Northern Illinois University

COMMITTEE ON THE UNDERGRADUATE ACADEMIC ENVIRONMENT
112th Meeting
Tuesday, April 10, 2007
Altgeld Hall 225

MINUTES
Approved

Present: D. Cesarotti (EET), J. Fischer (Student/BUS), M. Lenczewski (LAS), C. T. Lin (UCC/LAS), D. Pender (EDUC), L. Prince (HHS), E. Seaver (Ex Officio, Vice Provost), L. VandeCreek (LIB)

Absent: A. Dreessen (Ex Officio, Student Involvement and Leadership Development), T. Griffin (Ombudsman), B. Hemphill (Ex Officio, Vice President for Student Affairs), N. Pappanduros (Student/Student Association), S. Webber (BUS), K. Wesener (Ex-Officio, Student Housing Services)

I. APPROVAL OF AGENDA

A motion was made by C. T. Lin, seconded by D. Cesarotti, to approve the agenda. The motion passed.

II. ANNOUNCEMENTS

A. Approval of Minutes

The minutes of the March 20, 2007, meeting were electronically approved.

B. Student Information System Update

E. Seaver reported that the implementation process of the new student information system is over sixty percent complete. The system will be phased in by stages, with the first stage, the admissions phase, scheduled to go live this summer, thus starting the admission cycle for the next year. Prospective students applying for fall 2008 admission will be entering through the new process and interacting with the new system.

He stated that, in parallel with the above, a prospect management software system has been obtained from Hobson’s Software. This new software service will help manage the contact with prospective students and will basically allow us to control our contact and craft the messages that are sent out to them. The software will enable messages to be sent in many different formats, including a very structured, topic specific, email format. He said that this will fit very well into the development of an overall communication plan. E. Seaver suggested that the committee invite Brent Gage, Assistant Vice Provost for Enrollment Services, to attend a
meeting in the upcoming fall to give a presentation on his overall vision of our communication campaign. He said that our present communication with students is done in pretty much the same way; however, the new software will fundamentally change the way in which we communicate with students who are going to be applying and accepted to NIU.

E. Seaver said that the campus community will begin to see the new student information system when registration occurs next spring as the system will go live for registration for Fall 2008. Meetings with college designees have taken place, and second meetings are now underway to more specifically determine what individual accesses will be needed to perform particular functions and provide a general idea of how the academic advising will work. Communication will be going out to all colleges requesting to be scheduled into all college meetings in the fall to talk to faculty as well.

III. OLD BUSINESS

A. Follow-up Discussion on Speaker Presentation of March 20th

M. Lenczewski suggested extending an invitation to Bob Albanese, Associate Vice President for Finance and Facilities, to attend an early fall meeting of the committee to give an update and followup to his March discussion with the committee. She also said she would like to obtain an update from him before the end of this semester as to the status of the recommendation of CUAE regarding provision for a bus shelter near Barsema Hall as well as an update on the utilization of the rental bike program. An email will be sent to the committee as soon as information is available from Dr. Albanese.

IV. NEW BUSINESS

A. Committee Goals for 2007-2008

M. Lenczewski asked for suggestions for goals and/or topics of discussion for the committee for the next academic year. The following suggestions and meeting timelines were proposed for 2007-2008:

- **September Meeting:**
  Organizational Meeting and Follow-up with Bob Albanese

- **October Meeting:**
  Tour of Residence and Dining Hall (on site meeting)

- **November Meeting:**
  Campus Safety (guest speaker)

- **February Meeting:**
New Student Information System Presentation (guest speakers)

- **March Meeting:**
  Campus Disaster Plan Presentation (guest speaker)

- **April Meeting:**
  Overview of current year/goals for next academic year

B. **Selection of Faculty Committee Chair for 2007-2008**

Selection of a committee faculty chair was postponed until the September 2007 meeting.

V. **ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.

The next meeting is scheduled for Tuesday, September 11, 2007, at 2:00 p.m., in Altgeld Hall 225.

Respectfully submitted,
Mollie Montgomery
Recording Secretary