Northern Illinois University  
**COMMITTEE ON THE UNDERGRADUATE ACADEMIC ENVIRONMENT**  
113th Meeting  
Tuesday, September 11, 2007  
Altgeld Hall 225  

**MINUTES**  
Approved  

Present: T. Bough (VPA), C. T. Lin (UCC/LAS), W. Johnson (LIB), D. Pender (EDUC), E. Phillips (Student/Student Association), E. Seaver (Ex Officio, Vice Provost), S. Webber (BUS)  

Absent: D. Cesarotti (EET), A. Dreessen (Ex Officio, Student Involvement and Leadership Development), B. Hemphill (Ex Officio, Vice President for Student Affairs), M. Lenczewski (LAS), K. Wesener (Ex-Officio, Student Housing Services)  

Guest: T. Griffin (Ombudsman)  

I. APPROVAL OF AGENDA  

E. Seaver asked to add two items to the meeting agenda under II. Announcements: 1) Committee Introductions; and 2) Student Information System Update  

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

II. ANNOUNCEMENTS  

A. Committee Member Introductions  

Committee members introduced themselves and indicated which college and/or department they represented.  

B. Approval of Minutes  

The minutes of the April 10, 2007, meeting were electronically approved.  

C. Student Information System Update  

E. Seaver gave as update on the status of the implementation of the new student information system. He reported that work on the new student system has been ongoing for the past year. He explained that there are four different modules within the new system, and each will be rolled out during this year: admissions, student financial aid, bursar’s financial, and records module. He
said that the admissions module went live on September 4, 2007, so students are now being admitted for fall 2008 using the new system. He reported that new admits for fall 2008 will receive a welcome email automatically from the new system providing them with a password which will give them access to the “myniu” icon to be able to view where they are in the admissions process. They will be able to quickly view what documents they have and have not yet submitted, thus making the admissions process much more self-service. He said the other three modules will be rolled out as the year goes on with Student Financial Aid scheduled to go live in February, 2008.

He also noted that course scheduling and the entering of grades will be done electronically under the new system, eliminating the currently used “turnaround” and “bubble” sheets. As each module of the new system is rolled out, a series of training steps for faculty and staff will take place.

He also explained that all facets of the new system are integrated, so that, if a change is made in one area of the system, the change is immediately transmitted into all other areas of the system, without the delay that the current paper process creates. He said the focus of the new system is on self-service, and it is hoped that this will have a significant impact on the academic environment for the students.

T. Bough asked about the student email communication aspect of the new system. E. Seaver answered that the email communication facet is an add-on to the new system, using a tool called “Hobson’s,” which is a prospect management tool. He explained that the admissions webpage now contains an icon with the title “become a VIP” on which prospective students can click to fill out a profile page. The profile page asks for information such as an email address, high school, areas of interest, etc. The profile information then goes into a system where criteria directed to a specific area can be called up, and an informational email sent to those students who have expressed interest in that particular area. He noted that later during the year, CUAE has asked that Brent Gage, Assistant Vice Provost of Enrollment Services, speak to the committee about the new system, and this communication plan will be part of his presentation.

T. Griffin asked how training and access would be handled for adjunct professors with regard to submitting electronic grading. E. Seaver said that, just as is currently the case with Blackboard, once an individual is an NIU employee, access will be given through their Novell login. Departments will be responsible for making sure to hire individuals in a timely fashion in order for them to
have training on the new system. He pointed out that it will not be possible to electronically export grades from Blackboard into the new system as Blackboard does not integrate well with the new system. However, in phase II, which will begin next fall, interfaces will be written to solve this issue.

T. Griffin asked if it will be possible to complete classroom instruction evaluations electronically through the new system. E. Seaver answered that this will not be possible now through the current tool. He said, however, that Faculty Development and Instructional Design is currently working on the concept of online evaluations but not in this tool.

C. T. Lin questioned the level of security of the new electronic system and if there would be a way to verify the accuracy of the grades being entered as there will no longer be a paper grade verification form to submit. E. Seaver explained that during the electronic grading submission process, there will be a time for posting of grades and a time for verification of those grades. Registration and Records will be overseeing the process and watching for anomalies, such as missing grades. However, there will be a time when the faculty member must verify what the grades are, and a report will be given back to the faculty member. He said that security is controlled through the faculty member’s logon ID and password, and the login becomes the electronic signature; thus, the system is secure unless the faculty member gives someone else their logon ID and password.

E. Seaver reported that training sessions will be coordinated for faculty and staff beginning during the spring 2008 semester. He also noted that students registering for summer 2008 will be using the current legacy system, and students registering for fall 2009 will be using the new system; and telephone registration will be eliminated.

III. OLD BUSINESS

A. Review of CUAE Agenda for 2007-2008

E. Seaver reviewed with committee members the meeting schedule and goals for CUAE for this year. He commented that during the past few years, CUAE has been more successful than in previous years in addressing issues and setting goals. He pointed out that the committee spent significant time at their last meeting in April discussing and setting the agenda topics and goals for 2007-2008, including those items that the committee felt were important to either carry over from a previous
discussion of last year or items that were felt to need additional information provided to the committee.

One topic the committee feels it is important to address this year is the issue of residence halls and the impact of residence halls on the recruitment of students. An early fall meeting of the committee will be held onsite in a residence hall and will include a tour of the hall and a discussion with Kelly Wesener, Director of Housing and Dining.

Bob Albanese, Associate Vice President, Finance and Facilities, will attend the November meeting to give a status update on his previous report to the committee last fall. Updates will be asked for on the rental bike program, summer campus improvement projects, and the placement of a bus shelter near Barsema Hall, a request which was voiced by a CUAE student committee member last year.

Other major topics of discussion planned will include a presentation on the new student information system, campus safety and coordination with the City of DeKalb, and a campus-wide disaster plan.

IV. NEW BUSINESS

A. Election of Faculty Committee Chair for 2007-2008

E. Seaver asked for nominations for CUAE Faculty Committee Chair for 2007-2008.

D. Pender made a motion, seconded by S. Webber, to nominate Melissa Lenczewski to serve as CUAE Faculty Committee Chair for 2007-2008. The motion passed.

As M. Lenczewski was not in attendance to accept the appointment, the appointment will be confirmed with her prior to the next meeting.

B. USOAR Guidelines

E. Seaver explained that the Undergraduate Special Opportunities in Artistry and Research (USOAR) student awards were originally supported by the Pepsi contract funds, however, the funding of these awards is now handled by the Office of the Vice Provost. He noted that the CUAE committee oversees the process and approves the guidelines. Most of the projects receiving funding are completed during the summer months under the supervision of faculty. He noted that the guidelines have not really changed, but the timelines have been adjusted to fit this academic year calendar. A separate committee comprised of faculty members from
different colleges review the submitted proposals and make recommendations for funding. A recognition luncheon takes place in the spring honoring the recipients of the funding awards.

A report of the 2006-2007 awards will be presented at the next CUAE meeting. Copies of the redesigned pamphlet that will be distributed to the campus community will also be distributed to the committee at the next meeting.

E. Seaver recommended that committee members review the USOAR guidelines in preparation for approval at the next CUAE meeting in October.

C. Committee Goals and Recommendations for 2007-2008

E. Seaver asked if there were any topics or issues that the committee would like to have added to the present list of goals for 2007-2008.

T. Griffin recommended that the committee look at the matter of campus courtesy; he indicated that he has received numerous complaints from students experiencing lack of courteous treatment from frontline staff on campus.

E. Seaver also suggested that the committee review the NIU Strategic Plan that has been developed as there are several issues that would be of interest to this committee. He said that the strategic plan will be posted on the web soon. This topic possibly could be added to the November meeting agenda.

Tim Griffin also agreed to present a report of the Ombudsman’s Office at the October 9th meeting.

V. ADJOURNMENT

The meeting was adjourned at 2:55 p.m.

The next meeting is scheduled for Tuesday, October 9, 2007, at 2:00 p.m. It is planned that this meeting will be held in a residence hall and will include a tour.

Respectfully submitted,
Mollie Montgomery
Recording Secretary