I. Adoption of Agenda

A motion was made by K. Mantzke, seconded by G. Schlabach, to approve the agenda. The motion carried.

II. Announcements

A. Introduction of Student Members

D. Changnon welcomed and introduced two new student members, Nora Lindvall, Honors Committee representative, and John Price, College of Liberal Arts and Sciences representative.

B. Approval of Minutes

A motion was made W. Baker, seconded by K. Mantzke, to approve the minutes of the September 2, 2010, Undergraduate Coordinating Council meeting. The motion carried.

C. UCC Annual Report 2009-2010

D. Changnon mentioned that the UCC annual report was distributed in the agenda packets as an informational document. The report provides an overview of the 2009-2010 work and activities of each of the six standing committees reporting to UCC.
D. **Update on UCC Standing Committee Representatives**

D. Changnon reported that UCC representatives have now been identified to serve on all of the six UCC standing committees. He pointed out, however, that there is still one position on the General Education Committee that is unfilled, and he asked anyone interested or willing to serve in this capacity to contact Mollie Montgomery.

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**III. Reports/Minutes from Standing Committees**

A. **Admissions Policies and Academic Standards Committee**

W. Goldenberg reported on the May 5, 2010, APASC meeting noting that the committee spent a good deal of time discussing the Academic Integrity language. The committee also approved a Grade “C” policy proposal from the Department of Teaching and Learning.

> **W. Goldenberg made a motion, seconded by G. Schlabach, to receive the September 1, 2010, minutes of the Admissions Policies and Academic Standards Committee meeting. The motion carried.**

B. **Committee on the Improvement of Undergraduate Education**

D. Changnon reviewed with the committee members the minutes of the April 26, 2010, CIUE meeting. He pointed out that the committee received a Foundations of Excellence® update and reviewed and discussed revisions to the nomination forms for the Excellence in Undergraduate Teaching and Instruction Awards.

> **K. Mantzke made a motion, seconded by G. Schlabach, to receive the April 26, 2010, minutes of the Committee on the Improvement of Undergraduate Education meeting. The motion carried.**

C. **Committee on the Undergraduate Academic Environment**

B. Henry reported on the April 13, 2010, meeting of the Committee on the Undergraduate Academic Environment. The committee was updated on campus facilities improvements, discussed writing a letter in support of moving forward with renovation of the university’s residence halls, and received an overview of the services provided by ACCESS.
O. Najjar asked whether CUAE discussed issues related to commuter students. She expressed concern over the fact that commuter students generally only come to campus on class days, and, if they have difficulty accessing a computer lab or finding a parking place, these things are used as excuses for not completing the work required for class and/or for being late. She stressed that discussions related to academic standards and/or policy should also include and/or apply to commuter students. B. Henry pointed out that that these types of issues related to non-traditional students were brought up last year in CUAE committee discussions related to the Foundations of Excellence® and NSSE survey results presentations. The committee was supportive of engagement of all students whether on campus or off and agreed that there was a need for heightened awareness of efforts for improving the academic learning environment for both resident students and non-resident.

D. Changnon indicated that if a new university-wide academic standard policy is the objective, the proposed policy would have to be developed and approved by an academic department and brought through the appropriate governing bodies, including the Admissions Policies and Academic Standards Committee. He said he would look into this further to confirm and report back.

G. Schlabach made a motion, seconded by B. Henry, to receive the April 13, 2010, minutes of the Committee on the Undergraduate Academic Environment meeting. The motion carried.

D. Committee on the Undergraduate Curriculum

S. Wallace reported on the September 16, 2010, meeting of the Committee on the Undergraduate Curriculum noting that the committee will now have a representative of CITC (Committee on Initial Teacher Certification) attending the meetings as an observer in order to streamline the curricular process.

The committee also heard a presentation by Julia Spears, Coordinator for Engaged Learning, of a proposal on Service Learning Courses. Wallace explained that the proposal evolved out of the strategic planning initiative and would serve to enhance involvement of students in service learning activities and further define engagement activities and courses which could be an important factor in attracting students. Development of a website that will help clarify service learning is being planned; the website will also include a database of service learning opportunities.

The committee also received a Baccalaureate Review Task Force update from Greg Long. Long provided to the committee for review a proposed framework document
developed by the task force steering committee based on feedback and input received from interviews with numerous constituent groups across campus over the past two years. D. Changnon explained that the proposed document outlines a purpose statement, goals, and student learning outcomes that will form the framework that will become the backbone of the NIU baccalaureate experience in terms of outcomes related to what it is hoped students will take with them when leaving with their baccalaureate degree. The learning outcomes will then be brought into the general education program for review. The General Education Committee will work on determining how those outcomes will be brought into the general education program. CUC committee members were asked to take the document back to share with their colleges. Approval of the proposal will be sought at the October CUC meeting.

S. Wallace went on to report that, in other business, the committee revisited the issue of double majors/degrees/majors and minors. The issue of using one course to fulfill the requirements for more than one degree had been discussed during the previous academic year, however, no conclusion was reached. The consensus of the committee was that there still needs to be further clarification. CUC will continue to look at developing a policy recommendation that defines how many hours are needed for a second major or degree and the minimum hours required for a minor.

The committee also reviewed and discussed, for the benefit of new CUC members, the procedure for submission of new courses and course revisions as described in the Academic Policies and Procedures Manual.

An additional new business item, a new course proposal from the Office of the Vice Provost, UNIV 198 – Topics in Academic Success and Student Leadership, was also reviewed, discussed and approved by the committee. S. Wallace explained that the course was designed to be an anchor course for the Themed Learning Communities (TLC) and was a product of the strategic planning initiative. It was clarified for CUC members that the CUC serves as the curriculum committee for interdisciplinary courses such as UNIV 198.

P. Stoddard questioned the fact that the course description states that the course may be repeated to a maximum of nine semester hours. S. Wallace said that this point did come up for discussion in the CUC meeting. It was explained that this would be taken at the university level as opposed to any particular program area and was intended to foster engagement. K. Mantzke commented that there was also a concern expressed about the nine semester hours when this course was discussed at the College of Business Curriculum Committee meeting.
S. Morris commented that it seemed unlikely that a student would want nine hours of a 100-level course on his/her transcript. S. Wallace pointed out that the nine hours would not be taken out of what would be required for graduation and was intended to be linked to the Themed Learning Communities. He reiterated that this was intended to be an anchor around which more advanced, more focused, approaches to engagement of students would be centered.

Additional discussion centered on the uncleanness of the course description and what would constitute the course content. D. Changnon said that his impression was that, rather than leaning toward skills or skill development, the concentration of the course was the linkage in terms of the learning communities and that this would be the third course in the TLC, therefore, connecting the two other courses. He added that the 100-level is really about transition and helping the freshman student transition onto campus and be successful. B. Henry pointed out that the course description does not state any of the information presented in this discussion.

D. Ballantine added that, if this course was to be used as a unified thread for the TLC to pull course content from various courses for the intent of weaving them together into a coherent experience, he felt that three credits would be appropriate.

Consensus of the committee was that, before granting approval for the new UNIV 198 course, additional information relating to the course must be provided. The following concerns with regard to UNIV 198 were expressed: 1) nine semester hours; 2) course description; 3) rationale for course; 4) prerequisites; 5) link to Themed Learning Communities; and, 6) additional level of oversight.

Further discussion resulted in the following action:

S. Wallace made a motion, seconded by S. Morris, to receive the September 16, 2010, minutes of the Committee on the Undergraduate Curriculum meeting WITH THE EXCEPTION OF New Business, Item 2, New Course UNIV 198, Topics in Academic Success and Campus Leadership, AND TO SEND THIS ITEM BACK TO THE COMMITTEE ON THE UNDERGRADUATE CURRICULUM with the request for further clarification and information with regard to the following concerns relative to the new course: nine semester hours, course description, rationale, prerequisites, link to Themed Learning Communities, and additional level of oversight. The motion carried.
E. General Education Committee

There was no report.

F. Honors Committee

D. Changnon provided an overview of the April 30, 2010, and the September 3, 2010, University Honors Committee meetings. He noted that at the April 30th meeting, it was reported that the Honors Program has seen a slight increase in enrollment over the last year. The Honors Program also awarded summer grants to initiate a number of honors courses and continues to work with the Scholarship Office to identify opportunities to provide scholarships to excellent students who apply as early as November. The earlier application date allows NIU to be more competitive with other institutions and more proactive in recruiting excellent students.

K. Mantzke made a motion, seconded by A. Azad, to receive the April 30, 2010, minutes of the University Honors Committee meeting. The motion carried.

D. Changnon also provided a brief overview of the September 3, 2010, University Honors Committee minutes.

G. Schlabach made a motion, seconded by D. Ballantine, to receive the September 3, 2010, minutes of the University Honors Committee meeting. The motion carried.

IV. Other Reports

A. University Assessment Panel

S. Morris reported on the September 17, 2010, meeting of the University Assessment Panel. She explained that the University Assessment Panel reviews assessment plans from every department, both academic and non-academic. The panel was reminded of the Assessment Office online newsletter and provided with guidelines for the University Writing Project and for development of a capstone course, within a degree program. It was announced that an Assessment Expo will be held on February 18, 2011, and an assessment speaker will conduct two hands-on workshops on October 15, 2010. A funding request from the Women’s Resource Center was also reviewed,
and the panel was provided with information about the Campus Assessment Network (CAN).

S. Morris made a motion, seconded by S. Wallace, to receive the September 17, 2010, minutes of the University Assessment Panel meeting. The motion carried.

V. Old Business

A. Academic Integrity Ad Hoc Committee Update

D. Changnon reported that two representatives of the Admissions Policies and Academic Standards Committee will be identified at the October 13th meeting of APASC to serve along with Paul Stoddard and Orayb Najjar of UCC on the ad hoc subcommittee formed to develop academic integrity language that would be acceptable to both bodies. Once all members are identified, a date and time will be coordinated for the first meeting of the group.

VI. New Business

A. Selection of Student Representative to the University Assessment Panel

Nora Lindvall volunteered and was approved to serve on the University Assessment Panel as a student representative from UCC. Ms. Lindvall’s name will be forwarded to the panel.

VII. Adjournment

The meeting was adjourned at 2:15 p.m.

The next UCC meeting is scheduled for Thursday, November 4, 2010, beginning at 1:00 p.m. in Altgeld Hall 203.

Respectfully submitted,
Mollie Montgomery