NORTHERN ILLINOIS UNIVERSITY

ADMISSIONS POLICIES AND ACADEMIC STANDARDS COMMITTEE
(APASC)

Minutes of Meeting #15
November 11, 2009

Approved
(Revised 12/10/09)

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

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

Absent: E. Klonoski (VPA); D. Cesarotti (EET/TECH); M. Gillis (TRANSFER CENTER); B. Hemphill (STUDENT AFFAIRS & ENROLLMENT MANAGEMENT); J. Parker (EDUC/KNPE);

Visitors: L. Allison (REGISTRATION AND RECORDS); D. Smith (CATALOG EDITOR/CURRICULUM COORDINATOR); S. Warber (REGISTRATION AND RECORDS); L. Neeley (COLLEGE OF BUSINESS); G. Barker (TESTING SERVICES); J. Spears (VICE PROVOST)

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

I. APPROVAL OF THE AGENDA

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

II. ANNOUNCEMENTS

A. Electronic Approval of Minutes (10/14/09)

B. Report from the Advising Deans

III. OLD BUSINESS

IV. NEW BUSINESS

A. Results of National Survey of Student Engagement (NSSE)
   -Greg Barker and Julia Spears, Guest Speakers
E. Seaver stated that the NSSE was driven by the Strategic Plan. The Presidential Task Force recommended that the NSSE be done and we will continue to do this every two to three years. There is a steering committee that is looking at recommendations. This allows us to look at our progress. There are other versions of this such as a faculty version which asks faculty their perception of student engagement. We will use this to benchmark our progress in particular areas.

B. College of Business Request for Approval of Limited Retention (Minor in Business Innovation and Entrepreneurship)

D. Wade indicated that this is a limited admission and retention proposal. This minor is open to all majors regardless of college. Resources dictate that it cannot be open to every person that may show an interest. Not sure at this point what the interest will be. The start up is about 30 students maximum rolling up to 60.

L. Marcellus indicated that although the College of Business is not accepting applications for the Business Administration Minor, she has about 15 to 18 students a semester that show they have completed the courses for the minor and this is then posted at the time of graduation.

D. Wade said that the minor in Business Innovation and Entrepreneurship is to try and prepare people who are not necessarily business majors to participate in the small business environment when they exit the university without having to major in Business. D. Wade expressed that he feels this is an outstanding program.

D. Wade moved to approve the proposed Minor in Business Innovation and Entrepreneurship. L. Marcellus seconded. Motion carried.

E. Seaver verified that this minor was available to students majoring in Management. It is allowable within the catalog guidelines. He asked if a student could get their degree in Management and automatically qualify for this minor without having to do anything else.

L. Neeley responded that a student fulfilling a degree in Management would not automatically qualify for this minor. She stated that all Business majors are required to take ACCY 206, ACCY 207 and UBUS 310. MGMT 327 “Creativity, Innovation, and Entrepreneurship” is an elective for one of the Management degrees. She also stated that MGMT 427 “Entrepreneurship and Business Models” and MGMT 437 “Entrepreneurship” were unique to this minor.
C. Curricular Items referred from CUC

See attachment #1

D. Wade indicated that in the College of Business Limited Retention Requirement was the parallel language to the language APASC approved last meeting. This is just a retention requirement section rather than the co-requisite section of the individual classes.

D. Wade moved to approve. L. Marcellus seconded. Motion carried.

D. Wade said that the item of a “B” or better requirement in Health and Human Sciences that was referred back to the college had to be re-visited for clarification. Mary Pritchard submitted clarification to APASC regarding the Didactic Program in Dietetics (DPD) verification and review and “B” average.

D. Wade indicated that the actual requirement for DPD is a GPA of 3.0 or greater in the following courses: FCNS 200A, FCNS 200B, FCNS 309, FCNS 310, FCNS 320, FCNS 409, FCNS 410, FCNS 415, FCNS 416, FCNS 420, and FCNS 498. APASC’s query was why is Health and Human Sciences requiring a “B” or better in each class when the requirement is a GPA of 3.0 or greater. The clarification indicates that Health and Human Sciences’ preference is to be a “B” or better based on an advising function rather than any DPD requirement or program requirement.

D. Wade moved to refer this back to the College of Health and Human Sciences one more time to consider language that more accurately reflects the practice. J. Wolfskill seconded. Motion carried.

E. Seaver indicated that the committee needed to go back to the last page of the November 11th items from CUC.

The language regarding transfer students in seeking advisement at orientation in Computer Science was never approved by APASC and needs to be. Below is the new language.

Transfer students must seek departmental advisement at orientation or just prior to the beginning of their first semester on campus. If they have completed all declaration requirements prior to admission to the university, they will declare their major with the department during the third through the sixth weeks (second through fourth weeks of the summer term) of their first semester on campus. In all other cases, the department will advise students when to declare, and they will be given access to appropriate computer science courses prior to formal admission into the program.

D. Wade moved to approve this language. J. Wolfskill seconded. Motion carried.
D. Freshman Warning

Catalog change: Page 47, 2009-10 Undergraduate Catalog

Freshman Warning, Academic Probation and Dismissal

First-semester freshmen at NIU who earn a cumulative GPA of 1.60 to 1.99 for all work completed at NIU will be placed on freshman warning. A student who does not earn a minimum cumulative 2.00 GPA by the end of their second enrollment at NIU will be placed on academic probation. First-semester freshmen whose GPA falls below 1.60 for all work attempted at NIU will be placed on probation and all other undergraduate students failing to maintain a minimum cumulative GPA of 2.00 for all work attempted at NIU will also be placed on probation. Students placed on freshman warning or probation are required to schedule an appointment for a probation interview with the dean (or the dean’s delegate) of their major college to discuss their academic status. Students placed on freshman warning or probation who have no college affiliation are required to schedule an appointment for a probation interview with the Vice Provost (or the Vice Provost’s delegate).

Students may enroll at NIU at least once while on academic probation.

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Rationale: To add current university policy regarding freshman warning to undergraduate catalog

D. Wade said that this freshman warning is current practice. There is no language in the catalog indicating the practice. The advising deans are offering this language which reflects current practice.

J. Wolfskill asked what the status of an entering second semester freshman that has been warned was. He asked if the student was allowed to register for courses or is blocked from registering until his major college lifts the block.

L. Marcellus indicated that the student could register for their second semester while on freshman warning, but must see an advisor during that term. If the student does not see their advisor, the student’s enrollment would then have a hold.

D. Wade moved to approve the catalog language for freshman warning. L. Marcellus seconded. Motion carried.

E. Approval of Limited Admissions/Limited Retention Teacher Certification Programs in CLAS

E. Seaver said that one of the issues we have had in the College of Liberal Arts Sciences only in the secondary programs is there are a number of programs that participate in teacher certification so they all have a 2.75 GPA which is a college wide standard. One proposal we had rather than trying to do each one of the departments that may have the option to get a teacher certification was to do approval of limited admission/limited retention for teacher certification programs
within Liberal Arts and Sciences once. This would be done once every five or six years and make this a college wide decision rather than each department’s.

E. Seaver said that he would work with the dean of Liberal Arts and Sciences and pick a year to have this in effect which would probably start in the next cycle which would be this summer.

F. Withdrawal Language Change

L. Marcellus stated that the withdrawal language has been revised to make it user friendly. During this process they have asked to extend the time of university withdrawals from the end of the 8th week to the end of the 12th week. The advising deans are not asking to change the course withdrawals just the university withdrawals. They are not going to give up the academic jeopardy either. That means if a student would choose to do a university withdrawal during weeks 9-12 those withdrawal forms would still go to the faculty to indicate whether the student was passing or failing. The advising deans discussed that the withdrawal deadline is extended in each of the colleges through an appeal process. This change would take away the need for the appeal.

E. Seaver said that one of the problems that we are running into is that a withdrawal must be processed within 30 days of the date and reported to the National Student Clearinghouse. Within 45 day financial aid has to recalculate all the financial aid awarded and report back to the family of the student. One college is giving their faculty one week to process the passing/failing grade. After that week if no grade has been submitted, the college will give the student a “W”.

D. Wade moved to approve the new catalog language for withdrawals. L. Marcellus seconded. Motion carried.

V. ADJOURNMENT

It was moved by D. Wade, seconded by W. Goldenberg to adjourn the meeting. Motion passed.

Minutes submitted by Lisa Allison.
November 11, 2009, APASC items for review from the Committee on Undergraduate Curriculum

COLLEGE OF BUSINESS #3 September 22, 2009

Department of Management

Other catalog change: Page 80, 2009-10 Undergraduate Catalog

Minor in Business Innovation and Entrepreneurship
The minor in business innovation and entrepreneurship is available to NIU undergraduate students in good academic standing. Students with a major in Management may take a minor in business innovation and entrepreneurship. Retention in the business innovation and entrepreneurship minor is competitive based on the student’s overall GPA and a C or better in all courses in the minor.

Students must complete an application for the business innovation and entrepreneurship minor by the semester deadline. Applications and deadline dates are available in the Department of Management.

Requirements (15-24)
ACCY 288 - Fundamentals of Accounting\(^1\) (3)
  or ACCY 206 - Introductory Financial Accounting (3) and
  ACCY 207 - Introductory Cost Management (3)
MGMT 320 - Foundations of Business and Entrepreneurship\(^1\) (3)
  or UBUS 310 - Business Core: Lecture (9)
MGMT 327 - Creativity, Innovation, and Entrepreneurship (3)
MGMT 427 - Entrepreneurship and Business Models (3)
MGMT 437 - Entrepreneurship (3)

One of the Following (3)
ACCY 306 - Financial Accounting Information for Business Decisions (3)
ACCY 307 - Managerial Accounting Information for Decisions and Control (3)
ACCY 309 - A Survey of Income Taxes (3)
FINA 320 - Principles of Finance\(^1\) (3)
MGMT 333 - Principles of Management\(^1\) (3)
MGMT 335 - Organizational Behavior (3)
MGMT 447 - Leadership (3)
MGMT 457 - Managerial Decision Making and Negotiation (3)
MKTG 310 - Principles of Marketing\(^1\) (3)
MKTG 325 - Buyer Behavior (3)
MKTG 365 - Principles of Retailing (3)
MKTG 425 - Services Marketing (3)
OMIS 338 - Principles of Operations Management\(^1\) (3)
OMIS 450 - Service Operations (3)

Footnote: \(^1\)Course not open to College of Business majors.

Rationale: Enrollments in entrepreneurship offerings have risen steadily throughout the U.S. and among NIU undergraduate business students since 2004. Over 40 percent of all new NIU freshmen have reported plans to launch a business during their careers (Freshman Survey, Office of Institutional Research, Fall 2008). This minor will allow them to gain business knowledge to realize their career intentions and complement their major courses of study.
Limited Retention Requirements
All business majors must complete UBUS 310 and OMIS 351 in the first semester in which they enroll in 300- or 400-level business courses. Prerequisites for UBUS 310 are: a grade of C or better in each of the 100- and 200-level courses in the Business Core; having a 2.75 or better cumulative GPA; and having junior standing. To continue as a business major, students must earn a C or better in UBUS 310. UBUS 311 must be completed no later than the semester or term immediately following completion of UBUS 310. Additional retention requirements for each major can be found under Department Requirements.

Footnote: 1Accountancy students are required to take ACCY 310A and ACCY 310S in place of OMIS 351.

Rationale: To update current college requirements: The COB Curriculum Committee at its September 8, 2009 meeting approved concurrent enrollment of UBUS 310 and OMIS 351.

Department of Management

New course: 456. PRACTICUM IN HUMAN RESOURCE MANAGEMENT (3). Internship involving full- or part-time work in one of the core areas of human resource management in a sponsoring organization under the supervision of a member of the Management Department and an individual in the sponsoring company. Core areas include recruiting, staffing, training, compensation, employee relations, labor relations, or other areas related to the human resource management function. PRQ: Management major in HR Emphasis and a grade of C or better in MGMT 355 and consent of department.

Rationale: The Practicum in Human Resource Management (HRM) provides an opportunity for students to earn credit while working in a role that involves one or more of the core functions of human resource management. The establishment of a practicum course focused on human resource management will enable the department to assure that the practicum is highly related to the student’s program of study in human resource management.

Non-duplication: A review of the catalog found no potential for duplication.
Comprehensive Major in Nutrition, Dietetics, and Hospitality Administration (B.S.)

Emphasis 1. Hospitality Administration

The mission of Hospitality Administration emphasis is to engage students to develop the foundational knowledge, demonstrated skills and professional attitudes required for contemporary and future practice or advanced study in the fields of hospitality. This emphasis provides basic preparation for fulfillment of the baccalaureate requirements for careers in hospitality management, or for graduate studies in this area. Major in this emphasis receive engage in practical experiences such as in a student operated operating a dining facility, observing hotel operations, and completing internships in the hospitality industry in on-campus residence halls where several thousand meals are served daily, and in a variety of other food service operations used as internship/independent study sites.

Special Requirements

Students must complete FCNS 302 and FCNS 316 with a grade of C or better prior to enrollment in FCNS 431C.

Rationale: 1) Include the Hospitality Administration mission statement so students are aware of it and to describe the experiences students will have in the program. Also mission statement is required to be published by HA accrediting body. 2) FCNS 302 and FCNS 316 are introduction courses in lodging operation and service. Students need to have basic skills and operational knowledge of the hospitality industry before taking the internship.

COLLEGE OF LIBERAL ARTS AND SCIENCES

All University Section

Computer Science Major
(Department of Computer Science)

The total number of students accepted into a computer science major is limited by the available resources and is competitive in relation to requirements for declaration. Transfer students compete with other transfer students for admission to the departmental emphases, and nontransfer NIU students compete with other nontransfer NIU students.

*MATH 206, Introductory Discrete Mathematics (3), and *MATH 211, Calculus for Business and Social Science (3),
OR *MATH 206, Introductory Discrete Mathematics (3), and *MATH 229, Calculus I (4),
OR *MATH 210, Finite Mathematics (3), and *MATH 211, Calculus for Business and Social Science (3),
OR *MATH 229 and 230, Calculus I and II (8)
CSCI 230, Computer Programming in FORTRAN (4), OR CSCI 240, Computer Programming in C++ (4)

Transfer students who will have completed the above requirements prior to enrollment at the university, who have applied for admission to the university by the dates indicated below, and who have indicated on their application for admission to the university that they intend to enroll in an emphasis in the Department of Computer Science need not apply separately to the department. After such students are accepted into the university, their applications will be transmitted to the department for consideration. Students will be notified directly of their admission status. Accepted students must seek departmental advisement at orientation or as soon as they arrive on campus.

**Term** ..................................................... **Applications complete by**  
Spring................................................................. October 1  
Summer............................................................ February 15  
Fall............................................................................. February 15

Transfer students who have not completed the above requirements prior to admission to the university must seek departmental advisement at orientation or as soon as they arrive on campus. Such students must follow the deadlines listed above for currently enrolled students, but consideration will be given to their need for access to major courses prior to formal admission into the program.

Transfer students must seek departmental advisement at orientation or just prior to the beginning of their first semester on campus. If they have completed all declaration requirements prior to admission to the university, they will declare their major with the department during the third through the sixth weeks (second through fourth weeks of the summer term) of their first semester on campus. In all other cases, the department will advise students when to declare, and they will be given access to appropriate computer science courses prior to formal admission into the program.

Rationale:
Changing Mathematics courses to:
- Correct an error in the catalog which allowed students to declare after only a single Mathematics course, MATH 206.
- Reflect the 2008-2009 catalog change which eliminated MATH 210 from the possible Math courses used to satisfy major requirements.
- Allow students who choose the three-course Mathematics requirement (MATH 206, 229, and 230) to declare after completing any two of the three Mathematics courses.

Eliminating CSCI 230 from the declaration requirements to reflect removal of the course from the requirements for the Computational Software emphasis, effective the 2008-2009 catalog.

Changing transfer student declaration procedures to eliminate confusing and misleading statements. Students assumed that the deadlines listed were prior to their arrival on campus, while in reality, the deadlines referred to the students’ first semester on campus.