NORTHERN ILLINOIS UNIVERSITY

ADMISSIONS POLICIES AND ACADEMIC STANDARDS COMMITTEE
(APASC)

Minutes of Meeting #148
September 3, 2008

Approved

Present: Lesley Rigg (LAS/GEOG); M.J. Blaschak (HHS/SAHP); B. Goldenberg (UCC); J. Wolfskill (LAS/MATH); C. Rollman (VPA/ART); D. Cesarotti (EET/TECH); D. Wade (BUS/MGMT); J. Parker (EDUC/KNPE)

Ex Officio: S. Eaton (EDUC SERV & PROG); B. Gage (ASSISTANT VICE PROVOST); E. Seaver (VICE PROVOST); B. Burk (ADMISSIONS)

Students: none

Absent: M. Gillis (TRANSFER CENTER), M. Myles (AAC/Council of Adv. Deans)

Visitors: J. Obendorf (ASSISTANT TO VICE PROVOST OF ENROLLMENT SERVICES); D. Smith (CATALOG EDITOR/CURRICULUM COORDINATOR); S. Doederlein (LAS-filling in for Margee Myles)

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

I. APPROVAL OF THE AGENDA

D. Wade moves to discuss Old Business C before Old Business B on the agenda.

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

II. ANNOUNCEMENTS

A. Electronic Approval of Minutes (5/7/08)

Approval of Minutes (5/7/08). The minutes for meeting #147 were approved.

It was moved by D. Wade, seconded by L. Rigg, to approve the 4/2/08 minutes. Motion passed.

B. Report from the Advising Deans
Sue Doederlein is filling in for M. Myles for this meeting. She reports that everything is a work in progress and the biggest issue they are facing is figuring out MY NIU.

C. Report from the Assistant Vice Provost for Enrollment Services

B. Gage indicated the disbursement for loans for the law school went well, and they are waiting for the disbursement for all other students to take place the week of Sept. 8th.

B. Gage also indicated that the 10-day official counts would be out by Monday, Sept. 8th.

D. New Student Information System Update

B. Gage reported that feedback on MYNIU will help shape and improve for the future.

L. Rigg questioned the audit function that used to be available on the DARS system and was curious whether it would be available for the new system.

B. Gage said he is not sure, but it is a work in progress so if need be that could possibly be something that could be added on in the future. He will check into that function.

J. Wolfskill clarified that this coming Friday is the last day to add/drop at 4:30 p.m.

B. Gage indicated that there will be no more late-schedule updates, due to the extra week added, but exceptions could be made. The students would have to work with their college office and Registration and Records on a case by case basis.

S. Doederlein brought up the issue that if a student clicks the deadlines link they see Sunday as the last day to add/drop. In the past colleges have honored a post-mark, and was curious as to what colleges should do come Monday morning when there are requests for add/drop that were made over the weekend before the Sunday deadline.

B. Gage indicated that PeopleSoft looks at the date and time of the request, so without college approval they cannot add/drop past Friday at 4:30. As far as Financial Aid is concerned with those students who have exceptions their aid will have to be manually repackaged to reflect the new add/drop.
III. OLD BUSINESS

A. Double Major/Double Degree

E. Seaver reported that this is still table pending input from the advising deans.

It was moved by D.Wade, seconded by J.Wolfskill to table this item until the next meeting. Motion passed.

B. Limited Admissions
   a. Development of questions to be addressed.

D.Wade suggests looking at the following rationale given by HHS and possibly using it as a standard for limited admissions programs.

COLLEGE OF HEALTH AND HUMAN SCIENCES #13, 4/11/08

School of Allied Health and Communicative Disorders

Other Catalog Change Pages 140-141, 2007-08 UG catalog
Note: This is the response to the item tabled by APASC on 4/2/08, meeting #146.

Major in Health Sciences (B.S.)

General Information

Once admitted to the health sciences major in the physical therapy program, a student must maintain a minimum program GPA of at least 2.25/4.00 and must earn a grade of C or better in all courses in the professional program to remain in good academic standing. A student is subject to program dismissal for any of the following: receiving a grade of “F” in any course in the professional program, receiving a total of two or more “D’s” in professional program courses, receiving a grade of “U” in AHPT 462, or having a program GPA of less than 2.25/4.00 for two consecutive regular semesters. Information regarding program retention is provided to students upon matriculation into the professional physical therapy program. Students must successfully complete both the undergraduate and graduate components of the professional …..

Full-time and part-time clinical experiences are an integral part of the curriculum, providing the student opportunities to apply academic knowledge, under the supervision of skilled physical therapists. ….. The timing of these clinical experiences is dependent on available clinical sites.

AHPT-designated courses are open only to students admitted to the professional physical therapy curriculum and are current health science majors.

Requirements in School (46)
RATIONALE: Students must meet program academic standards to remain in good standing. This statement summarizes the retention policy of the program, which was approved via the New Program Request in 1999. For the second change: the health science major is a competitive entry, limited admissions program. The added language clarifies who can take AHPT courses.

Impact of Retention Policy: Program records from 1999 to the present were reviewed to determine the impact of the retention policy. During this period, 316 students were admitted to the health sciences major. A total of 12 (3.8%) were dismissed from the program, based on the retention policy. Six students (1.9%) received a grade of F in a program course, five (1.6%) received two or more D’s in program courses, and one (.3%) failed to maintain the program GPA for two consecutive semesters. Of these twelve, ten transferred to other programs (including biology, public health, and kinesiology), one withdrew from the university (was admitted to the PT program as a post-graduate), and one has been lost to follow-up.

D. Wade asks what people expect limited admissions/renewal to bring in the form of information.

E. Seaver indicates that this is a resource that needs to be addressed by the deans and provost. He also states that the renewal process is the same as it is for first time applicants.

D. Wade raised some questions that might be asked regarding limited admissions/retention:
   a.) student preparedness
   b.) resources
   c.) accreditation issues
   d.) under-represented groups
   e.) how many are affected
   f.) where do these students go that aren’t accepted

B. Gage says to look at numbers 3 and 4 of the duties on the APASC membership handout. They state:

3.) Study and make recommendations regarding the impact of college, school and department admission, retention, and academic standards policies upon other academic units of the university;

4.) Recommend a procedure by which individual student progress toward graduation will be continually monitored.

D. Wade asks who should take charge of this issue. APASC? UCC?

E. Seaver says the issues should go to UCC.
D.Wade points out that B.Gage is saying we should have a procedure in place to help students affected by retention/renewal issues. E.Seaver says APASC should be concerned about those students.

L.Rigg suggests that advisors should play a role. She also asks if programs have to provide a way to help those affected students.

B.Gage suggests a procedure to help students who are known to not likely succeed.

L.Rigg questions how to know what is acceptable and how to deal with those students.

S.Doederlein states that most curricula have roadblocks for students, and we need to find a way to fix those roadblocks.

E.Seaver questions how successful the bar is that has been set by the individual programs. He also states that programs find the easiest way to set that bar is by using the GPA.

L.Rigg is curious as to what people can ask and what data will be available? She also wanted to know what items will be listed that departments can talk about.

B.Gage says all the departments have been through a program review, but can feel free to call him or Dan House.

B.Gage will do a presentation at the next meeting regarding retention.

It was moved by D.Wade, seconded by J.Wolfskill to pass on this item until the presentation is given at the next meeting. Motion passed.

C. HHS Requests for Renewal of Limited Admissions

M.J. Blaschak stated Health Sciences is up for program review. She said PT is going to be DPT. Also, Health Sciences will no longer be a limited admissions program and there will be an addition of a pre-physical therapy major.

B.S. in Health Sciences is not a limited admissions program, and it is not expected that a lot of students will be lost. There will be a rehabilitation studies program as well as the pre-physical therapy program.

The school would like the revision to the programs to be implemented by next fall.
E. Seaver said he would have to talk to Virginia Cassidy regarding this issue.

M.J. Blaschak did not have any requests from Health Education and Clinical Laboratory Sciences.

**It was moved by M.J. Blaschak, seconded by D. Wade to table this item until the next meeting, or more information is given.**

IV. New Business


**It was moved by D. Wade, seconded by J. Parker to accept the APASC annual report. Motion passed.**

B. Catalog Changes referred from CUC

1) **COLLEGE OF HEALTH AND HUMAN SCIENCES #14 4/18/08**

**Other Catalog Change**

<table>
<thead>
<tr>
<th>Pages 137, 2007-08 Undergraduate catalog</th>
</tr>
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<tbody>
<tr>
<td>B.G.S. Degree</td>
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<tr>
<td>↓</td>
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<tr>
<td>Upon successful completion of these 50 semester hours, the student may be awarded up to 30 semester hours of proficiency credit for the learning experiences and education in the discipline in which he or she holds certification and/or licensure. <strong>Students in this program are exempt from the 30 semester hour university residence requirement.</strong></td>
</tr>
</tbody>
</table>

**RATIONALE:** This is not a change in policy or procedure. PeopleSoft programming calls for this clarification. This type of proficiency credit has historically been applied to this residence requirement.

**School of Allied Health and Communicative Disorders**

**Other Catalog Change**

Page 139, 2007-2008 Undergraduate Catalog

<table>
<thead>
<tr>
<th>B.S. Degree Completion for Clinical/Medical Laboratory Technicians</th>
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<tbody>
<tr>
<td>Clinical or medical laboratory technicians with an associate’s degree...</td>
</tr>
<tr>
<td>↓</td>
</tr>
<tr>
<td>…these students will receive <strong>26 14-16</strong> hours of proficiency credit. <strong>Students in this program are exempt from the 30 semester hour university graduation residence requirement.</strong></td>
</tr>
</tbody>
</table>

**RATIONALE:**

1) Number change reflects actual practice.
2) This is not a change in policy or procedure. PeopleSoft programming calls for this clarification. This type of proficiency credit has historically been applied to the residence requirement.

School of Family, Consumer and Nutrition Sciences

Other Catalog Change Page 153, 2007-2008 Undergraduate Catalog

B.S. Completion in Emphasis 3
This completion program is limited to students with an Applied Associate Science degree in child care and child
↓

Students are encouraged to consult with the NIU adviser before selecting a practicum/internship site, which must be approved in order to gain proficiency credit in FCNS 490. Students in this program are exempt from the 30 semester hour university residence requirement.

RATIONALE: This is not a change in policy or procedure. PeopleSoft programming calls for this clarification. This type of proficiency credit has historically been applied to this residence requirement.

School of Nursing and Health Studies

Other Catalog Change Page 165, 2007-08 Undergraduate catalog

R.N.-B.S. in Nursing Completion Program

The R.N.-B.S. in nursing completion program is designed to award credit to registered nurses for their recent education and previous learning experiences in the field of nursing.
↓

This credit will be held in “escrow” and will be posted to the student’s transcript upon successful completion of 12 semester hours of nursing credit with a grade of C or better. Students in this program are exempt from the 30 semester hour university residence requirement.

RATIONALE: This is not a change in policy or procedure. PeopleSoft programming calls for this clarification. This type of credit has historically been applied to this residence requirement.

B.S. in Public Health Completion Program

The B.S. completion program in public health is designed to award credit to practicing health care professionals for their recent education and previous learning experiences in the fields of dental hygiene, respiratory care, radiologic technology,
..., as well as credit to be determined by the department based on professional course work of the student. Students in this program are exempt from the 30 semester hour university residence requirement.

RATIONALE:

This is not a change in policy or procedure. PeopleSoft programming calls for this clarification. This type of credit has historically been applied to this residence requirement.

E.Seaver said that the rationale (given above) is correct.

J.Parker asked if it is plausible to use PeopleSoft as a rationale for changes.

D.Smith said that curriculum committees may be looking for more of a rationale to be given than just PeopleSoft.

E.Seaver stated that proficiency credit is awarded late and therefore it restarts the residency requirement for those students (as referred to above). He also stated that most students have a certificate of some sort and generally need to just complete some general education requirements as well as some upper division hours, etc.

J.Wolfskill asks for clarification about whether proficiency credit will be awarded at a later date, and whether or not students have to complete 30 hours at NIU.

E.Seaver replied that both are true.

It was motioned by J.Wolfskill, seconded by D.Wade to approve. Motion passed.

2) COLLEGE OF HEALTH AND HUMAN SCIENCES #13, 4/11/08

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This item was tabled pending development of questions to be addressed by limited admissions/retention programs.

C. Clarification of Language- Add/Drop

Current language:
Add/drop procedures include adding a class, dropping a class, changing from audit to credit or credit to audit, and changing a section of the same course. 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.

However, courses which are dropped by the end of the second week of classes will not appear on a student’s record. Beginning with the third week of classes of a fall or spring term, all course load reductions become withdrawals, with the exception of last-half semester courses. For withdrawal, 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 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.

E.Seaver said there is confusion in week 2, whether it is a drop, or a withdrawal, or both. Is it that at week 2 everything is considered a drop, and after week 2, it is a withdrawal?

E.Seaver said there is a need to add new language to clarify. He also asks what APASC’s intent for the 2nd week policy is.

S.Doederlein would like to have both possibilities an option.

J.Wolfskill believes colleges should have both options available for specific cases based on certain situations.

J.Wolfskill proposes to have the language in the withdrawal section amended. His proposed amendment would be:

“Student can request a withdrawal beginning Monday of the 2nd week of classes”

He wants to make clear the beginning date.

E.Seaver said that the first paragraph of the Add/Drop language needs to be clarified as well.

D.Wade asks if Sue Doederlein or the Advising Deans could draft possible language.

It was moved by D.Wade, seconded by L.Rigg to refer the item to the Advising Deans and encourage them to work with Financial Aid regarding Title 4. Motion carries.
D. ADJOURNMENT

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

Minutes submitted by Jennifer Obendorf.