MINUTES

Approved

Present:  A. Azad (EET), M. Blaschak (HHS), J. Corwin (LAS), L. Derscheid (HHS), J. Fisher (Student/BUS), J. Gau (EET), W. Goldenberg (VPA), C. T. Lin (LAS), M. Mehrer (LAS), J. Novak (VPA), E. Seaver (Vice Provost), C. Snow (LIB), R. Spencer (Student/EDU), J. Stephen (LAS), M. Van Wienen (LAS), E. Wilkins (EDU)

Absent:  R. Beatty (BUS), P. Brown (BUS), N. Bukonda (HHS), J. Casper (Student/EET), A. Doederlein (LAS), D. Shernoff (EDU)

Student:  A. Novotney (SA)

Guest:  D. Smith, Catalog Editor/Curriculum Coordinator

Mary Pritchard, Associate Dean, College of Health and Human Sciences

I. Adoption of Agenda

A motion was made by J. Corwin, seconded by E. Wilkins, to approve the agenda. The motion carried.

II. Announcements

A. Approval of Minutes

A motion was made by J. Corwin, seconded by L. Derscheid, to approve the minutes of the April 5, 2007, Undergraduate Coordinating Council meeting. The motion carried.

B. Student Information Systems Update

E. Seaver reported that things are moving forward with the implementation process although not much has changed since the last report to UCC. He said that complementary systems for use with the new student system are now being looked at. An example of one such system is a link termed “Become a VIP” on the undergraduate admissions webpage. He explained that through the “Become a VIP” link, a new or transfer student may complete an information page entering their own information; a profile page tailored specifically for that student is then generated, complete with a password and ID, resulting in an automatic electronic means of communication as a part of the overall
marketing plan. A welcoming email specific to that student is then generated and sent to the student.

E. Seaver said that colleges and departments will be involved with the further development of this electronic communication plan in order to coordinate the content for electronic messages and the timing for sending them to students. It is hoped that this will be a more efficient means for departments to communicate with prospective students. This electronic communication will also be a means for transitioning prospective students through the admissions process straight into the new student information system. He said that it is anticipated the new system will be named “MyNIU.” He noted that, although the Alumni Association already uses that particular name, the two websites will have different designations. The Alumni website is “MyNIU.com”, and it is planned that the student information website will be designated as “MyNIU.niu.edu.” The two systems will be compatible so that student information may be transitioned into the NIU Alumni database once a student graduates. He emphasized that this an important goal in moving students along in order to become more self-service oriented online.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee – E. Seaver

W. Goldenberg reported that at the April 11, 2007, APASC meeting the committee approved the APASC amended March 21, 2007, minutes as well as several catalog changes pertaining to the add/drop procedure language, the expiration of incomplete grades, the elimination of the pass/fail option, and catalog changes submitted by the College of Health and Human Sciences.

E. Seaver explained the reason for the clock time change in the undergraduate incomplete policy. He said that the new student information system requires an actual time limit, so as to allow a student who receives an incomplete in the spring to complete the necessary work in ample time in the fall semester (so as to run over the summer). In order to allow the new system to deal with this situation on an automated basis, the 200-day clock was set, which will automatically account for the summer. If the work is not completed within the 200-day limit, the incomplete automatically defaults to an “F”, which is what the current undergraduate policy is. The 200-day clock applies whether the student is enrolled or not.

M. Van Wienen commented that he understood the advantages to standardizing this, but the 200-day clock brings the deadline to within one week before the end of the next semester, which might create a “domino effect” resulting in a student asking for additional incompletes to finish required work for the current semester. He asked if this issue was considered when this change was being discussed. E. Seaver answered that the Advising Deans
did not have a concern with that issue. J. Stephen noted that making up work for an incomplete is not a reason for a student to receive an additional incomplete.

M. Van Wienen commented that, in light of the fact that he didn’t think setting the incomplete deadline one week before the end of the next semester was a good choice of timing, he would recommend approving the April 11, 2007, APASC minutes with the exception of that section relating to the incomplete 200-day deadline issue. He suggested sending this issue back to APASC for reconsideration with the request for a clearer rationale.

E. Seaver noted that, since a motion and second to approve the minutes had already been made, this motion on the table would have to be voted down or an amendment made to the current motion.

C. T. Lin commented that he felt that since this issue has already been discussed and has been worked through in other committees, trust should be placed in those committee decisions. M. Van Wienen said that he agreed with that, however, at times it is necessary, in order for further clarification, to ask other approving bodies for clearer rationale.

E. Seaver stated that the NIU Connect group, realizing that the summer had to be bridged, put this together as a proposal that went to the advising group to review for academic implications, and from the Advising Deans, this was forwarded to APASC; so two committees had had the opportunity to discuss this.

W. Goldenberg made a motion, seconded by L. Derscheid, to receive the April 11, 2007, minutes of the Admissions Policies and Academic Standards Committee meeting. The motion carried.

B. General Education Committee – J. Stephen

J. Stephen reported on the April 19, 2007, and the April 26, 2007, meetings of the General Education Committee. The committee discussed the Assessment Plan-High Stakes Testing in conjunction with the Higher Learning Commission Report, reviewed several general education resubmissions, catalog changes, and a course revision. Revision and updating of the general education submission and resubmission forms was also discussed.

L. Derscheid asked if a general education evaluation plan was going to have to be developed. E. Seaver indicated that this is in the exploratory stage. The committee is doing research in looking at what other institutions do and gathering some background information on this before making a decision on what kind of testing needs to be done.

J. Stephen made a motion, seconded by L. Derscheid, to receive the April 19, 2007, and April 26, 2007, minutes of
C. Honors Committee – L. Derscheid

L. Derscheid reported on the April 6, 2007, University Honors Committee meeting. Reports were heard from the Director, Assistant Director, and Program Coordinator, as well as a program update report. The committee also received a report on progress of the Honors Long Range Planning Committee and discussed strategic goals for the Honors Program.

M. Van Wienen asked if there had been any follow up or effort to address an issue which arose earlier this year with regard to students who are a part of the Honors Program but are not actually actively pursuing the Honors degree. E. Seaver answered that, starting with this past fall, a student who has not taken an honors course in two semesters is removed from the program.

M. Van Wienen also asked about the possibility of converting some graduate courses to honors. J. Stephen said that this would be a departmental decision, based partly on what the department’s resources are. E. Seaver added that this would not only be a funding issue, but it would also be a systemic issue as well.

L. Derscheid made a motion, seconded by J. Corwin, to receive the April 6, 2007, minutes of the University Honors Committee meeting. The motion carried.

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

M. Van Wienen reported that at the March 19, 2007, CIUE meeting the committee reviewed and discussed nominations and approved award recipients for the 2006-2007 Excellence in Undergraduate Teaching and Excellence in Undergraduate Instruction awards.

M. Van Wienen made a motion, seconded by L. Derscheid, to receive the March 19, 2007, minutes of the Committee on the Improvement of Undergraduate Education Committee meeting. The motion carried.

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

C. T. Lin reported that at the March 20, 2007, Bob Albanese, Associate Vice President for Finance and Facilities, gave the committee a status report and discussed and answered questions on the campus bike program and improvement projects scheduled for summer 2007. Dr. Albanese agreed to give a follow up report at a meeting of the committee in the early fall.

C. T. Lin made a motion, seconded by L. Derscheid, to receive the March 20, 2007, minutes of the Committee on the
Undergraduate Academic Environment Committee meeting. The motion carried.

F. Committee on the Undergraduate Curriculum – E. Seaver

E. Seaver reported that at the April 12, 2007, CUC meeting, the committee reviewed several course revisions and the realignment of the College of Health and Human Sciences.

   J. Corwin made a motion, seconded by E. Wilkins, to receive the April 12, 2007, minutes of the Committee on the Undergraduate Curriculum Committee meeting. The motion carried.

IV. Other Reports

A. University Assessment Panel

C. Snow gave an overview of the April 6, 2007, meeting of the University Assessment Panel. He reported that the panel reviewed a draft of the follow up report to the Higher Learning Commission and status reports from several departments and reviewed and approved two capstone course proposals.

   C. Snow made a motion, seconded by L. Derscheid, to receive the April 6, 2007, minutes of the University Assessment Panel meeting. The motion carried.

V. Old Business

There was no old business.

VI. New Business

A. Selection of UCC Faculty Chair for 2007-2008

E. Seaver called for volunteers to serve in the role of faculty chair for UCC for the 2007-2008 academic year. Cason Snow volunteered to serve in this capacity, and the committee accepted with no objections heard.

   M. Van Wienen expressed his thanks and appreciation to L. Derscheid for her contributions while serving as faculty chair for 2006-2007.

VII. Adjournment

The meeting was adjourned at 2:20 p.m.

The next UCC meeting is scheduled for Thursday, September 6, 2007, beginning at 1:00 p.m. in Altgeld Hall 203.
Respectfully submitted,
Mollie Montgomery