Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL

131st Meeting
Thursday, February 3, 2005
Altgeld Hall 203

MINUTES
(Approved)

Present: S. Conklin (HHS), A. Doederlein (LAS), J. Gau (EET), W. Goldenberg (VPA), D. Gough (HHS), C. T. Lin (LAS), C. Malecki (LAS), D. Rusin (LAS), E. Seaver (Vice Provost), M. Van Wienen (LAS), P. Webb (LIB), E. Wilkins (EDU)

Absent: Representative for Barnes (VPA), S. Beyer (BUS), Representative for Boubekri (EET), W. Goldenberg (VPA), M. Mehrer (LAS), D. Sinason (BUS), L. Townsend (EDUC). Students: Craig Marcus (Student Association), John Katz (LAS)

Guest: Kay Van Mol, Catalog Editor

I. Adoption of Agenda

A motion to approve the agenda was made by C. T. Lin and seconded by D. Gough. The motion carried.

II. Announcements

A. Electronic Approval of Minutes

The minutes of the December 2, 2004, meeting were electronically approved.

B. New UCC Committee Member Introductions

Since several new members to the committee were present for the first time, serving as representatives for those who are not able to serve during the spring 2005 semester, Dr. Seaver asked that everyone introduce themselves.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee – C. Malecki

A motion to accept the Admissions Policies and Academic Standards Committee minutes of December 1, 2004, was made by C. Malecki. The motion passed.

C. Malecki, new UCC member representing Keith Millis, reported on the minutes of the December 1, 2004, APASC meeting, noting that she was not in attendance at that meeting. She reported that one topic discussed at the December meeting was the issue of undisclosed prerequisites. The committee feels that there needs to be some wording established in the catalog that ensures that prerequisites
are clearly stated so that students are meeting the requirements necessary for them to be successful in the course. Discussion on this will continue at the next meeting.

K. Van Mol commented that she thought the change should be made in the Academic Policies and Procedures Manual rather than in the undergraduate catalog. E. Seaver clarified that draft language is being developed for inclusion in the APPM and will be further discussed at the next APASC meeting.

C. Malecki stated that APASC also talked about the proposed grading system change with a number of options being examined. A list of questions was developed that the committee wants to discuss as well, so the committee tabled the issue until further review takes place.

C. Malecki also reported on three curricular items discussed by APASC, which were referred to APASC by the Committee on the Undergraduate Curriculum:

1) A request from the Department of Family, Consumer and Nutrition Sciences to modify a number of course prerequisites to a minimum grade of C or better.

2) A request from the College of Education to change the ETR 440 prerequisite from a 2.5 cumulative GPA to a 2.75 cumulative GPA.

3) A request from the College of Education to change a number of non-academic requirements in the Athletic Training Emphasis.

E. Seaver stated that all three of these issues were curricular changes that came to the Committee on Undergraduate Curriculum. The CUC approved the changes in the wording pending approval of APASC. These were viewed as being changes in limited admission/limited retention. APASC did not approve the FCNS request; it will go back to the department for resubmission as part of the development of a new limited retention program. He noted that the other two requests from the College of Education were approved.

C. Malecki reported that APASC discussed the topic of catalog language for the Advising Center. Language currently in the catalog is not relevant to the Advising Center. Revised language is being developed and will be submitted to a future APASC meeting.

To update the UCC committee, E. Seaver reported that the issue of degrees with honors that UCC sent back to APASC for further consideration will be on the agenda of the next APASC meeting. He also stated that, in answer to a question raised by UCC with regard to this issue, the advising deans did see the changes that would occur if this were to be instituted.

B. General Education Committee – D. Rusin

A motion to accept the General Education Committee minutes of November 18, 2004, was made by D. Rusin. The motion passed.

D. Rusin reported on the minutes of the November 18, 2004, General Education Committee meeting. He brought attention to the fact that the minutes reflect the changes in the Philosophy Department that affect the general education program, PHIL 103. He explained that this is actually a part of the set of changes coming out of Philosophy regarding their introductory and middle level logic courses.

He went on to report that most of the General Education Committee's work has been spent reviewing resubmission proposals from courses that are on the general education list. Typically, the General Education Committee looks at the proposals and is pleased with what is submitted; however, some documentation/paperwork needs clarification so correspondence on these is always sent back to the
department for further explanation. This year the direction of the committee is focused on reviewing the general education courses that are on the core competency list, so subcommittees have been formed to review these specific courses.

C. **Honors Committee**

There was no report.

D. **Committee on the Improvement of Undergraduate Education – M. Van Wienen**

M. Van Wienen made a motion to accept the minutes of the October 11, 2004, meeting of the Committee on the Improvement of Undergraduate Education. The motion passed.

M. Van Wienen noted that the minutes of the October 11, 2004, CIUE meeting are minutes which he unofficially reported on to UCC several weeks ago. The greater part of the minutes is made up of assorted motions to refine, standardize and make more consistent the language in the various descriptions and application forms for the CIUE grants that are awarded through the Committee on the Improvement of Undergraduate Education.

M. Van Wienen also reported that the second large piece of business that came up in that meeting was the discussion of the possible situation of a member of the CIUE committee being nominated for the Excellence in Undergraduate Teaching Award. He stated that results of the straw poll of the CIUE committee as to whether this matter needed further study (meaning a change in the direction of greater permissiveness about the possibility of someone on the CIUE committee being nominated for that award) indicated that there was not majority support on the committee itself in favor of studying this further. As he had previously brought this matter to UCC for discussion, M. Van Wienen asked for confirmation of his recollection that there was not interest from UCC in revisiting whether a member of the CIUE committee should be able stand for the EUTA award and that there was not significant support for changing the policy. He also recalled from UCC’s earlier discussion that, if a nomination of someone on the committee was submitted, then that application should be immediately disallowed as the guidelines state that a faculty member can not be nominated for this award if they are serving on the CIUE committee. Members of UCC confirmed that they did not wish to examine this further.

E. **Committee on the Undergraduate Academic Environment – C. T. Lin**

There was no report.

C. T. Lin informed the committee that he will be on leave of absence for the remainder of the spring 2005 semester, and a replacement representative from UCC will be needed to serve on the CUAE committee for this time period. E. Seaver will direct an email to the committee requesting a volunteer to serve in this capacity.

F. **Committee on the Undergraduate Curriculum**

There was no report.

K. Van Mol announced that the February 10, 2005, meeting of the Committee on the Undergraduate Curriculum will be cancelled.

IV. **Other Reports**

A. **University Assessment Panel**
A motion was made by P. Webb to accept the minutes of the December 3, 2004, University Assessment Panel meeting. The motion passed.

P. Webb briefly reviewed the minutes of the December 3, 2004, University Assessment Panel, noting that the committee has most recently been reviewing, updating and revising the rubric and annual assessment program forms.

In answer to a question from D. Rusin, E. Seaver announced that Craig Barnard, NIU Assessment Coordinator, has resigned from his position at NIU. A search for his replacement is currently underway.

V. Old Business

A. Enrollment/Graduation Data

Referring to handouts distributed at today's meeting, E. Seaver indicated that UCC committee members now have the latest version of the information and data that was requested at the December 2, 2004, UCC meeting, this being the ten years of majors distributed by department and the ten years of data on graduates for baccalaureate students.

A. Doederlein pointed out that, in comparing figures on the new handouts with figures in the fiscal year report, the totals don't agree. E. Seaver noted that the data that he has distributed here was provided by the office of Institutional Research. He added that it's not uncommon to find different numbers from the same office as the same snapshot is not always taken at the same time on all of the data. The numbers he has provided were taken right out of the data books, except for 2004, which was obtained directly from Institutional Research.

E. Wilkins asked what information the numbers are telling the committee. E. Seaver responded that he simply has provided this data per the request of and at the encouragement of UCC to use as the committee sees fit.

A. Doederlein stated that he has run one mathematical operation on the data that was distributed last week, which now is inaccurate. He suggested that, since that data is no longer correct and the new figures have just been received, it might be appropriate to have a subcommittee formed that could meet to look at this mathematically or at any other emerging mathematical patterns. He indicated he has found an interesting pattern that he would like to have a subcommittee involved with. In the meantime, the other members of this committee could look over the data for the next month. He feels that the data will be found interesting, but he feels it would be premature to discuss it today.

E. Seaver suggested that this item be kept on the agenda for the next meeting. He asked if there are other people who would like to work with A. Doederlein as a subcommittee to look at these data.

M. Van Wienen asked for confirmation that this matter came about with regard to the “displaced students” issue which the committee briefly discussed and defined as students who are in programs officially but who are graduating from other programs.

A. Doederlein explained that if a student starts in a program and is then told he/she can’t stay in that program, they look around to see if there are other programs that they might be happy in; then they are told they can’t be there either, that’s when they leave NIU. A. Doederlein stated that he thinks that everybody could look at this data, and, after looking at this data, will see other places where the displaced student comes from.
C. T. Lin agreed that it would be a good idea to share with the committee what the data really means and what is being looked for. If this data is important to one of the UCC subcommittees, then it should be forwarded specifically to them. E. Seaver said that would be a possibility.

A. Doederlein briefly described how he did some preliminary calculations with the data provided. E. Seaver suggested that A. Doederlein might help the rest of the committee by electronically sharing his analyses. By sharing that information with the committee, others could take a look at it, and it might stimulate some other thoughts and additional questions. E. Seaver recommended that A. Doederlein summarize his analyses in an attachment to an email and forward it to Mollie Keller, and she will then forward it to UCC members.

W. Goldenberg commented that he would like to see the statistics and what kind of injustice A. Doederlein thinks is being done to the students because of it. He questioned A. Doederlein as to whether he had a cure and/or proposal for what needs changing or if he has some kind of suggestion. That would help the committee to decide what standing committee this might be referred to, if necessary.

E. Seaver stated that this matter will be kept on the agenda for future discussion.

VI. **New Business**

**A. General Education Committee Approval of PHIL 205**

E. Seaver explained that this item is on the agenda because the General Education Committee, at its last meeting, approved PHIL 205 as a course for general education. It was approved via electronic ballot due to the time constraints for placing it in the catalog. It was then forwarded on to UCC without the minutes because UCC’s official approval is needed for the entire approval process to be complete in order to meet the catalog deadline.

A motion was made by D. Rusin, seconded by A. Doederlein, to approve PHIL 205 for general education credit in the distributive studies area of science and mathematics. The motion passed.

VII. **Adjournment**

The meeting was adjourned at 1:51 p.m. The next meeting is scheduled for March 3, 2005, beginning at 1:00 p.m. in Altgeld Hall 203.

Respectfully submitted,
Mollie Keller