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 (4/25/07). The minutes for meeting #141 were approved electronically via email.

B. Report from the Advising Deans

There was no report from the Advising Deans.

J. Wolfskill brought up the issue of no more backdating of graduations which had been discussed in the Advising Dean’s meeting. His concern was that department and college advisors would be notified.

E. Seaver indicated that the issue of not backdating graduations effective December 2007 was passed through the entire curricular process last year. He also mentioned that there would be a memo sent in October to the colleges and department chairs to remind them to get their course substitutions processed early.
C. Report from the Assistant Vice Provost for Enrollment Services

B. Gage reported that as of Tuesday, September 4, we are live and running in PeopleSoft. Four hundred applications have come in and are being moved into OnBase. He also stated that on September 15 we will be able to start admitting students. He said that our Fall 07 numbers for freshman and transfers were at our target.

D. Limited Admissions/Program Review

E. Seaver stated that a memo has been generated to be sent to the departments that are on the 2009-2010 program review cycle.

E. New Student Information System Update

Brian Brim, Project Director for the implementation of the New Student Information System, gave an update for the New Student System. He reported that we are replacing several Legacy systems with one integrated system that is Admissions, Financial Aid, Student Records (including Registration and Records, all enrollment processes, degree audit, scheduling of classes, printing of transcripts) and Bursars. He indicated that with this new system if someone changes their name all the places are immediately notified of the change. There will be no need to move data around, do an import and compare with the chance of things falling through the cracks.

He stated that with this integrated system we can write one front end for it and get access to all these pieces and that it is a web based tool. When a student applies they will get their credentials so they can log in to their account. They will be able to see their current status and have a “to do” list enabling them to complete their application. They will be able to see this in real time. Also, at the enrollment process if a student has an encumbrance as soon as it is lifted they will be able to enroll.

Some things that will be eliminated by going to PeopleSoft will be the bubble sheets for grade rolls and turnaround sheets for course scheduling. Also, the PeopleSoft team is working on tools to make forms such as Change of Grade paperless as well. A year from now in Phase II they will be working on integrating blackboard allowing blackboard users to load grades directly into the system.

Since academic advising starts March 1, 2008, there will be training for advisors starting approximately ten weeks prior. Students registering for Summer 2008 will register through webconnect, but for Fall 2008 will use the new system.

J. Wolfskill asked about the deadline for submitting the Fall 2008 schedule. Since there will not be the data entry required by Registration and Records, there may not need to be such an early submission date.
E. Seaver stated that the colleges will be setting the dates for the initial submission of the Fall 2008 schedule.

III. OLD BUSINESS

No old business to report.

IV. NEW BUSINESS

A. Acceptance of APASC Annual Report 2006-2007

It was moved by D. Wade, seconded by J. Parker, to approve the 2006-2007 APASC Annual Report. Motion passed.

B. Catalog Changes

a. Statement on Assessment – See Attachment #1

E. Seaver said that the Statement on Assessment was generated by the Vice Provost of Planning.

B. Gage proposed that the Statement of Assessment text should be inserted on page 15 of the undergraduate catalog before Teacher Certification.

It was moved by D. Wade, seconded by M.J. Blaschak, to approve the catalog statement for both the undergraduate and graduate catalogs regarding assessment. Motion passed.

b. Withdrawal from a Course – See Attachment #2

M. Broshears said that it is the Advising Deans goal to tighten up the withdrawal process. Students must make the medical withdrawal request within the semester that the condition is diagnosed. The process then has to be completed by the following term.

Documentation must be provided by the treating physician to Health Services which will establish the date of diagnosis. The date of the effective medical withdrawal is determined by the college using the information received from Health Services and the instructor.

It was moved by D. Wade, seconded by M. Broshears, to approve the catalog language regarding withdrawals. Motion passed.

V. ADJOURNMENT

It was moved by M. Gillis, seconded by D. Wade, to adjourn the meeting. Motion passed.

Minutes submitted by Lisa Gambino.
Catalog Statement - UNDERGRADUATE

Assessment at Northern Illinois University

Northern Illinois University engages in assessment processes to answer important questions about the quality of students’ baccalaureate experiences. Assessment is one of the techniques the university uses to measure the extent to which it fulfills its educational mission, and information from assessment processes helps the university improve courses, degree programs, and academic and student support services. Additionally, assessment activities provide information that is required at the state and national levels for certification and accreditation purposes. Most importantly, assessment processes tell us how well the university is meeting students’ needs.

Many assessment activities at NIU occur as a part of instruction within the degree program. Other assessment activities including surveys and projects occur with the goal of measuring students’ abilities by evaluating performance at selected points in time. As students progress through a degree program, they will be expected to participate in assessment measures, which they should complete to the best of their abilities. Students’ performance on these measures reflects on the quality of the university and its undergraduate programs. All student performance data are aggregated; no individual student information is reported.

Questions regarding assessment should be directed to Assessment Services, 815-753-7120. Assessment Services is located in the Campus Life Building, Room 111.

DRAFT

Catalog Statement - GRADUATE

Assessment at Northern Illinois University

Northern Illinois University engages in assessment processes to answer important questions about the quality of students’ graduate experiences. Assessment is one of the techniques the university uses to measure the extent to which it fulfills its educational mission, and information from assessment helps the university improve courses, degree programs, and support services. Additionally, assessment activities provide information that is required at the state and national levels for certification and accreditation purposes. Most importantly, assessment processes tell us how well the university is meeting students’ needs.

Many assessment activities at NIU occur as a part of instruction within the degree program. Other assessment activities including surveys and projects occur with the goal of measuring students’ abilities by evaluating performance at selected points in time. As students progress through a degree program, they will be expected to participate in assessment measures, which they should complete to the best of their abilities. Students’ performance on these measures reflects on the quality of the university and its graduate and professional programs. All student performance data are aggregated; no individual student information is reported.

Questions regarding assessment should be directed to Assessment Services, 815-753-7120. Assessment Services is located in the Campus Life Building, Room 111.

U:\Planning\GenInfo\CatalogStatementAssessment
Withdrawal from a Course

All requests for withdrawal from a course must be initiated and processed through the central advisement office of the college in which the student is pursuing a major, or the Academic Advising Center, if the student has no college affiliation. (Nondegree students initiate withdrawals through their college of academic interest.)

A student may withdraw from a course up to the end of the eighth week of a semester, or the fourth week of a half-semester course or eight-week summer session course. For courses of other lengths, the withdrawal deadline is the end of the first half of the course. A W is recorded for course withdrawals properly processed prior to the established deadlines. (A W is a clerical symbol, not a grade. It has no effect on semester or cumulative GPA.)

A student may withdraw from a course after the established deadlines only in exceptional cases supported by acceptable evidence of serious illness or other major nonacademic personal difficulty. Approval of a course withdrawal after the deadline may be granted only by the dean (or the dean’s delegate) of the student’s college, or by the Vice Provost (or the Vice Provost’s delegate) for any student who has no college affiliation. If such approval is given, W will be recorded for the course if the student is passing at the time of withdrawal; if the student is not passing at that time a grade of F will be recorded and included in both the term and cumulative GPA.

Students seeking a withdrawal from a course for medical reasons must initiate the withdrawal process with Health Services during the semester in which the medical condition is diagnosed, and complete the process no later than the end of the subsequent academic term.

New students and transfer students are limited in the number of semester hours from which they can withdraw. Students with fewer than 7 transfer hours are allowed to withdraw from a total of 17 semester hours during the pursuit of the baccalaureate degree.

The maximum number of hours from which a transfer student may withdraw during pursuit of a baccalaureate degree at NIU is determined by the number of hours of transfer credit accepted at the time of enrollment at NIU plus all hours earned at NIU prior to enrollment, as indicated in the following table.

<table>
<thead>
<tr>
<th>Transfer Plus Pre-enrollment NIU Hours</th>
<th>Maximum Withdrawal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>17</td>
</tr>
<tr>
<td>7-15</td>
<td>15</td>
</tr>
<tr>
<td>16-30</td>
<td>12</td>
</tr>
<tr>
<td>31-45</td>
<td>9</td>
</tr>
<tr>
<td>46 or more</td>
<td>6</td>
</tr>
</tbody>
</table>
All exceptions to this policy must be approved by the dean of the appropriate college.

Students who cease to attend a course in which they are enrolled without officially withdrawing as explained previously will receive an F for that course.

**Withdrawal from the University**

Any undergraduate student who desires to withdraw from the university must obtain a withdrawal form and permission to withdraw from the dean (or the dean’s delegate) of the college in which the student is enrolled. The Vice Provost (or the Vice Provost’s delegate) would assist any undergraduate student who has no college affiliation. With such approval, a withdrawal may be made without penalty up to the end of the eighth week of the semester. When students officially withdraw from the university after the eighth week of the semester their grades are recorded as W in the subjects in which they are passing and as F in the subjects they are failing at the time they leave the university. Students who leave the university without officially withdrawing will receive a grade of F at the end of the semester in each of the courses for which they are registered.

Students who withdraw from the university within the first 15 calendar days of the start of the term will have those courses removed from their record in addition to receiving a full refund of any tuition paid.

Students seeking a withdrawal from the university for medical reasons must initiate the withdrawal process with Health Services during the semester in which the medical condition is diagnosed, and complete the process no later than the end of the subsequent academic term.

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 has no college affiliation, to reenroll during the semester in which the student withdrew from the university, if that reenrollment will occur after the add/drop period. (See “Add/Drop Procedure.”)

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**From Student Affairs office website**

2. **Contact the Health Services Director's Office** (815) 753-1316 or (815) 753-1314 for information about the medical review process and forms to be completed as part of this process.

- Student must arrange for submission of pertinent medical information from his/her medical provider(s) to the Health Services Administrative Physician for review. This information must document the specific medical circumstances necessitating withdrawal from the university.
- Student must also sign a Health Services application and authorization form to confirm his/her request for a medical withdrawal and to authorize the Health Services to verify a sufficient medical basis for the medical withdrawal.
- Students seeking a withdrawal from one or more of their courses for medical reasons must initiate the withdrawal process with Health Services during the semester in which the medical condition is diagnosed, and complete the process no later than the end of the subsequent academic term.