BACCALAUREATE COUNCIL  
Meeting #1  
September 8, 2016  
Approved

Voting Members: G. Aase (BUS), S. Marsh (BUS), R. Hunt (EDU), J.E. Strid (EDU), E. Myung (HHS), J. Umoren (HHS), P. Braun (HHS), M. Cheng (LAS), L. Sunderlin (LAS), D. Gorman (LAS), J. Kot (LAS), R. Johns (LAS), B. Jaffee (VPA), L. Garcia (Libraries), R. Johnson (BUS/Student), S. Estes (LAS/Advisor)

Ex-Officio Non-voting: A. Birberick (Vice Provost), C. Garvey (Admissions)

Members Present:
Guests: J. Montag (Registration and Records), E. Klonoski (Acting Associate Vice Provost),
Consultants: J. Ratfield (Office of the Vice Provost), D. Smith (Catalog Editor/Curriculum Coordinator)

The meeting was called to order by Vice Provost Anne Birberick. She welcomed those in attendance to the inaugural meeting of the Baccalaureate Council (BC). She reminded members that the council is the result of a curriculum reform process approved by the University Council last academic year. What emerged was a consolidation and reorganization of the curricular approval process, with the Committee on Undergraduate Curriculum (CUC), the Academic Policies and Admissions Standards Committee (APASC), and the Undergraduate Coordinating Council (UCC) being streamlined into the Baccalaureate Council.

I. Introductions. Birberick noted that the BC is made up of faculty, staff, and students. Faculty represent the six undergraduate colleges and the university libraries and there are staff who are either voting or non-voting and represent advisors, admissions, and at-large academic programs.

II. Election of co-chair. Umoren made a motion, seconded by Braun, to NOMINATE RICK JOHNS AS THE CO-CHAIR OF THE BACCALAUREATE COUNCIL. Nominations were closed by acclamation. Motion passed unanimously.

III. Adoption of Agenda. Marsh made a motion, seconded by Braun, to APPROVE THE AGENDA. Birberick added NIU PLUS to announcements. Motion passed unanimously as amended.

IV. First Meeting Enclosures. Birberick went through the documents.

a. Meeting Schedule. Birberick reminded Council members that O365 Sharepoint is being used to share documents. Please let Ratfield or Smith know if help is needed with that. She pointed out that there are two meetings in December. Please keep both dates on calendars to make sure any outstanding business can get taken care of this fall.

b. Membership List. Birberick stated that this is still a work in progress; there are a few openings that still need to be filled. What is really needed is more students. Five colleges are unrepresented. Estes asked if there were any constraints, such as do students have to be an upper classman, and Birberick responded that there are no such constraints.

c. Bylaws. Birberick noted that the bylaws define which BC members are voting and non-voting. She is a non-voting member unless there’s a tie. She talked about issues that will be considered by the BC, e.g., policies and curricular matters. There are some things that will be presented to BC members that they don’t decide on, for example any course changes unless there’s a duplication issue with a new course. Council members will not be wordsmithing course titles, descriptions, numbers, etc. She added that there will be changes
that come before the BC where the expertise of areas such as R&R will be necessary, i.e., R&R representatives may need to be called upon to be sure that a curricular change can be programmed in MyNIU or Financial Aid may be consulted to be sure a change does not have adverse effect on students. There are also areas that don’t belong to a college and for any catalog changes from those areas, the BC will be the curriculum committee. Examples of those areas are UNIV courses and the minor in Black Studies.

d. Minutes from UCC, CUC, and APASC. These are just informational.

e. Non-duplication and Impact on Other Units. This form explains what departments need to do if there might be impact on another department.

f. Other documents. Birberick pointed out the remainder of the documents: guidelines for certificates of undergraduate study, guidelines for the development of interdisciplinary courses, process for requesting a new degree program or off-campus degree grant authority and delivering a degree program online, and the new program form. She added that these documents can also be found in the Academic Policies and Procedures Manual (APPM).

V. Announcements

a. BC members are reminded that if they are unable to attend a BC meeting, they can name a substitute to represent their constituency and they should inform Donna Smith (753-0126, dsmith@niu.edu) or Jeanne Ratfield (753-8381, jrat@niu.edu), so the substitute can be given access to meeting documents. Council members have a right to send a substitute; your college’s voice should be heard. Equally, Birberick said that council members should be sharing with their colleges what happens in the BC meetings.

b. Other BC member expectations. Birberick noted that she expects that there will be a lot of important work that needs to get done with this council.

i. Attendance. Birberick reminded council members that the meetings are from 12:30 - 3:00 and if there is a conflict at any point in that time period, an alternate should be found. She added that she hopes to get the order of business streamlined, but there’s no guarantee that meetings will dismiss early. Also, in order to streamline the order of business, there will be a small group, made up of herself, the co-chair (Johns), Ratfield, Smith, and an additional faculty member (see below) to serve as an alternate for the co-chair. This group will meet in advance of the regular BC meeting, review all the materials, and determine what looks to be straightforward and what needs discussion. Items that do not warrant discussion will be placed on a consent agenda. However, Birberick instructed council members that they should review all materials prior to the BC meeting and ask that any item they feel should have further discussion be pulled off of the consent agenda. This should be done prior to approval of the consent agenda.

ii. Additional Duties. Birberick told council members that there could be a time when committee members may be asked to join an ad hoc groups to do additional work in advance of a meeting. She added that this committee will be different from the UCC. Listening to colleagues report on the minutes of another committee (e.g., Honors or the General Education Committee [GEC]) will not be a part of the agenda. Those reports will be put on the consent agenda. Any issue coming out of one of those committees that needs an in-depth discussion will be put on the regular agenda.

c. NIU PLUS. Birberick distributed a brochure that outlines the three parts of NIU PLUS. She acknowledged that many of BC members may have been involved in the development of NIU PLUS in multiple ways, such as taking part in a task force, providing feedback through
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III. Consent Agenda. Birberick walked council member through the items.
   a. College minutes with no undergraduate curricular items
      i. College of Business #11 (AY 15-16)
      ii. College of Business #12 (AY 15-16)
   b. College minutes with undergraduate curricular items
      i. College of Business #13 (AY 15-16)
      ii. College of Liberal Arts and Sciences 13 (AY 15-16)
   c. Other Items
      i. APPM revisions. Birberick noted that the latest revisions have to do with the merger of old committees into the Baccalaureate Council.

Aase made a motion, seconded by Marsh, TO APPROVE ALL THE ITEMS IN THE CONSENT AGENDA. Motion passed unanimously.

VII. College Minutes for Discussion. Birberick presented the protocol for discussing college minutes in this section. Only the curricular changes that need to be discussed will be presented. Any other non-controversial curricular changes can be approved en masse when the minutes are approved.

a. College of Education #9 (AY 2015-16). Birberick pointed out the C or better language and GPA language in these minutes. Smith read from an additional rationale she obtained from the college that stated that the GPA and C or better requirements are mandated by the educator preparation accrediting body (CAEP). It was clarified that in order to be a successful educator licensure student one has to meet rigorous qualifications. There need to be standards to ensure students who are admitted to the program will pass the remaining course work. Birberick noted that what the program is trying do is to standardize the
qualification across their emphases. Marsh said that the GPA requirement is something that would have been discussed in APASC and they did not take it lightly when a GPA requirement was added or changed. She then asked that, given the amount of materials the BC will be reviewing, will the executive committee determine if something has enough rationale to move forward. Birberick said that they would, and that’s why Smith reached out to the college to get a more detailed rationale for these changes. Sunderlin expressed concern with the C or better language and that it’s not clear what course work it refers to. Strid agreed that there are different ways to interpret it. Montag said that the courses for which the C or better refers need to be clearly defined in the catalog so students understand the requirements. Birberick asked if the BC wants to go back to the college to find out what courses the C or better refers to and it was the consensus that this was the way to proceed. Marsh said that she is not sure what is being said in the last line before the rationale, so some clarification of that statement is needed too. Aase asked why they can’t put the C or better and GPA statement in one spot rather than repeat it. It was noted that it was probably done this way to ensure that students in all of the emphases know what the requirement is. Aase made a motion, seconded by Hunt, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #9 (AY 2015-16; 5/3/16) WITH THE EXCEPTION OF CHANGES TO THE ELEMENTARY EDUCATION PROGRAM ON PAGES 6-9. Marsh asked about a new course proposal and if the statement: “This is a department specific course.” is enough for non-duplication? It was the consensus of the BC that this should be explained further if that is what the department wants to put in their rationale. Motion passed unanimously. Smith said that in the past she would communicate tabled items from the CUC, APASC, or the UCC back to the colleges since she always took notes on what was tabled and so the college representatives wouldn’t have to handle the communication. It was agreed that this was a good way to handle any tabled items from the colleges. 

b. College of Health and Human Sciences #12 (AY 2015-16). Birberick provided the BC with some background. The College of Health and Human Sciences is undergoing reorganization. This is a process that will unfold over several curricular meetings in the college, so the BC will see materials coming its way at future meetings. What is presented in this set of minutes is the deletion of programs in preparation for moving them. However, all that is presented is the deletion of the programs. So she recommended that those deletions be tabled until the other changes come through for relocating those programs. She added, however, that these minutes also present a list of course revisions where they are changing the designator for the nutrition FCNS courses to NUTR, and this is something the BC can speak to. Discussion followed regarding what exactly is being changed with the course revisions and what the impact is on other parts of the catalog. Council members also discussed if it would be better to wait on the course revisions until all the reorganization revisions have been received and approve everything at the same time. Sunderlin said he is in favor of the change to NUTR; it will be much clearer which courses address nutrition. Aase made a motion, seconded by Kot, TO TABLE THE UNDERGRADUATE ITEMS IN COLLEGE OF HEALTH AND HUMAN SCIENCES #12 (AY 2015-16; 4/15/16) UNTIL ALL CHANGES FOR THE REORGANIZATION ARE RECEIVED. Motion passed unanimously.

VIII. Unfinished Business. None.
IX. New Business

a. Birberick reported that members of the BC need to be appointed to the GEC, the Honors Committee, and the University Assessment Panel (UAP). For the GEC, the three representatives need to be from at least two different colleges. Gorman said that he’s already on the GEC and asked the BC if it would be acceptable to also serve as the BC representative. Council members accepted Gorman as one of their representatives to the GEC. Kot also volunteered. Since Gorman and Kot are from the college of Liberal Arts and Science, the third BC representative to the GEC needs to come from another college. Hunt volunteered. Strid said that he’s already on the Honors Committee and would be able to serve as the BC representative. Lastly, Aase said he is on the UAP and can serve as the BC representative to that. However, the way appointments are made to the UAP may necessitate someone in addition to Aase be appointed. Birberick said she will check with Vice Provost for Academic Planning and Development Carolinda Douglass on the membership for the UAP.

b. Operating procedures. Birberick pointed out that this document does not have to be approved. It’s just informational. She noted the part that talks about an executive committee to review materials ahead of the regular BC meeting and that an additional faculty member to round out the group would be beneficial. Hunt agreed to serve in that capacity.

X. Upcoming Business. Birberick outlined some of the issues likely to come before the BC. These are issues for which conversations have been held, but business has not been completed, and council members are likely to see these issues in the future.

a. Add/drop time frame. Birberick explained that the current policy allows students to add or drop a class through the second week of classes. There was a conversation about this in APASC and UCC last year. One of the compelling reasons to propose a change is that the university cannot disperse financial aid until add/drop closes. So a majority of students are not receiving their aid packages until the third week and aren’t able to take care of living expenses, books, etc.

b. Bilingualism/STAMP. Birberick pointed out that the STAMP program is separate from the foreign language placement exam although it is operationalized through the Department of Foreign Language and Literatures. So there will need to be catalog language to address the STAMP test. The catalog language will need to differentiate between STAMP and the placement exam.

c. Human Diversity Requirement. Birberick reported that this will be a graduation requirement coming to the BC this semester. This is coming from Senior Associate Vice President for Academic Diversity and Chief Diversity Officer Edghill-Walden. She has been working with various diversity teams to develop a proposal and they have been sharing it with the university community and different stakeholders.

d. General education compact benefits from out-of-state community college students. This is a proposal that will allow NIU to accept associate degrees from out-of-state, regionally-accredited community colleges. This policy, if approved, would be similar to the compact benefits already offered to Illinois community college students.
Orientation of New Members. Birberick said that this meeting would cover the orientation for this year.

b. Jaffee asked about the procedures for when guests make presentations to the BC and time limits. Birberick responded that these are working rules to help keep order of business moving. Time allowed for presentations could be altered as needed.

c. Aase asked about timelines for the curricular approval process. Smith responded that as part of the consent agenda, the BC approved a new deadline for undergraduate changes, which is November 15 or the working day prior. The deadline for graduate changes will remain the last Friday in October. She added that there are no specific deadlines for when proposals need to be received in order to meet deadlines for other approving bodies, such as the Board of Trustees. This is intentional because the BOT schedule can be subject to change. Birberick said that the Office of the Provost has been working with the BOT to keep curricular approvals moving at a timely pace.

Estes made a motion seconded by Sunderlin, TO ADJOURN. **Motion passed by acclamation.** The meeting adjourned at 2:15 p.m.

Respectfully submitted,

Donna M. Smith