NORTHERN ILLINOIS UNIVERSITY

ADMISSIONS POLICIES AND ACADEMIC STANDARDS COMMITTEE (APASC)

Minutes of Meeting #157
October 14, 2009

Approved

Present: D. Kempton (LAS) in place for A. Radasanu; S. Arnett (HHS); B. Goldenberg (UCC); J. Wolfskill (LAS/MATH); J. Parker (EDUC/KNPE); L. Marcellus (Council of Adv. Deans); D. Wade (BUS/MGMT);

Ex Officio: S. Eaton (EDUC SERV & PROG); B. Hemphill (STUDENT AFFAIRS & ENROLLMENT MANAGEMENT); E. Seaver (VICE PROVOST)

Students: J. Harris (HHS); M. Szydlowski (LAS)

Absent: A. Radasanu (LAS/POLS) E. Klonoski (VPA); D. Cesarotti (EET/TECH); B. Burk (ADMISSIONS); M. Gillis (TRANSFER CENTER);

Visitors: L. Allison (REGISTRATION AND RECORDS); D. Smith (CATALOG EDITOR/CURRICULUM COORDINATOR); S. Warber (REGISTRATION AND RECORDS); E. Towell (COLLEGE OF BUSINESS)

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

I. APPROVAL OF THE AGENDA

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

II. ANNOUNCEMENTS

A. Electronic Approval of Minutes (9/2/09)

B. Report from the Advising Deans

L. Marcellus indicated that the withdrawal text language for the catalog was being finished.

III. OLD BUSINESS
IV. NEW BUSINESS

A. Satisfactory Academic Progress – Maximum Time Frame

See attachment #1

E. Seaver indicated that this was forwarded to APASC by Financial Aid. The awarding of federal aid is contingent upon the student making satisfactory academic progress toward his degree. E. Seaver said that this is just a clarification of how SAP will be implemented. This came to APASC because it is a catalog change and it does impact the student’s ability to continue at NIU.

It was moved by D. Wade, seconded by J. Wolfskill, to approve the language for the SAP Appeal. Motion carried.

B. Curricular Items

- COLLEGE OF HEALTH AND HUMAN SCIENCE #12 (AY 2008-09) April 3, 2009 – See attachment #2

- CLARIFICATION TO CUC REGARDING “B OR BETTER” – See attachment #3

D. Wade said he believed this was before APASC because of two issues: the change of “C” or better to “B” or better and major GPA of at least 3.0.

S. Arnett indicated that the changes have been made so that the students can be prepared and in-line with the DPD standards. A 3.0 GPA is required for students entering the DPD internship.

S. Arnett explained that the DPD is for students planning to be clinical dietitians. Students may choose that route which includes the internship or just a degree in Nutrition and Dietetics without being licensed as a dietitian.

Currently to apply for the DPD internship a student must have a 3.0 GPA. The change is requiring not only a GPA of 3.0 but completing a minimum of 9 semester hours at NIU with a grade of “B” or better from the following list: FCNS 200A, FCNS 200B, FCNS 309, FCNS 310, FCNS 320, FCNS 409, FCNS 410, FCNS 415, FCNS 416, FCNS 420, and FCNS 498.
D. Wade said that is was highly unusual to require a “B” or better. He expressed that he was reluctant without further rationale to approve something that has such a rare occurrence in our current catalog.

J. Parker asked if there was a difference between “…requesting DPD verification” and “verification of DPD completion”. She asked if they were two different things or the same thing simply stated differently. S. Arnett responded that they were the same. D. Wade requested that the college use parallel language.

**J. Wolfskill made a motion to refer this back to the College of Health and Human Sciences for clarification. D. Wade seconded. Motion carried.**

- **COLLEGE OF LIBERAL ARTS AND SCIENCES #1 September 2, 2009 – See attachment #4**

J. Wolfskill indicated that he believed these were discussed at the CUC meeting and tabled there.

E. Seaver said that the discussion and concerns that the CUC has was whether or not the prerequisite can be implemented as written in MyNIU.

S. Warber said that she needed to check and see if the KCMA 098 grade of “C” or better could be implemented. S. Warber also indicated everything else would need to be tested first.

There was some discussion as to Math 110 being a prerequisite to itself. J. Wolfskill stated that a “D” in Math 110 was a sufficient prerequisite for Math 110. If this is incorporated into MyNIU the department would not have to override the registration for such students.

J. Wolfskill stated the other course revisions for Math 155, 210 and 211 already had the prerequisite of “C” or better. The only thing being brought to APASC was the grade of “C” or better in KCMA 098.

**J. Wolfskill moved to approved College of Liberal Arts and Sciences #1. D. Wade seconded. Motion carried.**
C. College of Business

- COLLEGE OF BUSINESS #2 September 8, 2009 – See attachment #5

David Wade stated that currently UBUS 310 is a 9 credit hour course which is mandated the first semester of a student’s junior year or entry into the College of Business. Making a concurrent course with this would require a minimum of 12 hour load. This would not accommodate part-time students. There is not an alternative track into the College of Business other than through UBUS 310.

L. Marcellus stated that at the college curricular level as far as part-time/full-time status, the College of Business’ intent is not to force a part-time student to have full-time status.

D. Wade indicated that the position the College of Business is taking states quite clearly that one has to be a full-time student, but in advising telling the student they don’t have to be full-time.

L. Marcellus said that this is written for the majority of the students. College of Business want students to take UBUS 310 and OMIS 351 together, but understand that there will be exceptions to that because of part-time students. L. Marcellus said that all this would be handled in advising.

D. Wade said that if a student did not seek advising he would believe that he had to take them both concurrently.

D. Kempton stated that the purpose of the catalog is to advise. If we are not clear, we are being silent as to the main work around and doing the student a disservice. He asked L. Marcellus if this working would be acceptable from her perspective “Must take the two courses concurrently or receive consent of …”

J. Parker verified with L. Marcellus that currently students can take UBUS 310 prior to OMIS 351.

E. Towell, Associate Dean of the College of Business, explained that UBUS 310 covers the principles in the four areas of business and OMIS 351 is the other principle course. The intent of the
proposal was that a student would take all their principles at the same time.

S. Warber asked how the College of Business was linking the two courses together for registration purposes. L. Marcellus said they were going to use a milestone similar to what they use now for other courses in the college.

D. Wade said that the rationale is that the College of Business wants students to take all principle courses at the same time. However, a part-time student can automatically receive a waiver for that principles class.

J. Wolfskill suggested that the proposed language “Must be taken concurrently with UBUS 310” be replaced with “PRQ: Concurrent enrollment in UBUS 310 or consent of college.” He indicated that he felt that would be clearer to the students, advisors and staff in Registration and Records.

E. Towell indicated that she would take this new language to her curriculum committee as a friendly amendment.

D. Kempton made the motion to adopt this language as a friendly amendment. J. Parker seconded. Motion carried.

V. ADJOURNMENT

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

Minutes submitted by Lisa Allison.
SAP Appeal
Maximum Time Frame

Undergraduate Change of Major

In the appeal process up to two changes of an undergraduate major will be considered. Three or more changes of an undergraduate major may be appealed with extenuating circumstances and in consultation with the advising dean.

Undergraduate Additional Degree

In the appeal process pursuit of a second bachelor’s degree will be considered. Three or more bachelor’s degrees may be appealed with extenuating circumstances and in consultation with the advising dean.

(Note: Exact placement in the Undergraduate Catalog to be determined by Student Financial Aid.)
COLLEGE OF HEALTH AND HUMAN SCIENCE #12 (AY 2008-09) April 3, 2009

School of Family, Consumer and Nutrition Sciences

Comprehensive Major in Nutrition, Dietetics, and Hospitality Administration (B.S.)
↓
Emphasis 2. Nutrition and Dietetics

This emphasis provides basic preparation for fulfillment of the baccalaureate requirements for careers in community nutrition programs, dietetics, or for graduate studies in these areas.

**One option in this major is**

Completion of this emphasis satisfies the academic requirements of the Didactic Program in Dietetics (DPD) of the American Dietetic Association (ADA). The program is approved by the ADA. To become a registered dietitian (R.D.), a student must complete both the academic and experience supervised practice requirements of the ADA, and pass the national registry examination. See Special Requirements below. Postbaccalaureate students requesting DPD verification must complete a minimum of 9 semester hours of approved course work at NIU with a grade of C or better. Consult with the DPD director prior to NIU enrollment to determine required course work.

Graduates with this emphasis may satisfy the experience requirement for registry by completing a dietetic internship. These programs are offered by various institutions across the country. NIU offers a dietetic internship in conjunction with the M.S. in nutrition and dietetics. It is strongly recommended that students planning to apply for a dietetic internship acquire work experience in food service and patient care.

It is strongly recommended that students planning to apply for a practice program acquire work experience in food service and patient care.

Post baccalaureate students requesting DPD verification must complete a minimum of 9 semester hours of approved course work at NIU with a grade of B or better. Consult with the DPD director prior to NIU enrollment to determine required course work.

**Special Requirements**

Graduates with this emphasis may satisfy the supervised practice requirement for registry by completing a dietetic internship. These programs are offered by various institutions across the country. NIU offers a dietetic internship in conjunction with the M.S. in nutrition and dietetics. It is strongly recommended that students planning to apply for a dietetic internship acquire work experience related to the field.

For students to receive verification of DPD completion, which is required for application to a dietetic internship, they need to maintain a major GPA of at least 3.0, and achieve a grade of B or better in each FCNS 310, FCNS 415, and FCNS 416.
Requirements in School (31)

FCNS 416 - Nutrition in Clinical Care II (3)
FCNS 420 - Foodservice Management (3)
FCNS 498 - Professional Seminar in Family, Consumer, and Nutrition Sciences (1)

One of the following (3)
- FCNS 306 - Nutrition in Relation to Health and Exercise (3)
- FCNS 316 - Hospitality Service (3)
- FCNS 416 - Nutrition in Clinical Care II (3)
- FCNS 427 - Catering Operations Practicum (3)

Total Hours for Emphasis 2, Nutrition and Dietetics: 74-76

RATIONALE: Previously, Emphasis 2 curriculum focused on preparing all graduates through the academic requirements of the Didactic Program in Dietetics (DPD) of the American Dietetic Association (ADA). At present, all of the students in our major are held to the standard of meeting DPD curriculum requirements which is not always a good fit for the student and not all students meet DPD requirements well.

Verification of Didactic Program in Dietetics requirements is mandated by the accrediting agency for dietetics programs and is necessary for students who are dietetic internship-bound. Verification of DPD completion is not needed for students seeking other opportunities and careers after graduation, and in fact, further study in clinical dietetics is not likely to be helpful to them at all and can limit opportunities to take other courses. Offering FCNS 416 as an option among other courses should better meet the needs of all our students.

By clarifying information for the students in the Special Requirements, and identifying the courses required for DPD verification and non-DPD options, this meets the needs of both groups of students in our major. Students will recognize earlier that options are available and plan their coursework accordingly. Academic and faculty advisors will begin working with students to develop the appropriate plan early in the student’s academic career – as new majors and throughout their upper division coursework.

The major minimum GPA standard of 3.0 sets a higher level of performance for those DPD students who are Dietetic Internship-bound. Internship students need a 3.0 in each of the DPD courses to obtain a Dietetic Internship. Sufficient academic performance and coursework are still required for non-DPD students, to be eligible for employment post-graduate or state-based licensing in nutrition and dietetics.
CLARIFICATION TO CUC REGARDING “B OR BETTER”:

Comprehensive Major in Nutrition, Dietetics, and Hospitality Administration (B.S.)

Emphasis 2. Nutrition and Dietetics

Post-baccalaureate students requesting DPD verification must consult with the DPD director prior to NIU enrollment to determine required course work and complete a minimum of 9 semester hours of approved course work at NIU with a grade of B or better from the following list: FCNS 200A, FCNS 200B, FCNS 309, FCNS 310, FCNS 320, FCNS 409, FCNS 410, FCNS 415, FCNS 416, FCNS 420, and FCNS 498. Consult with the DPD director prior to NIU enrollment to determine required course work.
110. COLLEGE ALGEBRA (3). Algebraic and exponential functions, basic linear algebra. Requires skills and knowledge of intermediate algebra and plane geometry. Does not count for credit toward the major or minor in mathematical sciences. Not open for credit to students having credit in MATH 155 or MATH 211 or MATH 229. Not used in major or minor GPA calculation for mathematical sciences majors or minors. **PRQ:** Satisfactory performance on the Mathematics Placement Examination. **PRQ:** KCMA 098 with a grade of C or better, or previous credit in MATH 110, or satisfactory performance on the Mathematics Placement Examination.

**Rationale:** See below.

155. TRIGONOMETRY AND ELEMENTARY FUNCTIONS (3). Polynomials and rational functions, review of exponential and logarithmic functions, trigonometry, and complex numbers. Does not count for credit toward the major or minor in mathematical sciences. Not open for credit to students who have obtained a grade of C or better in MATH 229. **PRQ:** MATH 110 with a grade of C or better or satisfactory performance on the Mathematics Placement Examination. **PRQ:** MATH 110 with a grade of C or better, or previous credit in MATH 155, or satisfactory performance on the Mathematics Placement Examination.

**Rationale:** See below.

210. FINITE MATHEMATICS (3). Introduction to mathematical topics with applications to business, social science, and other fields. Includes such topics as functions and graphs, matrix algebra and solutions of systems of linear equations, inequalities and linear programming, elementary combinatorics, and probability. Not used in major or minor GPA calculation for mathematical sciences majors or minors. **PRQ:** One year of high school algebra, one year of high school geometry, and satisfactory performance on the Mathematics Placement Examination or MATH 110 with a grade of C or better. **PRQ:** MATH 110 with a grade of C or better, or previous credit in MATH 210, or satisfactory performance on the Mathematics Placement Examination.

**Rationale:** See below.

211. CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (3). An elementary treatment of topics from differential and integral calculus, with applications in social science and business. Except with departmental approval students may not receive credit
for both MATH 211 and MATH 229. Not used in major or minor GPA calculation for mathematical sciences majors or minors. PRQ: MATH 110 with a grade of C or better or satisfactory performance on the Mathematics Placement Examination. PRQ: MATH 110 with a grade of C or better, or previous credit in MATH 211, or satisfactory performance on the Mathematics Placement Examination.

Rationale: Everything that is said should be true, but not everything that is true should be said. In an ideal world, we would prefer not to have these new statements in the catalog, because quite honestly they are an embarrassing admission of just how weak many of our students are. However, we have been told very plainly that Registration and Records will not program a prerequisite into MyNIU unless it is explicitly written in the catalog.

The new prerequisites proposed for MATH 110, 155, 210, and 211 all represent longstanding policy within the department. Under the old legacy system, students in any of these situations were given prerequisite overrides for the appropriate course. It was then up to the student to register for an open section of the course. Although there was always a large volume of such cases, each one could be treated very simply and quickly. Regrettably, under MyNIU this is not true. In contrast to the old system, with MyNIU the department can only override a prerequisite for a specific section rather than the course as a whole. Consequently, each such case requires a department representative to negotiate personally with the student in order to choose a section of the course. There are hundreds of these cases every term. This burden is literally unbearable and for that reason we request that these alternate prerequisites be written into the catalog even though it is an embarrassment to NIU to do so.

The previous high school prerequisites for MATH 210 may be dropped because they are redundant. Worse, they may mislead students into thinking that intermediate algebra is an acceptable background for this course when it is college algebra (that is, MATH 110) instead, or something equivalent to the level of college algebra, that is required.

Finally, with regard to using KCMA 098 as one possible entrance into MATH 110, we have been assured by Registration and Records that even though KCMA 098 is not an NIU course and indeed carries no credit toward graduation, nevertheless it does appear on a student’s transfer credit report so that MyNIU can read it and use it. In other words, this provision is programmable.
351. INFORMATION SYSTEMS IN ORGANIZATIONS (3). Examination of functional management information systems (MIS) existing within organizations. Emphasis on analyzing and designing computer systems for functional areas. Need for integration of these systems stressed through the use of case studies. **Must be taken concurrently with UBUS 310.** PRQ: Working knowledge of spreadsheet software, UBUS 223, or consent of department. CRQ: UBUS 310.

**Rationale:** This change will require non-accountancy students to take UBUS 310 and OMIS 351 concurrently. Accountancy students are advised to take their required IS course, ACCY 310A and 310S, at the same time as UBUS 310. Therefore, this change will essentially require all COB students to take UBUS 310 and the IS course concurrently. This change will benefit all students by exposing them to all foundation material by the first semester of their junior year.