Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
162nd Meeting
Thursday, December 4, 2008
Altgeld Hall 203

MINUTES
Approved

Present: W. Goldenberg, (VPA), D. Gorman (LAS), J. Hansen (BUS), B. Hart (VPA), B. Henry (HHS), Isabel (HHS), C. Jones (LAS), M. Kim (EET), C. T. Lin (LAS), C. Malecki (LAS), K. Mantzke (BUS), S. Morris (HHS), E. Seaver (Vice Provost), D. Shernoff (EDU), C. Snow (LIB), J. Stephen (LAS), E. Wilkins (EDU)

Absent: T. Chinn (Student/LAS), M. Chowdhury (Student/SA), A. Doederlein (LAS), R. Kilaparti (EET), S. Lally (Student/EDU)

Guest: D. Smith, Catalog Editor/Curriculum Coordinator

I. Adoption of Agenda

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

II. Announcements

A. Approval of Minutes

Minutes of the November 6, 2008, UCC meeting were electronically approved.

B. NR Grading

E. Seaver provided clarification of NR grading. He explained that the “NR” was originally developed to be used by the student judicial office for those students involved in judicial cases at the end of the semester. Subsequently, this also became used by Registration and Records as a default if a faculty member did not submit a grade or grades. He said that the catalog contained language that said that, if the NR was not resolved within a certain period of time, the NR would automatically default to an “F”; however, he said that was changed a few years ago.

He further explained that in moving forward into the new MyNIU student information system, the NR grade has been eliminated by way of the governing process. He said that this was clarified to the campus community via email and other announcements to let faculty know that they would not be able to submit a class roster containing a blank grade as the new system will not accept the electronic submission with a blank in it. If an instance occurs in which the entire class roster does not get submitted, a communication will be sent back to the college.
J. Stephen commented that faculty must now also submit a last date of attendance when entering an "F" grade. E. Seaver said that this has been the requirement for the past two years; the only difference was that Registration and Records contacted faculty members to request them to indicate the last date of attendance for students who failed all courses. He said that this is a requirement for federal reporting under Title IV in which the date of last attendance must be documented for those students who leave voluntarily and have financial aid. He added that faculty do not have to keep attendance records for this purpose. Faculty have the option of using the last test date, the last date that an assignment was turned in, or the last evidence that a student attended class. If a student has never been to class, the first date of class could be used.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

W. Goldenberg reported on the October 15, 2008, meeting of the Admissions Policies and Academic Standards Committee. He said that APASC tabled the Double Major/Double Degree item as well as the issue of limited admission, and several catalog changes were referred back to the appropriate colleges for clarification.

The committee also heard a “migration” presentation by Vice Provost Earl Seaver, Shevawn Eaton, Director of ACCESS, and Brent Gage, Assistant Vice Provost for Enrollment Services. The presentation focused on students who enter NIU with a specific major in mind but do not get accepted into their selected program at the upper level division and how they then are faced with having to select a different major.

W. Goldenberg reported also that APASC clarified the committee’s intent for reconsideration of the catalog length to give students six years of catalog. He reported that APASC clarified that their intent was to match the catalog length with the six year graduation rate calculation (first catalog goes with the first semester of attendance – six years of catalog to match six years of enrollment). E. Seaver explained that the reason for the clarification, although it was not reflected in the APASC minutes, resulted from a UCC discussion and motion to send this issue back to APASC to clarify what the intent of APASC was: to give students six years or seven years of catalog length.

W. Goldenberg stated that a change recommended by the Department of English to allow incoming NIU students with a score of 30 or above on the ACT Writing Test to be placed into ENGL 105 was approved. E. Seaver explained that this will allow students to place into ENGL 105 without having to take NIU’s placement test here on campus. Currently, in order to place into ENGL 105, students have to physically come to NIU’s campus to take the placement test, and this puts some limitations on NIU’s ability to recruit outside a sixty-mile window for very talented first-year students. He added that this change will be a student-friendly, recruitment friendly procedure.

W. Goldenberg made a motion, seconded by C. Snow , to receive the October 15, 2008, minutes of the Admissions Policies and Academic Standards Committee meeting. The motion carried.

B. General Education Committee

D. Gorman reported on the October 23, 2008, General Education Committee meeting. The committee approved two course revisions and heard a report on the 2008 University Writing
Project. He reported also that, in conjunction with the committee’s review and rethinking of the general education goals, the committee reviewed the report and recommendations of the Baccalaureate Review Committee from 1983. He noted that not all of the recommendations of the 1983 report were implemented. He said that, in conjunction with the strategic planning task force, a review of the baccalaureate goals will be done under the guidance of a newly formed Baccalaureate Review Task Force. It was suggested that Greg Long, Chair of the General Education Committee, be invited to speak at a future UCC meeting to provide an overview, objectives and timelines of the Baccalaureate Review Task Force.

D. Gorman made a motion, seconded by C. Snow, to receive the October 23, 2008, minutes of the General Education Committee meeting. The motion carried.

C. Honors Committee

J. Hansen reported that the major portion of the September 26, 2008, Honors Committee meeting was spent finalizing the wording of the position announcement to be posted for the Director of the University Honors Program position. He said that the Honors Committee will be breaking out into four subcommittees for the spring semester, each focusing on a different aspect of the committee work and reporting back to the full Honors Committee.

J. Hansen made a motion, seconded by C. Snow, to receive the September 26, 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

J. Isabel reported on the October 14, 2008, meeting of the Committee on the Undergraduate Academic Environment. The committee heard a report from Vice Provost Seaver on statistics of the USOAR program and heard presentations from three guest speakers: Dr. Micky Sharma, Director, Counseling and Student Development Center; Tim Griffin, University Ombudsman; and Scott Peska, Director, Office of Support and Advocacy.

J. Isabel made a motion, seconded by C. Snow, to receive the October 14, 2008, minutes of the Committee on the Undergraduate Academic Environment meeting. The motion carried.

F. Committee on the Undergraduate Curriculum

D. Shernoff reported that several curricular changes were approved at the November 13, 2008, meeting of the Committee on the Undergraduate Curriculum. He said that the committee devoted much time and discussion to a course duplication issue related to new courses ARTE 343 and ARTE 387 between the College of Visual and Performing Arts, the School of Art, and the Department of Educational Technology, Research and Assessment before approving both of the two courses.
S. Morris pointed out that on Page 21 of Section A, under “Specialized and Related Courses” the four courses designated as “AHCD” actually still carry the designation of “COMD.” She said that some confusion may arise when students are trying to enroll these courses. E. Seaver said that this is easily correctable and can be aligned with the catalog so that enrollment is not blocked.

E. Seaver recommended that two items included in the November 13, 2008, CUC minutes be referred back to the colleges for further clarification. He pointed out that on Page 8 of Section A, the Certificate of Undergraduate Studies, Nanotechnology, was approved for six semester hours, however, the minimum number of hours required for a certificate is nine hours. The second item, on Page 27 of Section A, PHHE 325. Fundamentals of Qualitative Methods in Public Health, also needs to be referred back to the college. He explained that the Academic Policies and Procedures Manual (APPM) states that, if there is disagreement on duplication between two colleges and a resolution can not be obtained with the departments, then the chairs of the college curriculum committees must submit written documentation to the Committee on the Undergraduate Curriculum, and that has not yet occurred. Attempts have been made to resolve the conflict via email and testimonials at CUC meetings, but written documentation from the chairs of the two college curriculum committees has not been received, and the issue needs to be resolved as stated in the APPM.

J. Stephen also recommended that the item Emphasis 2. Media Studies, on Page 32 of Section A, be sent back to the college for clarification on the wording section following “Requirements in the Department: Five courses from the following . . . . (18)” because there appears to be some missing language.

D. Shernoff made a motion, seconded by D. Gorman, to receive the November 13, 2008, minutes of the Committee on the Undergraduate Curriculum meeting WITH THE EXCEPTION OF Section A, Page 8, Certificate of Undergraduate Studies, Nanotechnology; Section A, Page 27, PHHE 325, Fundamentals of Quantitative Methods in Public Health; and Section A, Page 32, Emphasis 2, Media Studies, all of which the Undergraduate Coordinating Council is referring back to the appropriate colleges for further clarification. The motion carried.

D. Shernoff reported that a quorum was not present at the November 20, 2008, meeting of the Committee on the Undergraduate Curriculum Committee, thus, no business was conducted at the meeting. Committee members were sent documents via email, and business was conducted electronically.

D. Shernoff made a motion, seconded by J. Stephen, to receive the November 20, 2008, minutes of the Committee on the Undergraduate Curriculum meeting. The motion carried.

IV. Other Reports

A. University Assessment Panel

S. Morris reported that at the October 17, 2008, University Assessment Panel meeting, the committee was informed of the dates for 2009 Multicultural Curriculum Transformation Institute scheduled for May 2009, discussed the 2008 Interim Performance Report that was submitted to the Illinois Board of Higher Education, and reviewed several department status reports.
S. Morris made a motion, seconded by C. Snow, to receive the October 17, 2008, notes of the University Assessment Panel meeting. The motion carried.

S. Morris also reported on the November 7, 2008, University Assessment Panel meeting. The committee was informed of the Assessment Expo scheduled for February 20, 2009, received the University Writing Project Report, and reviewed several department status reports. The committee also was informed that NIU will be participating in the Voluntary System of Accountability/College Portrait, and NIU has chosen to use ACT CAAP Tests as measures for core competencies. The committee will discuss at a future meeting how to effectively inform faculty about the College Portrait-related information.

D. Gorman asked, once NIU joins the Voluntary System of Accountability, how and when the process will be initiated. E. Seaver said that there has been some hesitancy about committing to this endeavor, because, once a commitment is made, there are timelines that must be met with regard to posting each required piece of information, and it must be determined what kinds of assessments are going to be done, such as critical thinking, etc. He noted that this voluntary system of accountability was initiated by NASULGC (National Association of State Universities and Land-Grant Colleges).

S. Morris made a motion, seconded by C. Snow, to receive the November 7, 2008, 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 until a future UCC meeting.

VI. New Business

There was no New Business.

VII. Adjournment

E. Seaver thanked John Hansen for his service to the Undergraduate Coordinating Council, the University Honors Committee, and the University itself and wished him well as he leaves NIU.

The meeting was adjourned at 1:57 p.m.

The next UCC meeting is scheduled for Thursday, February 5, 2009, beginning at 1:00 p.m. in Altgeld Hall 203.

Respectfully submitted,
Mollie Montgomery