Northern Illinois University

COMMITTEE FOR THE IMPROVEMENT OF THE UNDERGRADUATE ACADEMIC EXPERIENCE
1st Meeting
Monday, September 12, 2016

MINUTES

APPROVED

Present: Brianno Coller (CEET); Dhiman Chakraborty (CLAS); Kerry Freedman (CVPA); Todd Gilson (Honors Director, Ex-officio) Beatrix Hoffman (LAS); Ed Klonoski (Acting Assoc. Vice Provost); Beth McGowan (ULIB)

Absent: Elisa Fredericks (COB); Mike Konen (CLAS); Debbie Gettemy (HOUS-Ex-officio)

I. APPROVAL OF AGENDA

A motion was made by D. Chakroborty to approve the agenda, seconded by B. Coller. The motion passed unanimously.

II. INTRODUCTION OF MEMBERS

Members present introduced themselves.

III. ELECTION OF COMMITTEE CHAIR

E. Klonoski called for nominations for committee chair. K. Freedman nominated B. McGowan. Hearing no other nominations, E. Klonoski closed the nominations. Beth was elected by acclamation.

IV. ANNOUNCEMENTS

Committee duties and expectations

E. Klonoski explained the committee structure. This committee is a combination of the Committee on the Improvement of the Undergraduate Education (CIUE) and the Committee on the Undergraduate Academic Environment (CUAE). The CIUE, Honors and GEC will all report their activities to the BC.

Klonoski discussed the responsibilities of the committee. Committee members questioned what their duties were in terms of the monitoring and evaluation of mentoring programs. Klonoski explained that Kelly Smith, Director of First and Second Year Experience was trying to bring together all the various parties that have mentoring program so that this particular duty of the committee could be more defined. Klonoski agreed that the duties were vague.
but that will give the committee the opportunity to make their own determination on how to proceed. He suggested that working rules be constructed for the committee. Committee members agreed with Klonoski’s suggestion that Kelly Smith be invited to the next meeting to discuss this matter. In addition the committee thought that Smith should serve as an ex-officio member of the committee. Klonoski indicated that would need to go through the University Council however she could be invited as a guest for this year. After some discussion it was suggested that Klonoski, Smith and McGowan would meet regarding mentoring and explore the direction the committee might take prior to the committee’s next meeting.

V. OLD BUSINESS

Discussion of the EUIA/EUTA applications forms took place. Discussion of past issues with the applications and content were also discussed. Klonoski pointed out that working rules would aid the committee on how to interpret information received for the EUIA/EUTA awards. It was suggested that the documents be placed on a shared space. An Office 365 group will be created for the committee to house pertinent documents, allowing members to work collaboratively.

VI. NEW BUSINESS

N/A

VII. ADJOURNMENT

K. Freedman made a motion to adjourn at 2:10 p.m., seconded by B. Hoffman. **Motion passed unanimously.**

*Respectfully submitted,*

Jeanne Ratfield
Administrative Assistant, Provost’s Office