. We are currently trying to get caught up. During this time 8,000 ISIR records were loaded, which is the result of the student completing the free application for federal student aid. They were loaded successfully and email notifications were sent to students to go to MYNIU to see if they were selected for verification, and we are already receiving documents back. The process is going exceptionally well. There are a few deadlines to be aware of. The deadline for the schedule of classes to be developed for fall term has been pushed back to March 14th, and following that we will have to go in and do room assignments because some large lecture halls are offline and need to be accommodated. April 7th is when registration begins. We hope to have the bulk of classroom assignments completed by this time but we will most likely have to work beyond that time to make sure we have people in the right classrooms/smart classes, etc. The advisor training is going to be kicking off. Spring Break will be used heavily for advisors to come in and train using the advising module. There will also be a number of open labs, so after an advisor goes to a training period they can come in and practice. There will be people to help walk through different ways to work with students through the advising module in PeopleSoft. Information will be coming out soon for anyone who is going to be doing advising. Pretty heavy training will be going on right before, during, and after Spring Break.

E. Seaver inquired whether a faculty member can get into the system to see a class roster on April 7th. B. Gage replied that faculty members will not be able to access the system until they have gone through the necessary training because that is when access is granted. He also indicated that this will not be a loss to faculty members because this is something that was not previously available to them, so it is no real loss.

B. Gage indicated that there is no way to do individual training sessions for each faculty member, so colleges have nominated key people to be faculty trainers.

B. Gage also added that there have been publications in the Northern Star to let students know that things are changing. They have talked about Direct Lending and that students will need to sign a new promissory note, and how there will be no more Web Connect. Also, there was an article stating that there will be no more e-mail forwarding from the Z-ID account because of the communication problems. This ends at the end of the spring semester. There were also letters sent out to every parent who applied for a PLUS loan to let them know about the changes.
Informational Item on Military Credit

B. Burk is proposing to put all information under one heading. Military Education Experience Credit would be the new heading. The shaded areas are new language added to the existing catalog language under this section.

D. Wade asks what the existing policy was.

B. Burk replies that ACE only brought in elective credit. They recommend upper division or lower division. It is NIU’s policy to recommend only upper division credit. There are no policy changes.

B. Gage says that this is just articulating the current practices in a way so that people can find it in one place.

B. Burk says that the only thing that will appear from the attachment is the 1st third of the document, only the section marked Military Educational Experience Credit. It’s only combining new language to articulate what is already stated in the catalog. There is no deletion.

D. Wade clarifies that no motion is needed.

Military Educational Experience Credit

Credit for military educational experience may be granted based on recommendations found in A Guide to the Evaluation of Educational Experience in the Armed Services. NIU awards 100- or 200-level elective credit only for courses evaluated and recommended as upper-division by the American Council on Education (ACE). Students seeking credit must submit an official transcript from the ACE Transcript Service to NIU.

Students with a minimum of one year of active duty in and an honorable discharge from the U.S. Armed Services will receive 4 semester hours of general university elective credit provided they submit a copy of their DD214 to NIU’s Office of Registration and Records.

See also the Credit by Examination Section of this catalog for academic regulations regarding college credit earned through CLEP (College Level Examination Program) and Defense Activities for Non-Traditional Educational Support (DANTES).

III. NEW BUSINESS

A. Academic Accommodations for Undergraduate Students Memorandum
   (See attachment #1).

   E. Seaver presented a memo from the advising group suggesting the temporary change in academic policy and procedure involving the academic withdrawal date without penalty. This change is due to the moving of the calendar by one week. This in part is because of financial aid deadlines. Adjustments were done on the Bursar’s site for rebate rates.
Decision made by HR, Finance and Facilities, and Academic Affairs for recommendation to the President. This is for University withdrawal.

APASC is involved because it is a catalog issue because they want to suspend the language stating the use of Withdrawal Pass or Withdrawal Fail through the last day of regularly scheduled classes for this semester only.

Students still have to get approval from college, and then the student can withdrawal, for this semester only.

J. Wolfskill asks E. Seaver what are the parameters or boundaries? His concern was students trying to withdraw after they have taken the final exam.

E. Seaver says they need to set the date still, and he feels that the date should be the last date of regularly scheduled classes.

J. Wolfskill asks how APASC can approve without a date to which E. Seaver replies he cannot give a date until the faculty decides if they are going to have Reading Day or not because that affects the last day of scheduled classes.

Excluding final exam week was agreed upon by E. Seaver

D. Wade asks if language should be amended.

Group decides that language should state “through the last day of regularly scheduled classes.”

D. Wade moves, L. Marcellus seconds, to approve #1 as amended. Motion approved.

E. Seaver address item #2 from the memo. He states that this item’s intent was to be as accommodating or inclusive as possible. He also states that it is not a necessary item and can be pulled from the memo. It is on the memo just for the reason for people to “talk” about it. Discussion with college offices rendered it unnecessary since colleges make accommodations on a case by case basis. E. Seaver says he is not forwarding this item.

B. Reinstatement Reports for 2006-2007 (See Packet that was given at meeting.)

D. Wade moved to accept, L. Riggs seconds. Motion carries.

C. Request for Renewal of Limited Admissions and Limited Retention Programs (See Memo handed out with agenda).
   a. B.S. Ed. In Health Education
   b. B.S. in Clinical Laboratory Sciences
c. B.S. in Health Sciences

L. Rigg inquires as to what the role of APASC is in looking at admissions programs? She wants to know if APASC should ask for more assessment. And if so, what kinds of data would be needed?

E. Seaver responds by stating that he has a task force of 5 people (“task force for student success”) which is talking about how students move through their prospective majors. They want to know why the 6 year graduation rate has dropped. They have already collected data from LA&S, and the College of Business. The next school to be done is College of Education.

B. Gage states that the question to consider is who has consequence for the “walls” that are put up in requirement standards. Who is responsible for the students that were turned away? Who advises them on where to go when they are turned away?

E. Seaver says this cannot fall solely on the Provost’s office.

D. Wade poses the question of criteria for admissions, such as student preparedness, and resource availability which is used now. He asks if there is an expectation of what appropriate student/faculty ratios would be in a classroom in order to evaluate whether a college or department can justify asking for a limited admissions program?

B. Gage responds that we have to consider what the impact is on the whole university not just the school that had to turn away the students.

J. Stroup says that she was advised in her Univ 101 course on where to go if she did not receive the grades she needed to get into the physical therapy program. She knew from the beginning what she was expected to get as grades and it was helpful to be advised on other options.

J. Wolfskill asks for clarification about E. Seaver’s presentation that he is planning to present. He wants to table the set of requests until a further date.

E. Seaver says they are only on the table today because they are up for review in two years, so they need to start being worked on in a while.

**J. Wolfskill moves, D. Weber seconds, to table the issue until the committee hears from the Provost’s office. Motion passed.**

D. Placement of Limited Retention Programs in Catalog

E. Seaver asks APASC to consider putting all limited retention programs on page 30 of the catalog. APASC said yes to this item a while ago, but nothing was ever done to follow up on this.

D. Wade says why put it in the catalog twice if once will do? He wants to leave the 1st paragraph which states “To assure students’ continuing competence, some
majors, emphases, and areas of study have limited retention policies, and students who want to continue their enrollment in them must fulfill certain criteria. These include, but are not limited to, maintaining a designated cumulative and/or major GPA, earning a certain grade in certain courses, successful performance on a standardized performance measure, a portfolio review of a student’s past performance and successful completion of clinical requirements. Students interested in these majors, emphases, or areas of study and those already admitted to them should consult department and college program requirements listed in the individual college and department sections of this catalog. Students are also strongly encouraged to consult with an adviser to assure they continue to qualify for retention in their chosen major, emphasis, or area of study. The College of Business has limited retention. See “College of Business” and other individual colleges and departments."

It was then suggested that the second to last sentence be deleted and the last sentence revised.

Limited Admissions and Limited Retention Requirements, Page 30, 2007-08 Undergraduate Catalog

Limited Retention Requirements

To assure students’ … … or area of study. The College of Business has limited retention. See “College of Business” and other individual colleges and departments for specific requirements.

Child Development Emphasis
(School of Family, Consumer, and Nutrition Sciences)
Students must earn a grade of C or better in FCNS 230 in order to enroll in FCNS 330, FCNS 331, and FCNS 332.

Family Social Services Emphasis
(School of Family, Consumer, and Nutrition Sciences)
Students must earn a grade of C or better in FCNS 180 in order to enroll in FCNS 382; students must earn a grade of C or better in FCNS 382 in order to enroll in FCNS 383; and students must earn a grade of C or better in FCNS 383 prior to enrollment in FCNS 431B.

Nutrition, Dietetics, and Hospitality Administration Major
(Family, Consumer, and Nutrition Sciences)
Students must earn a grade of C or better in FCNS prerequisite courses before they can enroll in any successive FCNS course to meet the requirements for an NDHA major.

Textiles, Apparel and Merchandising Major
(School of Family, Consumer, and Nutrition Sciences)
Students must earn a grade of C or better in FCNS 152 and FCNS 258 before they can enroll in any FCNS course requiring either FCNS 152 or FCNS 258 as a prerequisite or in any textiles, apparel and merchandising elective or 400-level course.

D. Wade moves, J. Wolfskill seconds, to retain first paragraph as amended and delete everything after. Motion passed.
E. **Transfer of D Grades** (See attachment # 2)

L. Marcellus states that there should be no transfer of “D” grades because many students repeat the course in which they received a “D”, unless a department wanted to bring in certain courses.

The group is referring to page 50 in the catalog under general provisions. The intent is to replace the 3rd paragraph and insert item B from the attachment.

J. Wolfskill asks about exception process.

E. Seaver responds by saying it all is approved by the Provost.

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**Transfer Credit**

**General Provisions**

Northern Illinois University … … following provisions.

NIU does not … … department concerned.

Students may receive transfer credit for all work which averages to a C at each institution. (That is, only those D grades will transfer which are balanced by enough As or Bs to bring an individual’s GPA up to C at that school.)

NIU accepts no D grades in transfer. All courses in which a grade of D is earned will not be included in the transfer credit evaluation.

If students attend … … 30 semester hours).

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D. Wade moves, all in favor, to approve item B. Motion passed.

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F. **Elimination of NR Grade**

E. Seaver wants to remove the NR grade from the catalog. He says faculty may not leave a grade blank or they cannot submit grades. They must enter in a value of either “F” or “Incomplete”.

B. Gage says that by having the NR grade it presents problems for financial aid because they are given a 30 day deadline for Title IV and with NR grades they cannot realistically meet the 30 day goal which could lead to severe penalties and fines from the government.

J. Wolfskill presents problem of “phantom students” or students which there is no record of attendance or homework.

E. Seaver states a teacher must use a “last date of attendance” for “F” grades. If you have no record of a student, they should get an “F” grade. He also states that this policy will be starting in the Fall 2008 semester.
Grading System

Grades

Grades assigned … … these policies.

Credit is expressed … … are as follows.

Meaning

NR  Grade Not Reported

A, B, C, D, … … student’s GPA.

An F or U … … from the university.

An NR is recorded … … course was offered.

D.Wade moves to delete NR grading from the catalog. E. Seaver seconds. Motion passed.

G. Second Baccalaureate Degree

Committee is discussing page 40 of the catalog at the bottom of the page under the heading Second Baccalaureate Degree.

The 30 hours have to be requirements from the 2nd Baccalaureate Degree college, meaning the student has to meet the requirements for the 2nd Degree.

B.Gage moves to remove the wording, “30 semester hours required…” because there may be confusion with the phrase “a student may not apply any credit in physical education activity courses toward the 30 semester hours required for a second baccalaureate degree.

The proposed change would read, “A student may not apply any credit in physical education activity courses toward the second baccalaureate degree.”

Second Baccalaureate Degree

A student who earns … … degree at NIU.

A student who holds … … requirements.

A student may not apply any credit in physical education activity courses toward the 30 semester hours required for a second baccalaureate degree.

D.Wade moves, J. Wolfskill seconds, to approve the removal of “30 semester hours required” from the catalog. Motion passed.
H. **Double Major/Double Degree**

B.Gage wants clarification on catalog language.

E.Seaver says a student just has to fulfill “major” requirements, not “degree” requirements if they wish to have a double major. They will have one degree with two majors.

The problem discussed is the need to fix language in last paragraph of Double Major because B.Gage states that the language has to match the practice.

L.Marcellus says she can have Advising Deans look over the verbiage used in the catalog.

D.Wade moves, D. Cesarotti seconds, to table this item until advisement from the Advising Deans. Motion passed.

I. **Changing Undergraduate Catalog Expiration from Five Years to Six Years**

J.Wolfskill moves, D.Wade seconds, to table this item until the next meeting. Motion passed.

IV. **ADJOURNMENT**

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

*Minutes submitted by Jennifer Obendorf.*
MEMORANDUM

Date: February 27, 2008

To: APASC

From: Gip Seaver
Vice Provost

Subject: Academic Accommodations for Undergraduate Students

In the spirit of remaining flexible and assisting our undergraduate students through this semester as they recover from the terrible tragedy of February 14, I would like to propose the following “temporary” changes in academic policy and procedure:

1. Withdrawals from a course and/or from the university with no academic penalty should be permitted (with college approval) throughout the Spring 2008 semester (i.e. suspend the use of WP and WF).
2. If deemed beneficial at a future date, academic dismissal following the Spring 2008 term will be suspended.

The first item was suggested by the representatives from the college advising offices. The second item was used successfully by Virginia Tech to assist students with the transition from their tragedy.

I will be happy to provide greater details and answer questions regarding process during the meeting.

cc: Raymond W. Alden, Executive Vice President and Provost
MEMORANDUM

TO: Members of APASC

FROM: Brent A. Gage
Assistant Vice Provost for Enrollment Services

DATE: February 26, 2008

RE: Transfer of “D” Grades

Due to the cancellation of the February 6th meeting of APASC, we have an item which must be acted on during the upcoming meeting on March 5th.

As we move forward with implementation of the new student information system, there are still a few issues that must be resolved in order to program the system accordingly. One of these issues is the policy on the transfer of “D” grades.

A decision needs to be made to decide if NIU will or will not accept “D” grades in transfer. Currently the catalog reads:

“Students may receive transfer credit for all work which averages to a C at each institution. (That is, only those D grades will transfer which are balanced by enough A’s or B’s to bring an individual’s GPA up to C at that school.)"

This is not a process that can be accommodated by the new system as Registration and Records will not have the responsibility for making academic decisions regarding the awarding of credit. The options that we have moving forward are:

A) Accept all “D” grades in transfer.
   a. Registration and Records will simply load all earned credit into the transfer credit evaluation for use towards degree.

B) Accept no “D” grades in transfer.
   a. All courses in which a grade of “D” is earned will not be included in the transfer credit evaluation.
      i. An exception process will be developed in which students can petition their college to have a grade of “D” for a course accepted in transfer to meet general education or degree requirements. These decisions would be on a case by case basis and be at the discretion of the student’s academic college.

Please discuss these options with your colleagues and be prepared to discuss and forward a recommendation for this policy at the upcoming meeting on March 5th.

Please let me know if you have questions.