Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
151st Meeting
Thursday, September 6, 2007
Altgeld Hall 203

MINUTES

Approved

Present: A. Azad (EET), R. Beatty (BUS), S. Conklin (HHS), J. Corwin (LAS), W. Goldenberg (VPA), D. Gorman (LAS), J. Hansen (BUS), B. Hart (VPA), J. Isabel (HHS), C. T. Lin (LAS), C. Malecki (LAS), S. Ouellette (HHS), E. Seaver (Vice Provost), D. Shernoff (EDU), E. Wilkins (EDU)

Absent: A. Doederlein (LAS), M. Kostic (EET), C. Snow (LIB), J. Stephen (LAS)

Guest: D. Smith, Catalog Editor/Curriculum Coordinator

I. Adoption of Agenda

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

II. Announcements

A. Approval of Minutes

A motion was made by J. Corwin, seconded by S. Ouellette, to approve the minutes of the May 3, 2007, Undergraduate Coordinating Council meeting. The motion carried.

B. Student Information Systems Update

E. Seaver distributed a handout regarding the new student information system project status and timeline. He reported that he and Brian Brim, Project Manager for the implementation of the new student information system, have been visiting each of the colleges, either at their fall meetings or at College Senate meetings, to talk to them about what is happening with the new student information system. He said that much of what has been done thus far is related to catalog and curricular issues and has been in the background, out of the eyes of faculty, staff and students. However, as of September 4th, the advising module of the new system is alive and operational, and students are being
admitted for the fall 2008 semester, at both the graduate and undergraduate levels. He noted that the icon "myniu" will be on various websites and will be the entryway into the new student information system for faculty, staff and students.

E. Seaver explained that the new system is an integrated system, and it will be used as a replacement for a series of legacy systems that have been put together to try to make the student system operational. The new system is completely integrated so that when a change is made in one system the same change is automatically recorded in all the systems, such as an address change, dropping of a class, etc. The system will be web-based and much more functional, with the focus being to make this an easier, completely self-service system. Anyone who has the authority to make a change will be able to make the change in the system and see the change immediately.

He also stated that, beginning with the fall 2008 semester, all grades will be done completely electronically, thus eliminating "bubble" sheets. He added that the transporting of grades from Blackboard to the new system will not immediately be possible; under Phase II, which will begin next year, ways in which to integrate Blackboard into the new system will be looked at. He said that the current "turnaround" sheets used to schedule classes will be eliminated under the new system as well, as the scheduling of classes will also be completely electronic.

He said that each individual module of the new system has a separate designated rollout "go live" date, with the system scheduled to become fully functional on all modules by spring 2008. Thus, when registration for classes in the fall 2008 is begun, the system will become fully functional, and only the new student system will be used. During the summer, if a student is registering for both summer and fall classes, summer class registration will have to be done using the legacy system, and fall class registration using the new system.

Training for using the new system will be done through multiple training aids, including classes and online aids. Depending upon the level of training needed by individuals, the training and timing of training will be tailored to fit the needs of each specific group of individuals, such as advisors, faculty, etc.

A. Azad asked how grade changes would be handled. E. Seaver answered that, although the goal is to become paperless, each college will have to determine how it will handle its own grade changes. Colleges that decide they want a record of grade changes through a paper authorization process will then keep the actual authorized paper forms in the college with approved grade changes being entered electronically by the Dean's office. No paper submissions will be forwarded to Registration and Records. He noted that an electronic signature approval system is already being used to approve the "Petition to Waive University
Graduation Requirements” (“goldenrod”) forms that previously were submitted in paper form to the Office of the Vice Provost for approval. He said that system is completely automated now, and the colleges electronically forward forms rather than printed forms; the Vice Provost then approves the form via an electronic signature. It is hoped that an entire series of electronic approvals for requests requiring multiple signatures will be developed and handled in this manner in the future. He noted that part of this will depend upon what the colleges and departments want to do.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee – W. Goldenberg

W. Goldenberg reported that at the April 25, 2007, APASC meeting, two catalog language revisions were approved, one for the College of Business and one for the College of Liberal Arts and Sciences, and a faculty committee chair was elected for 2007-2008.

W. Goldenberg made a motion, seconded by C. T. Lin, to receive the April 25, 2007, minutes of the Admissions Policies and Academic Standards Committee meeting. The motion carried.

B. General Education Committee

There was no report.

C. Honors Committee – E. Seaver

E. Seaver reported that the major portion of the Honors Committee meeting on May 4, 2007, was devoted to the discussion of the Honors Long Range Plan.

R. Beatty made a motion, seconded by S. Conklin, to receive the May 4, 2007, minutes of the University Honors Committee meeting. The motion carried.

D. Committee on the Improvement of Undergraduate Education

There was no report.

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

C. T. Lin reported that the focus of the April 10, 2007, CUAE meeting was a follow-up discussion of an earlier speaker presentation and the setting of committee goals and timelines for
2007-2008. He noted that the committee will be inviting two
guest speakers to talk to the group during the next year: 1) Brent Gage, Assistant Vice Provost for Enrollment Services, to
make a presentation to the committee regarding his vision for a
communication plan for communicating with students; and 2) Bob
Albanese, regarding a followup on his report to the committee
last spring.

C. T. Lin made a motion, seconded by R. Beatty, to receive
the April 10, 2007, minutes of the Committee on the
Undergraduate Academic Environment Committee meeting. The
motion carried.

F. Committee on the Undergraduate Curriculum

There was no report.

IV. Other Reports

A. University Assessment Panel

There was no report.

V. Old Business

There was no old business.

VI. New Business

A. Representatives of Standing Committees for 2007-2008

E. Seaver asked for volunteers to serve as representatives on the
UCC standing committees for the next academic year. The
following UCC members were approved to serve as faculty
representatives to UCC standing committees for 2007-2008:

        APASC - William Goldenberg
        CUAE - C. T. Lin (Fall 2007), Jeanne Isabel (Spring
2008)
        CUC - Robert Beatty
        GEC - Abul Azad, David Gorman

Representatives for CIUE and the University Honors Committee will
be confirmed at the next meeting.

B. Selection of UCC Faculty Representative and Student
Representative to the University Assessment Panel
Sue Ouellette volunteered to serve as UCC faculty representative to the University Assessment Panel. As no student committee members were in attendance, selection of a student representative will be made at a future meeting.

C. **Date/Agenda for Annual UCC Retreat**

Upon consensus of the committee, E. Seaver agreed to talk with Provost Alden about the possibility of his speaking at a future UCC meeting this year rather than scheduling a separate retreat date.

VII. **Adjournment**

The meeting was adjourned at 1:45 p.m.

The next UCC meeting is scheduled for Thursday, October 4, 2007, beginning at 1:00 p.m. in Altgeld Hall 203.

*Respectfully submitted,*  
*Mollie Montgomery*