I. Adoption of Agenda

E. Seaver added one item, Finals Week, to the agenda under the heading of Announcements.

A motion was made by C. Snow, seconded by S. Ouellette, to approve the revised agenda. The motion carried.

II. Announcements

A. Approval of Minutes

Minutes of the November 1, 2007, Undergraduate Coordinating Council meeting were electronically approved.

B. Honors Director Search

E. Seaver announced that the current director of the Honors Program, Michael Martin, will be retiring at the end of June 2008. A search will be conducted for a new director with the expectation of a new director being in place by the beginning of the fall 2008 semester. The search committee will be comprised of designated staff members within the honors program, student representatives, and representatives from each of the colleges.

C. Finals Week Update

E. Seaver reported on the closure of campus on December 10, 2007, which resulted in the rescheduling of final exams for
that day. He said that, as this was an extraordinary situation, several one-time adjustments had to be made in the exam schedule, the reporting of grades, the handling of incompletes, etc. Communications clarifying the changes were sent to the colleges as changes were made. He noted that, although this was a unique situation, there were already some contingency plans in place that had been prepared the previous spring. He said that, once the fall grade processing has been completed, the situation and actions taken will be appraised so that modifications can be made to the contingency plan where necessary. He commended NIU faculty members for their cooperation and the office of Student Affairs for their excellent 24-hour hotline service answering questions and fielding calls from parents and students.

He explained that efforts to quickly get information out to the campus community regarding the status and grading of finals resulted in some confusion by students as to what alternatives the student would have if choosing to reschedule an exam. He said that the wording of the initial communication on the NIU website regarding rescheduling was misinterpreted by some to construe that the student would be able to choose which grading option he/she preferred to use. However, the selections noted in the communication were actually the instructors’ alternatives from which the instructor would choose to use and communicate to their students.

E. Seaver again praised the NIU faculty for their cooperation in accommodating and helping the students through this difficult situation, and he asked committee members to extend his thanks to their colleges.

III. Reports/Minutes from Standing Committees

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

W. Goldenberg reported that the October 31, 2007, APASC meeting centered on reviewing and approving various catalog changes.

W. Goldenberg made a motion, seconded by C. Snow, to receive the October 31, 2007, minutes of the Admissions Policies and Academic Standards Committee meeting. The motion carried.

B. General Education Committee

D. Gorman reported on the November 29, 2007, GEC meeting. The committee reviewed the resubmission of COMS 410, approved a revision to the resubmission form, and approved
several routine catalog revisions. He pointed out that Vice Provost Seaver’s office has offered to subsidize travel for GEC committee members interested in attending one or both of two upcoming AACU Conferences.

D. Gorman made a motion, seconded by S. Conklin, to receive the November 29, 2007, minutes of the General Education Committee meeting. The motion carried.

C. University Honors Committee

E. Seaver reported on the November 2, 2007, University Honors Committee meeting. The committee heard reports from the director and assistant director and discussed Honors Program housing and fundraising. Brent Gage, Assistant Vice Provost for Enrollment Services, also made a presentation on the recruiting ability of the new student information system. In addition, a point system for Honors House residents was briefly talked about and will be discussed further at a future meeting.

E. Seaver noted that Harry Wright, Chair of the University Honors Committee, has asked the committee to change the format of the committee’s meetings. In the past, the meetings have centered on reports from the director and assistant director. Harry Wright has now asked that reports be submitted in print format rather than orally, resulting in more time being available to spend working toward the goals set by the strategic plan. He would like the committee to take more of a long-range approach and have committee members become more actively involved in solving issues and working on ways to improve the Honors Program.

J. Stephen made a motion, seconded by C. Snow, to receive the November 2, 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 reported on the October 9, 2007, CUAE meeting. The committee heard a status report from Vice Provost Seaver on the new student information system, reviewed and approved the 2007-2008 USOAR guidelines, and received a report on USOAR projects from 2006-2007. In addition, the committee toured the Stevenson North Residence and Dining Hall and heard a report from the Ombudsman. As the Ombudsman’s report reflected a number of complaints from students
regarding the lack of courtesy shown to students on campus, it was suggested that this issue be added as a topic for further discussion at a future meeting. Campus safety will also be added as a discussion topic with a possible guest speaker from Public Safety.

C. T. Lin made a motion, seconded by C. Snow, to receive the October 9, 2007, minutes of the Committee on the Undergraduate Academic Environment meeting. The motion carried.

F. Committee on the Undergraduate Curriculum

E. Seaver reported on the November 8, 2007, and November 15, 2007, meetings of the Committee on the Undergraduate Curriculum. The committee approved several catalog changes which will be effective for the 2008-2009 catalog.


IV. Other Reports

A. University Assessment Panel

C. Snow gave an overview of the November 16, 2007, University Assessment Panel meeting. The committee received several status reports and the 2007 Writing Project Report. He reported also that the UAP will alter the time in which committee members are selected to serve on the UAP. Currently, new members are selected at the beginning of the fall semester, which delays the initial fall meeting of the committee. Committee members will now be chosen the previous spring thus enabling the committee to get an earlier start in the fall.

C. Snow made a motion, seconded by C. T. Lin, to receive the November 16, 2007, notes of the University Assessment Panel meeting. The motion carried.

V. Old Business

A. New Student Information System

E. Seaver reported that Admissions is currently operating within the new student information system. The next phase of implementation will be Student Financial Aid. Training on scheduling is in progress within two colleges, and faculty training will begin in March. Currently, colleges are being requested to submit the names of individuals, such
as advisors, and identify the specific functions each performs so that appropriate training sessions can be scheduled.

J. Stephen asked when the electronic submission of grades will go into effect. E. Seaver said that electronic submission of grades will begin at the end of the fall 2008 semester when the new student information system will be fully functional.

VI. **New Business**

   **A. Strategic Planning Student Task Forces**

   E. Seaver reported that, as a part of the Provost’s Strategic Planning Initiative, two student task forces have been formed, the Task Force on Curricular Innovation and the Task Force on Student Success. He suggested that UCC receive periodic reports from these two task forces as some topics addressed by these groups will include new courses, retention, academic policy, and curricular issues. The committee agreed that reports from the two task forces be added to the UCC agenda each month.

VII. **Adjournment**

   The meeting was adjourned at 2:10 p.m. The next UCC meeting is scheduled for Thursday, February 7, 2008, beginning at 1:00 p.m. in Altgeld Hall 203.

Respectfully submitted,
Mollie Montgomery