Birberick called the meeting to order and introductions were made.

APPROVAL OF AGENDA

Aase made a motion, seconded by Rohl, to APPROVE THE AGENDA. Birberick suggested that election of chair be moved to the top of the agenda. Motion passed unanimously to approve the agenda as amended.

ELECTION OF CHAIR

Lenczewski expressed her willingness to continue to serve as chair and was elected by acclamation.

FIRST MEETING ENCLOSURES

The following informational items were sent to committee members: 2012-13 meeting schedule; 2012-13 CUC membership; electronically approved minutes of April 12, 2012; CUC Annual Report 2011-12; CUC bylaws; Subcommittee on the Review of Contract Majors and KNPE 101 Letter-Suffixed Courses; Working Rules for Presentations to the CUC by Units Holding Conflicting Points of View on Curricular Items; Nonduplication and Impact on Other Units; Guidelines for Certificates of Undergraduate Study; Guidelines for the Development of Interdisciplinary Courses; and Procedures for Requesting a New Degree Program or Off-Campus Degree-Granting Authority and Delivering a Degree Program Online and New Program Form.

ANNOUNCEMENTS

1. Vibe System. Biletzky gave a presentation on the new Vibe system for curriculum committees and materials. He stated that this is a result of conversations with the curricular deans, who were looking for a way to expedite the curricular process as well as reduce or eliminate the amount of paper used in the process. Since NIU uses Novell, it was logical to look at Vibe, which is available through Novell. Biletzky explained that he has worked with the individual colleges over the summer and they have developed their own procedures. However, when they have approved curriculum committee meeting minutes and attachments, they upload those to a shared folder for Smith to process and redistribute among university-level curriculum committees.
(CUC, General Education Committee [GEC], and Graduate Council Curriculum Committee [GCCC]). He added that Smith did a test run with a number of documents for this CUC meeting and every CUC member should have received an e-mail notifying them that they can now access those documents through Vibe, by using their own Novell login IDs and passwords. The exception is the student CUC member, but Biletzky will work with ITS on being able to add students to Vibe. There are many advantages to this system. It can be accessed from anywhere there is an Internet connection, e.g., home, work, vacation, etc. It allows for committee members to comment on documents prior to the meeting with the potential to identify issues that need clarification and subsequently reducing the amount of items that get tabled. It is the intent with Vibe to streamline the curriculum process and make meetings more efficient. Lenczewski asked if CUC members could also vote on curriculum items prior to the meeting. It was discussed that there is this capability, but since the process is new, it would be better to add that step at a later date. Lenczewski then asked that if all CUC members could add either a comment or “no comment” to each document to show that they have viewed them, and if this could be done by 10:00 a.m. on the day of the CUC meeting. Then she will review all of those comments in preparation for the meeting. Birberick added that ultimately it is the hope that items on a consent agenda could be voted on earlier and moved through the curricular approval process more quickly.

Aase asked if there are any policies in place and Birberick responded that there aren’t any policies, that the process is still new. However, there is a small committee working on changes to the APPM, and they will acknowledge the Vibe system and electronic submission in those changes. She added that this year will be used for committee members to get comfortable with the system, and then other possibilities can be pursued.

Biletzky showed how to add comments. Aase asked if there was a way to make a private comment and Biletzky will look into that. Also, committee members were reminded that Smith will provide a laptop and display so that if they do not have a portable device they can bring to the meeting, the documents will still be available for viewing. Committee members can also bring in hard copies of any of the documents for their own use.

2. CUC members were reminded that if they are unable to attend a CUC meeting, they can name a substitute to represent their constituency and they should inform Donna Smith (753-0126, dsmith@niu.edu) so a packet can be sent to the substitute.

New CUC members should note that the consent agenda is used to expedite the consideration of some college curriculum committee minutes and other straightforward and/or noncontroversial curricular items. If a CUC member has a question/concern about or wants to discuss any item on the consent agenda, he or she should ask to have that item removed from the consent agenda and added to the items for discussion prior to the approval of the consent agenda.

The CUC is the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges, specifically UNIV 101 and curricular offerings from the Division of International Programs and the Center for Black Studies. This responsibility includes usual curricular activity (new, revised, and deleted courses as well as other catalog changes), general education submissions/resubmissions, and review of these units’ overall curricular offerings.
3. Items previously in Section B, now reported for inclusion in the catalog (Section C). These are items previously approved by the CUC, but which needed approval from at least one other body (e.g., Board of Trustees, IBHE, etc.).

4. Items reported for inclusion in the catalog by another standing committee of the UCC (Section D). These items usually come from the Academic Policies and Admissions Standards Committee, but sometimes a catalog item will come from another committee of the UCC.

CONSENT AGENDA

Lenczewski explained that the consent agenda contains either college curriculum committee minutes with no undergraduate curriculum items or undergraduate curriculum items that have been predetermined to need no additional discussion. Committee members are encouraged to bring forward any of these items they feel warrant additional discussion at this time of the meeting. Aase suggested that when documents are placed in Vibe, they be grouped as they are in the print agenda and that any minutes that are off of the consent agenda have a comment added to explain why.

Rohl made a motion, seconded by Gray, to APPROVE THE CONSENT AGENDA. The motion passed unanimously. The following college minutes with no undergraduate-level curricular items were so received:

- College of Business #12 (AY 2011-12)
- College of Education #12 (AY 2011-12)
- College of Health and Human Sciences #11 (AY 2011-12)
- College of Health and Human Sciences #12 (AY 2011-12)
- College of Visual and Performing Arts #6 (AY 2011-12)
- College of Visual and Performing Arts #7 (AY 2011-12)

The following college minutes with undergraduate-level curricular items were so received:

- College of Business #11 (pending Pres. Peters approval)
- College of Business #13
- College of Education #13
- College of Engineering and Engineering Technology #9 (pending APASC approval)

COLLEGE MINUTES AND OTHER CURRICULAR ITEMS FOR DISCUSSION

In these minutes are changes to GPA and grade requirements. These items also need APASC approval. Birberick reported that APASC referred these items back to the college for clarification and clean-up of language. She added that APASC did not have a problem with the 2.50 GPA. Rohl pointed out several areas that needed clarification, which are in line with what APASC had issues with. Gray asked about the rationale and Smith noted that there was none for these items. Lenczewski
explained that the CUC has a couple of options. They can either table the minutes or accept pending APASC approval. Aase made a motion, seconded by Rohl, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #14 (4/17/12) PENDING APASC APPROVAL. Motion passed unanimously.

New course proposals were pointed out, but Lenczewski noted that it’s not clear which courses are to be required for the new B.S. in Applied Management emphasis. Smith confirmed that the proposal for that emphasis is moving forward, but the college informed her that the new course proposal for ETR 450 has been withdrawn by the department and that everywhere the attachments mention ETR 341 it should be ETR 340. Aase made a motion, seconded by Gray, TO TABLE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #15 FOR CLARIFICATION OF THE ISSUES CITED ABOVE. Motion passed unanimously.

Lenczewski pointed out the APASC items on pages 3 and 4. These items were tabled by APASC pending clarification. Also in these minutes is a proposal for a new certificate of undergraduate study in Religious Studies and a new course in Geography. Rohl made a motion, seconded by Shernoff, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF LIBERAL ARTS AND SCIENCES #11 (5/2/12) PENDING APASC APPROVAL. Motion passed unanimously.

There are several new course proposals in these minutes. Smith asked for and received from the college a statement regarding nonduplication; there are no other departments that duplicate these courses. Gomez-Vega made a motion, seconded by Rohl, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF VISUAL AND PERFORMING ARTS #8(4/6/12). Motion passed unanimously.

OLD BUSINESS

1. APPM revisions.
   a. The CUC discussed revisions to Section III, Item 4, B. Changes were suggested to change who is to receive copies of the college curriculum committee meeting minutes and in what manner, i.e., electronically. See Appendix A. Gomez-Vega made a motion, seconded by Gray, TO APPROVE THE REVISIONS TO THE APPM AS DOCUMENTED IN APPENDIX A. Motion passed unanimously. Lenczewski also reported on the committee that is looking at other changes to the curriculum section of the APPM that includes herself, the chair of the GEC, Birberick, and Smith. This committee will soon also include the newly-elected chair of APASC. They are looking at bringing this section of the APPM up to date as well as strengthening the roles of these committees.
   b. Lenczewski read the CUC issues that this committee is looking at:
      i. Define minimum/maximum hours for minors.
ii. Look at redefining requirements for second majors and/or degrees. Currently a second degree can be earned with 30 additional semester hours. There are no guidelines for earning a second major.

iii. Require an assessment plan with new program proposals.

iv. Redefine the number of contract majors allowed.

v. For courses where the designator is being revised, show that revision as an “other catalog change” in every place where the course appears in the catalog. In addition, other departments requiring the course in their programs need to be notified of the change.

vi. Add a mechanism for adding courses to (includes checking on course capacity) and deleting courses from programs outside the college.

vii. Give CUC the right to delete obsolete courses.

viii. Change distribution of copies of minutes (see Appendix A).

ix. Clarify the curriculum approval process/timeline.

Lenczewski added that as changes are made to different parts of the APPM, they could be posted to Vibe for comment.

NEW BUSINESS

1. Elect chair (see above).

2. Revisions to Black Studies courses and other subsequent catalog changes. Lenczewski explained that for interdisciplinary courses, the CUC is the curriculum committee. What is being proposed is a change in designator for the IDSP courses that are part of Black Studies to BKST. Also included in the proposal are changes to programs as a result of the designator changes. Aase asked who else has approved of the change. Birberick responded that the Center for Black Studies has sent these changes to her for approval since she is the equivalent of a curricular dean for this program. However, she added, that since the CUC is the curriculum committee, no other body has seen the changes. Aase made a motion, seconded by Gomez-Vega, TO APPROVE THE COURSE REVISIONS AND SUBSEQUENT OTHER CATALOG CHANGES FROM THE CENTER FOR BLACK STUDIES. Gray asked if there is any downside to the change and Lenczewski explained that there is no disadvantage. The change makes it clearer to students which courses are Black Studies courses and it makes them easier to find in the catalog and increase their identity. This will also allow Black Studies courses to be clearly identified on students’ transcripts. In the current catalog, since they are listed under the IDSP designator, it is more difficult to find them. In the current catalog, it may **Motion passes unanimously.**

Meeting was adjourned by acclamation at 1:45 p.m.

The next meeting will be October 11, 2012, 12:30, Altgeld 225.

Respectfully submitted,

Donna M. Smith
Appendix A

Curricular Approval Procedures

Section III. Item 4.

B. College

1. The basic reporting instruments are the formal minutes of the college curriculum committees. Curricular changes are to be reported in accordance with the standard format. (See Section III, Appendix B, Guidelines and Sample Copy for College Curriculum Committee Minutes and Attachments.)

2. Minutes should indicate the college, the committee, the date, and the year and number of the meeting (e.g., LA&S College Curriculum Committee, September 6, 1988, 1988-89 #2).

3. Pertinent and related materials should be appended to the copies of the minutes.

4. Single copies of the minutes should be forwarded to:
   a. curricular deans
   b. curricular secretaries
   c. administrative assistant to the vice-provost
   d. the chair of each of the other college curriculum committees
   e. the Director of Registration and Records
   f. Catalog Editor/Curriculum Coordinator

5. Thirty copies of college curriculum committee minutes and their appropriate attachments should be forwarded to the Catalog Editor/Curriculum Coordinator for distribution as appropriate.