Present: J. Acardo (SA, Substitute Representative), L. Derscheid (HHS), A. Doederlein (LAS), W. Goldenberg (VPA), D. Gough (HHS), C. T. Lin (LAS), M. Mehrer (LAS), K. Millis (LAS), D. Rusin (LAS), E. Seaver (Vice Provost), D. Sinason (BUS), L. Townsend (EDU), M. Van Wienen (LAS), P. Webb (LIB), E. Wilkins (EDU)

Absent: N. Boubekri (EET), Craig Marcus (SA)

Guest: K. Van Mol (Catalog Editor/Curriculum Coordinator)

I. Adoption of Agenda

A motion to approve the agenda was made by L. Derscheid and seconded by E. Wilkins. The motion carried.

II. Announcements

Committee members introduced themselves and stated which department they were representing.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee – K. Millis

The minutes of the Admissions Policies and Academic Standards Committee meeting of May 5, 2004, were unanimously received.

K. Millis reported that at the August 25, 2004, meeting of APASC, the committee discussed the new center for shared advising. E. Seaver reported to the committee on the status and rationale of the new center.

E. Seaver updated UCC committee members on the status of the search process for the new advisor positions for the advising center. The Search Committee is in the final
stages of the search process, and it is hoped that the Coordinator of the Advising Center will be in place by October 1, 2004. Two advisors will also be hired. The expectation is for the center to be housed in the Campus Life Building and to begin with the fall 2005 semester.

L. Townsend asked for an explanation of the rationale for the Advising Center. E. Seaver explained that the central advising system will function as a shared system of advising with colleges and departments. The center's responsibility will be to advise freshmen and transfer students who have not declared a college or a major upon entering Northern Illinois University. He also said the goal will be to help those students decide on a major as soon as possible and get them to the appropriate colleges and individual departments. In addition, the advising center will also represent an integration of advising and career services along with a number of retention services. He also stated that, although our retention percentage compares well to the national average of 70% and to universities with similar profiles, retention will continue to be our main focus.

B. General Education Committee – D. Rusin

D. Rusin reported that GEC will review resubmissions for the core competency courses during 2004-2005. The committee will also revisit and discuss further the subject of using the program review schedule as the basis for its resubmission cycles.

C. Honors Committee – E. Seaver

The minutes of the Honors Committee Meeting of April 23, 2004, were unanimously received.

On behalf of the Honors Committee, E. Seaver reported that during the previous year the Honors Committee looked at how to obtain additional honors seats and increasing student involvement. Also, the committee will continue to investigate what is needed to develop an Honors Program into an Honors College.

D. Committee on the Improvement of Undergraduate Education – L. Derscheid

In a brief overview of the CIUE's duties, L. Derscheid explained that the committee has the responsibility for developing and disseminating information related to grants for the improvement of undergraduate courses as well as the awarding such grants. The committee also oversees the Excellence in Undergraduate Teaching Award policies and procedures.

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

In outlining the major CUAE duties, C. T. Lin stated that the committee is responsible for promoting a campus environment in which students feel welcome, safe and productive and for making evaluations and recommendations to keep it so.
F. Committee on the Undergraduate Curriculum – D. Gough

D. Gough explained that the CUC has oversight over and makes policy recommendations for the undergraduate curricular process.

IV. Other Reports

A. University Assessment Panel

(There was no report.)

V. Old Business

A. Change in Grading System

E. Seaver recommended that the proposal from the Faculty Senate and University Council for a change in the grading system at NIU be referred to the Admissions Policies and Academic Standards Committee for further discussion and review. Two possible grading change options are being considered, one that uses a plus/minus system and one that uses a double letter system. Further research and additional feedback from students are necessary before a grading scale change will be recommended for approval. After further discussion the following motion was made.

A motion was made by A. Doederlein, seconded by E. Wilkins, to refer the proposal for a change in grading systems to the Admissions Policies and Academic Standards Committee for further review. The motion carried.

VI. New Business

A. Election of Faculty Chair

E. Seaver called for nominations to serve as Faculty Chair of the Undergraduate Coordinating Council for 2004-2005.

A. Doederlein was nominated by E. Wilkins, seconded by D. Sinason. A. Doederlein accepted the nomination. As no other nominations were made, a vote was taken, and A. Doederlein was unanimously elected to serve as Faculty Chair of the Undergraduate Coordinating Council for 2004-2005.

B. Representatives on Standing Committees for 2004-2005

E. Seaver asked for UCC representatives to serve on the UCC standing committees for 2004-2005. The following committee members will serve as indicated:
C. Selection of a UCC Faculty Representative and Student Representative to the University Assessment Panel

P. Webb will serve as UCC Faculty Representative to the University Assessment Panel, and Craig Marcus will serve as UCC Student Representative for 2004-2005.

D. Date and Agenda for Annual UCC Retreat

E. Seaver asked for input from committee members as to the viability of scheduling a UCC retreat. He suggested possible agenda topics such as enrollment/retention and textbooks. E. Seaver will contact Provost Legg to ask if there are any issues that might need to be addressed by the committee. E. Seaver will respond to UCC via email with Provost Legg’s response.

VII. Adjournment

The meeting was adjourned at 1:40 p.m. The next UCC meeting is scheduled for October 7, 2004, beginning at 1:00 p.m. in Watson Hall 233.

Respectfully submitted,
Mollie Keller