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

I. APPROVAL OF THE AGENDA

   E. Seaver adds item D to the Announcements section titled, Vice Provost announcements

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

II. ANNOUNCEMENTS

   A. Approval of Minutes (12/10/08). The minutes for meeting #151 were approved.

      It was moved by D. Wade, seconded by J. Parker, to approve the 12/10/08 minutes. Motion passed.

   B. Report from the Advising Deans

      There was discussion about the GPA calculation for minors. They wanted clarification from APASC about intention.

      B.Gage said that with the new system once the requirements are met that is what it takes and then it stops calculating.

      D.Wade wanted to know what the academic consequences of the minor GPA were.
J. Wolfskill showed an example from his department.

E. Seaver said that the language says “must maintain a cumulative GPA of 2.00 in all courses in the minor.

D. Wade wants Brent and Margee to come up with an idea of the best practice for the next meeting, and then Margee to take it back to the Advising Deans.

C. Report from the Assistant Vice Provost for Enrollment Services

B. Gage indicated that the posting of grades and degrees was successful. B. Burk spoke about February and March being a big time for freshman and transfers. Colleges and Departments have been very supportive. The February 16th open house will have more options for students and parents, more receptions going on, a next step session, as well as a FASFA completion booth. The Admissions department is also doing many receptions in targeted areas. He also mentioned that students are getting communications about every 30 days.

D. Vice Provost Announcements

E. Seaver reported that the Provost’s Office has challenged colleges to raise their yield rates (by department), which is the admit to enroll rate. The goal is to be up to the national average (which is about 38,000).

E. Seaver also stated that in the report to the Board of Trustees there were complaints about English Language Proficiency. Donna Smith has added the following language to the catalog under the section “other academic policies” (pg. 49) in the academic regulations section that starts on page 43 of the 2008-2009 undergraduate catalog. It states:

**Oral English Proficiency in the Classroom**

The state of Illinois requires that all classroom instructors at public higher education institutions be able to communicate effectively in the English language. Students should communicate concerns about the oral English language proficiency of instructors to the chair of the department in which the course is offered or, if the student prefers, to the Ombudsman, who will work with the department to resolve the matter.

E. Seaver also wanted to have the word “regionally” inserted into the catalog language on page 48 under General Provisions. The new statement would read:

*Northern Illinois University accepts credit in transfer from any regionally accredited institution of higher education, with credit from all accredited two- and four-year institutions subject to the following provisions...”*

It was moved by D. Wade, seconded by J. Wolfskill to amend page 48 to include the above language. Motion carries.
III. OLD BUSINESS

A. Catalog language regarding more than 66 hours of CC work being used to meet degree requirements

L.Rigg met with college office and they said the wording should remain the same. It was also stated that the problem is that MYNIU is not complying and does not reflect the catalog language.

L.Rigg also stated that the problem is that students can now see “all” of the courses that are transferred over, so they believe they are “all” counting, even though it is really just 66 hours that are counted, which causes confusion. Previously students didn’t have the ability to see this view.

J.Tharnstrom gave a student’s perspective of the problem and suggested showing all of the transfer hours but somehow separating the 66 that would be counted towards graduation whether by sectioning them off or highlighting them.

D.Wade said the LAS suggestion would be to have every student with more than 66 hours go see their advisor to determine the BEST 66 hours for that student.

E.Seaver noted that all of the competitors take in all hours and then take out 66 to count towards graduation.

It was moved by D.Wade, seconded by M.Myles to table this item for further discussion at the next meeting. Motion carries.

B. Adoption of a Policy for Emergency Volunteer Workers

The language states on page 50, 2008-2009 Undergraduate Catalog:

Attendance

The university does not use a “cut” system. Each instructor decides whether to excuse class absences and determines how to permit make up work.

If a student will be absent from classes for a week or more because of an accident, illness, or other emergency, instructors will be notified of the absence only if students or their parents request it through the Division of Student Affairs. Health Services will not release information about students unless they provide a written request.

Leaves of absence will be granted for volunteer services related to disaster relief in accordance with applicable Illinois statutes or executive orders issued by the State of Illinois in response to emergency situations. To initiate a leave of absence, students should contact their College Dean’s office, or the vice provost (or the vice provost’s delegate) for any student who has no college affiliation. Following the period of volunteer service, Registration and Records will facilitate reenrollment of the student.
It was moved D.Wade, seconded by J.Wolfskill to approve the language as
presented. Motion carries.

IV. New Business

A. College Reinstatement Reports for 2007-2008 (Attachments included in agenda
packets)

It was moved by D.Wade, seconded by L.Rigg to receive these reports.
Motion Carries.

B. Department of Geography-Review of Limited Admissions/Limited Retention
Programs (Attachment: Memo from A. Krmenec-included in agenda packet)

E.Seaver needs to talk to Virginia about this process. He will add this item as an
addendum to APPM.

No motion was necessary.

C. Refund Policy Language (Attachment)

Two places say the same thing in the catalog. The proposed change would read:

Academic Regulations Section (p.45)
Withdrawal from the University

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

Expenses Section (p. 52)
Refund Policies

A student who has registered and officially withdraws from the university may
receive a refund of tuition and fees including any advance deposit thereon,
according to the following schedule:

- If withdrawal is prior to the first regularly scheduled class day—all tuition
and fees
- If withdrawal is prior to the end of the add/drop period for the courses in
which the student is registered- all tuition and fees.
- If withdrawal is within the period following add/drop and before the 60
percent point of the term—a refund equal to the portion of the period of
enrollment remaining.
- If withdrawal is after the 60 percent point in time of the term of
enrollment-no refund shall be made.
It was moved by D. Wade, seconded by M. Myles to approve as amended. Motion carries.

D. Yield Data

E. Seaver will bring yield data to next meeting.

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

Minutes submitted by Jennifer Obendorf