Northern Illinois University

COMMITTEE ON THE UNDERGRADUATE ACADEMIC ENVIRONMENT

151st Meeting
Tuesday, September 9, 2014

MINUTES

APPROVED

Present: T. Bough (VPA), S. Barrett (HHS), K. Gasser (LAS), M. Kolb (Associate Vice Provost for Vice Provost Birberick), D. Lonergan (ULIB), W. Pitney (EDUC), J. Stafstrom (UCC), J. Stevens (Student-LAS), M. Tucker (Ex-Officio, Student Affairs & Enrollment Management)

Absent: V. Krishan Palghat (BUS), M. Stang (Ex Officio, Student Housing Services), J. Zambito (Ex Officio, Student Involvement and Leadership Development)

I. APPROVAL OF AGENDA

T. Bough made a motion to approve the agenda seconded by W. Pitney. The motion passed unanimously.

II. INTRODUCTION OF COMMITTEE MEMBERS

Those present introduced themselves.

III. ELECTION OF COMMITTEE CHAIR

W. Pitney made a motion to nominate T. Bough as committee chair, seconded by K. Gasser. Motion passed unanimously.

IV. OLD BUSINESS

The committee reviewed last year’s UNIV 101 recommendation letter as well as the response letter from the Vice Provost. Committee members were pleased that some of their recommendations regarding UNIV 101 were implemented. Kolb indicated that the PLUS Task Force reviewed these recommendations and placed UNIV in a prominent place in regard to proposed curricular changes and encouraged the committee to continue working on further recommendations. Bough said spoke about his involvement with UNIV, both instructing and serving as an evaluator of instructors. He indicated that he would like the committee to continue to devote some of its time to UNIV.
Stafstrom mentioned that the recommendation of the task force was going to be that UNIV be a required component of the curriculum. He referred to the Birberick memo that spoke to the potential to make UNIV more academically rigorous. He also mentioned another UNIV course focused more on career success being recommended.

Bough referred the committee members to the Bylaws for the committee. He encouraged members to select topics this year that fall in line with those bylaws. Pointing to several items in the bylaws (B, C, and E), the work the committee has been doing in regard to UNIV fits into these items. Bough mentioned that the committee spent a lot of time visiting residence halls over several years, making recommendations so that subject has been covered.

Bough wanted to develop a tentative schedule of information gathering and action plan for this year. He would like to continue to focus on UNIV. There was discussion regarding looking at the UNIV syllabus including have Denise Rode come as well as the pilot section professors. It was decided this would be the topic for the October 14th meeting.

The November 11th meeting could then focus on an analysis of the course syllabi. Have Denise Rode share the UNIV 101 syllabus template, Bough said he would share his syllabus and ask the pilot section professors share their syllabi also. In addition have a discussion about the marketing/promotion/awareness of UNIV 101. Invite Abbey Wolfman, Director of Orientation, to provide information contained in orientation program. Also looking at information is given at the university-level as well as the advising-level to see what improvements could be made.

The Common Read was also discussed. M. Tucker said that some instructors are struggling a little bit with how to incorporate the communiting reading into the course. She asked if the process for selection could be shared with the group as well. Tucker suggested that this could be another area for greater campus involvement with the common read since not everyone is enrolled in UNIV. This will be the focus of the February 10, 2015 meeting.

In February - revisit the issue of instructor and peer instructor compensation. Also include discussion of delivery models; faculty/staff team teaching, alumni involvement, etc.

For the March meeting – discuss possible UNIV 301 components as suggested by the PLUS Task Force as well as possible additional UNIV 101 recommendations. Tucker told the committee about the targeted attendance tracking that was tried this semester. Stafstrom indicated he had participated but there were some issues. Tucker indicated information would be coming out regarding the outcome and the committee could comment on that topic also. MAP Works was another topic for March that was mentioned. Tucker added Dana Gautcher would be the person to contact.
V. ADJOURNMENT

W. Pitney made a motion to adjourn @ 3:10 p.m., seconded by K. Gasser. Motion passed unanimously.

Respectfully submitted,

Jeanne Ratfield