Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
164th Meeting
Thursday, March 5, 2009
Altgeld Hall 203

MINUTES

Approved

Present: A. Azad (EET), T. Chinn (Student/LAS), W. Goldenberg (VPA), D. Gorman (LAS), B. Henry (HHS), S. Johnston-Rodriguez (EDU), C. Jones (LAS), M. Kostic (EET), C. T. Lin (LAS), C. Malecki (LAS), K. Mantzke (BUS), S. Morris (HHS), E. Seaver (Vice Provost), D. Shernoff (EDU), C. Snow (LIB)

Absent: A. Doederlein (LAS), B. Hart (VPA), J. Isabel (HHS), J. Stephen (LAS), J. Tharnstrom (Student/SA)

Guest: Greg Long, Faculty Chair, General Education Committee, and Co-Chair, Baccalaureate Review Task Force Steering Committee
D. Smith, Catalog Editor/Curriculum Coordinator

I. Adoption of Agenda

E. Seaver asked to add two items to the agenda under Section II, Announcements: Item II B., Open Forum, and Item II C., Future Meeting Dates. He also asked to change the order of the agenda items to move Section VI, New Business, Item A., Baccalaureate Review Update, to immediately follow Section I, Adoption of the Agenda, in order to allow Guest Speaker, Greg Long, to address the group before reports of committees.

A motion was made by C. T. Lin, seconded by K. Mantzke, to approve the revised agenda. The motion carried.

II. Announcements

A. Approval of Minutes

Minutes of the February 5, 2009, UCC meeting were electronically approved.

B. Open Forum on March 5, 2009

E. Seaver reminded committee members that Provost Alden has invited faculty from various curricular bodies to discuss and receive clarification about the proposed Bachelor of Science in Applied Management degree at an open forum beginning at 3:00 p.m. today, Thursday, March 5, 2009, in Altgeld Hall 315. He explained that this is a proposal for a new degree which will be used for degree completion off campus at community colleges. This is a baccalaureate completion program for individuals who have an applied science community college degree, A.A.S... He said that the proposed degree will be working its ways through the curricular process and will be on the agendas of the next Committee on the
Undergraduate Curriculum (CUC) meeting and the next Admissions Policies and Academic Standards Committee (APASC) meeting. It will then come to the Undergraduate Coordinating Council (UCC) for final approval.

C. Future UCC Meeting Dates

E. Seaver said that there are two more UCC meetings scheduled for this academic year, April 2 and May 7, 2009. He noted that the April 2nd meeting will have a full agenda with several sets of minutes as well as a few lingering issues coming from APASC. The May meeting will be a general “clean up” meeting. Members who are not able to attend either the April or May meetings are asked to send a representative on their behalf.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

W. Goldenberg reported on the February 4, 2009, meeting of the Admissions Policies and Academic Standards Committee. He reported that the committee discussed how the GPA in the minors is calculated, with the question arising whether it should be just the first courses for the minor which are used, if extra hours should be included, or if it should be the last courses taken. He said that a proposal will be created by the Advising Deans.

Other business included approval of adding a statement regarding “Oral English Proficiency in the Classroom” to the catalog and the addition of the word “regionally” in a section of the text under the heading of “General Provisions” on page 48 of the catalog. The committee also discussed and tabled the item regarding the transfer of credit from community colleges. New language regarding leaves of absence for emergency volunteer workers was approved for inclusion in the catalog under “Attendance” as well as revision of the catalog language relating to “the add/drop period of the term” under “Refund Policy Language.”

W. Goldenberg made a motion, seconded by D. Gorman, to receive the February 4, 2009, 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 reported on the November 7, 2008, meeting of the University Honors Committee. He said that the search for an Honors Program Director is ongoing. He said that there is a review team that will be reviewing applications and will identify individuals to be interviewed. He noted that the committee heard an extensive report from the Interim Director and the Coordinator related to some new initiatives that have been developed by the Interim Director. In addition, the committee discussed the organizational plan and where the focus of the Honors Program should be and approved an EYE grant proposal.

E. Seaver made a motion, seconded by D. Gorman, to receive the November 7, 2008, 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**

There was no report.

F. **Committee on the Undergraduate Curriculum**

D. Shernoff reported that at the February 12, 2009, meeting of the Committee on the Undergraduate Curriculum, the committee approved several curricular items and discussed at length the duplication issue between new course PHEE 325 and STAT 208. The duplication issue was tabled until the departments can work together on a solution.

> D. Shernoff made a motion, seconded by C. Malecki, to receive the February 12, 2009, minutes of the Committee on the Undergraduate Curriculum meeting. The motion carried.

D. Shernoff also said that he would not be able to attend the next CUC meeting and asked for a volunteer representative to attend on his behalf. Committee members were asked to check their schedules for availability and let either E. Seaver or Mollie Montgomery know if they would be willing to attend the next CUC meeting on March 19, 2009.

IV. **Other Reports**

A. **University Assessment Panel**

S. Morris reported on the February 6, 2009, meeting of the University Assessment Panel. She said the committee was reminded that Susan Hatfield will present two assessment workshops on March 20, 2009. The first workshop will focus on keeping the emphasis of assessment on improving student learning, and the second will be related to getting students involved in assessment. The committee also heard a presentation from Assistant Professor Bob Riggle on the findings from student focus groups which investigated practices that students use to assess their own learning. In addition, the committee reviewed proposed changes to the graduate alumni survey, reviewed the Measuring Up 2008 State Report Card for Illinois, and reviewed several departmental status reports.

> S. Morris made a motion, seconded by D. Gorman, to receive the February 6, 2009, notes of the University Assessment Panel meeting. The motion carried.

V. **Old Business**

A. **Selection of Student Representative to the University Assessment Panel**

Selection of a student representative to the University Assessment Panel was tabled.

VI. **New Business**

A. **Baccalaureate Review – Guest Speaker, Greg Long**

Greg Long gave an update on the progress of the Baccalaureate Review process. He explained that the baccalaureate review process was initiated through the strategic planning
process and in conjunction with the General Education Committee’s (GEC) examination of general education.

He said that in order to move forward with the reform of general education, it was necessary to first get a good sense of what the baccalaureate goals are, and, as such, the Baccalaureate Review Task Force was formed.

He said that the task force has begun conducting focus groups with a number of constituent groups across campus, including faculty, staff, students, administrators, and employers, as well as outreach to community colleges. Focus groups will be conducted throughout the remainder of the spring semester. With feedback and input from the focus group sessions, the task force hopes to gain information on what it is felt important for NIU students to learn and/or to become and what skills, knowledge and abilities should students acquire while at NIU.

Once focus group sessions are completed, the task force will be working and meeting during the summer months putting the information together. It is expected that in the fall, a set of proposed initial goals will be developed based on the feedback received. He said that it is not planned to ask for endorsement in the fall, but rather to present the first draft at the beginning of the fall semester. Additional feedback would then be obtained throughout the fall semester, followed by the request for support and endorsement from the appropriate committees. G. Long said that, once the goals have been established and approved, the next step will be to look at how to specifically define the goals, how to identify what the university is doing well in support of the goals, what areas need to be do things differently, etc. He reiterated that the idea is to try to make some alignment with the overall university goals, general education goals, and, hopefully, the major goals, as well, and to define what it is NIU wants its students to be able to do and what the goal is for baccalaureate students at NIU.

G. Long also said that a baccalaureate review survey has been developed, and a link to the survey has been placed on the NIU home webpage. He said that approximately 400 responses to the survey have been received thus far, with about 60 percent of the responses from students. He said that survey responses are expected to increase as a direct outreach effort is being made to community colleges and employers to gather their opinions.

G. Long answered and discussed several questions from committee members related to timelines going into spring 2010, assessment, and funding/resource implications and offered to provide the committee with further updates as the review process moves forward.

VII. Adjournment

The meeting was adjourned at 1:55 p.m.

The next UCC meeting is scheduled for Thursday, April 2, 2009, beginning at 1:00 p.m., in Altgeld Hall 203.

Respectfully submitted,
Mollie Montgomery