MINUTES
Approved

Present: T. Bough (VPA), D. Cesarotti (EET), A. Dreessen (Ex Officio, Student Involvement and Leadership Development), B. Hemphill (Ex Officio, Vice President for Student Affairs), W. Johnson (LIB), M. Lenczewski (LAS), C. T. Lin (UCC/LAS), E. Phillips (Student/Student Association), E. Seaver (Ex Officio, Vice Provost), K. Wesener (Ex-Officio, Executive Director, Housing and Dining)

Absent: D. Pender (EDUC), S. Webber (BUS)

Guest: Tim Griffin, Ombudsman
        Michael Stang, Director of Residential Facilities, Housing and Dining

I. APPROVAL OF AGENDA

M. Lenczewski thanked the committee for electing her chair for 2007-2008. She also requested that an additional item, "Future Meetings," be added to the agenda under New Business.

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

II. ANNOUNCEMENTS

A. Approval of Minutes

The minutes of the September 11, 2007, meeting were electronically approved.

B. Student Information System Update

E. Seaver provided a status report on the implementation of the new student information system. He reported that students are now being admitted for fall 2008 using the new system; however, spring and summer 2008 registrations will be processed using the legacy system. The next major
module to be rolled out will be the student financial aid component, and following that the academic community will next see the scheduling of classes for fall 2008 which will be completely electronic using the new system. The scheduling of training sessions for advisors, faculty and staff will not begin until after the first of the year.

In addition, he said that there will be a complete replacement of NIU One Cards for all students, faculty and staff as an increased security measure to protect against the possibility of individuals’ social security numbers being identified. T. Griffin asked if there would be accommodations made for those students who are off-campus or only have evening classes to acquire the new One Cards. E. Seaver answered that this issue has been discussed and is being addressed.

C. **CUAE Representative to Serve on the Affirmative Action and Diversity Resources Committee**

M. Lenczewski expressed appreciation to D. Pender for volunteering to serve as the CUAE representative to the Affirmative Action and Diversity Resources Committee (AADR) for 2007-2008.

III. OLD BUSINESS

A. **USOAR Guidelines**

E. Seaver provided an overview of the Undergraduate Special Opportunities in Artistry and Research student award program noting that CUAE has oversight over the process. He said that no changes have been made in the guidelines from last year to this year, and the funding amount will remain the same. The program is funded by the Office of the Provost and provides undergraduate students an opportunity to participate in a student initiated research project under the supervision of a faculty member.

E. Phillips suggested recruiting students who had previously been awarded funding to make presentations at the informational workshops that are held each fall prior to the submission deadline. E. Seaver indicated that had been done in the past; however, this year, due to time limitations, workshops are not being scheduled.

C. T. Lin made a motion, seconded by T. Bough, to approve the Undergraduate Special Opportunities in

B. Report on USOAR Projects

E. Seaver distributed a summary of the USOAR 2006-2007 projects and reported that there were approximately 28 projects funded. He noted that the committee receives more proposals than are fundable, but projects need to meet the requirements of the proposal guidelines. He reported that last year no proposals were funded from either the College of Business or the College of Health and Human Sciences, however, distribution of awards is fairly consistent from year to year. Last year’s requests totaled about $69,000 worth of funding, and almost $30,000 of support was funded. He pointed out that some students may turn down or return the funding, which could be due to circumstances that may have developed between the time they applied and the time the award was given. He explained that some proposals are team projects, and individuals may be seeking funding from other sources as well. He said this has become a much more competitive process.

He explained that a faculty committee, which includes representatives from each of the colleges, reviews the submitted proposals and selects the award winners. He pointed out that the review committee feels that funding should be awarded for only those proposals that are meritorious. He said that he would like to see an increase in funding and continue to build upon this program through increased marketing; this is a unique undergraduate experience.

IV. NEW BUSINESS

A. Tour of Residence and Dining Hall

Kelly Wesener, Executive Director of Housing and Dining, welcomed the committee and introduced Michael Stang, Director of Residential Facilities, Housing and Dining, who would also accompany the committee on a tour of the Stevenson North Residence and Dining Hall. She distributed to committee members printed materials that are provided to prospective students at open houses.

M. Stang asked if there were any questions or special areas that committee members specifically had an interest in seeing. C. T. Lin said it was his understanding from past discussions with Police Chief Grady that there were
actually campus police officers stationed in the student residence halls, and he would like to see those areas. M. Stang indicated that area would be included as a part of the tour. He added that the safety center had recently been relocated in Stevenson North from the office area to a more student accessible location in the food court area.

B. Ombudsman Report

T. Griffin, Ombudsman, reported that the Office of the Ombudsman sees and assists over 1,000 individual members of the university community each year. He reported that during 2006-2007, approximately 397, which is approximately 2/3, of those were undergraduate students. He emphasized that the numbers he presented reflect only the number of individuals who have sought advice from the Office of the Ombudsman not the number of actual complaints, which is consistent with that from the previous year. He noted that they have generally seen a slight decline in the number of student conduct complaints while the number of theft complaints has increased.

C. T. Lin said that it appeared that complaints regarding faculty and staff performance seemed high and asked what could be done to correct that situation. T. Griffin commented that those particular numbers have not gone down much, and that was one reason he suggested to this committee the potential of looking as a group at this issue more closely. M. Lenczewski noted that this topic, lack of courtesy, has already been added as a possible discussion item for the March CUAE meeting.

During a brief discussion after the tour, M. Lenczewski suggested the possibility of the committee taking the same residence hall tour, including the bus tour, that parents of prospective students take during open house sessions. E. Phillips recommended also the possibility of inviting a residence hall assistant to address the committee and answer questions.

C. Future Meetings

B. Hemphill recommended asking Police Chief Don Grady be invited to speak to the committee in the spring with regard to the issue of campus safety. The committee agreed, and Chief Grady will be contacted and invited to the March 18, 2008, meeting.

M. Lenczewski suggested also the possibility of inviting a representative from Information Technology Services (ITS)
to speak to the group regarding wireless information technology for students in classrooms as it relates to the undergraduate academic environment. E. Seaver recommended working this into the February meeting along with the presentation on the new student information system.

V. ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

The next meeting is scheduled for Tuesday, November 13, 2007, at 2:00 p.m. in Altgeld Hall 225.

Respectfully submitted,
Mollie Montgomery
Recording Secretary