PUBLIC NOTICE AND AGENDA

University Council
Wednesday, December 4, 2019, 3 p.m.
Altgeld Hall 315
Northern Illinois University
DeKalb, Illinois

I. CALL TO ORDER

II. VERIFICATION OF QUORUM

III. ADOPTION OF THE AGENDA

IV. APPROVAL OF THE NOVEMBER 6, 2019 MINUTES – Pages 4-7

V. PUBLIC COMMENT

VI. PRESIDENT’S ANNOUNCEMENTS

VII. CONSENT AGENDA

VIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. Faculty Advisory Council to the IBHE – Linda Saborío – report

B. University Advisory Committee to the Board of Trustees – report
   Jeffry Royce, Catherine Doederlein, Kendall Thu
   Alex Gelman, Sarah Marsh, Jason Hanna

C. Academic Policy Committee – Vicki Collins, Chair – report

   1. Proposed amendment to:
      Academic Policies and Procedures Manual, Section III, Item 23,
      Policies for Distance Education Courses Carrying Undergraduate Credit
      Offered by Northern Illinois University
      and
      Academic Policies and Procedures Manual, Section III, Item 22,
      Guidelines for Online Courses Carrying Graduate Credit Offered by Northern
      Illinois University – Pages 8-13
D. Resources, Space and Budget Committee – Therese Arado, Chair – report

1. Proposed amendment to NIU Bylaws 2.6.1: Resources, Space and Budget Committee – Composition – Pages 14-15
FIRST READING

E. Rules, Governance and Elections Committee – Richard Siegesmund, Chair – report

F. University Affairs Committee – Hamid Bateni, Chair – no report

G. Student Government Association – report
Naomi Bolden, President
Ian Pearson, Speaker of the Senate

H. Operating Staff Council – Jeffry Royce, President – report

I. Supportive Professional Staff Council – Catherine Doederlein, President – report

IX. UNFINISHED BUSINESS

A. Proposed amendment to NIU Bylaws 17.2.1 University Benefits Committee
Composition – Page 16
SECOND READING/ACTION

B. Update: Rethinking Faculty Senate and Shared Governance

X. NEW BUSINESS

A. Proposed amendment to NIU Bylaws 19.7.1 Performance Reviews – The President – Page 17
FIRST READING

XI. INFORMATION ITEMS

A. Policy Library – Comment on Proposed Policies (right-hand column on web page)
B. Minutes, Academic Planning Council
C. Minutes, Athletic Board
D. Minutes, Baccalaureate Council
E. Minutes, Board of Trustees
F. Minutes, Campus Security and Environmental Quality Committee
G. Minutes, Comm. on the Improvement of the Undergraduate Academic Experience
H. Minutes, General Education Committee
I. Minutes, Graduate Council
J. Minutes, Graduate Council Curriculum Committee
K. Minutes, Honors Committee
L. Minutes, Operating Staff Council
M. Minutes, Student Senate
N. Minutes, Supportive Professional Staff Council
O. Minutes, University Assessment Panel
P. Minutes, University Benefits Committee
Q. Minutes, Univ. Comm. on Advanced and Nonteaching Educator License Programs
R. Minutes, University Committee on Initial Educator Licensure

S. 2019-20 Faculty Senate meeting dates:
    Sep 4, Oct 2, Oct 30, Nov 20, Jan 22, Feb 19, Mar 25, Apr 22

T. 2019-20 University Council meeting dates:
    Sep 11, Oct 16, Nov 6, Dec 4, Jan 29, Feb 26, Apr 1, Apr 29

XII. ADJOURNMENT

VOTING MEMBERS ABSENT: Bateni, Binderup, Bond, Branch, David, Drew, Farrell, Hines, Martin, Penrod, Rigertas, Rooney, Royce, Scherer

OTHERS PRESENT: Blazey, Bryan, Dawe, Edghill-Walden, Jensen, Klaper, Klonoski, McGill, Wesener Michael

OTHERS ABSENT: Ferguson, Gelman, Groza, Hanna, Kortegast, Marsh

I. CALL TO ORDER

University President L. Freeman called the meeting to order at 3 p.m.

II. VERIFICATION OF QUORUM

A quorum was verified.

III. ADOPTION OF THE AGENDA

It was moved and seconded to adopt the agenda. Motion passed.

IV. APPROVAL OF THE OCTOBER 16, 2019 MINUTES

C. Doederlein moved to approve the minutes, seconded by R. Siegesmund. Motion passed.

V. PUBLIC COMMENT
VI. PRESIDENT’S ANNOUNCEMENTS

VII. CONSENT AGENDA

VIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. Faculty Advisory Council to the IBHE – Linda Saborío – report

B. University Advisory Committee to the Board of Trustees – no report
   Jeffry Royce, Catherine Doederlein, Kendall Thu
   Alex Gelman, Sarah Marsh, Jason Hanna

C. Academic Policy Committee – Vicki Collins, Chair – report

D. Resources, Space and Budget Committee – Therese Arado, Chair – report

E. Rules, Governance and Elections Committee – Richard Siegesmund, Chair – report

F. University Affairs Committee – Hamid Bateni, Chair – no report

G. Student Association – report
   Naomi Bolden, President
   Ian Pearson, Speaker of the Senate

H. Operating Staff Council – Jeffry Royce, President – report

I. Supportive Professional Staff Council – Catherine Doederlein, President – report

IX. UNFINISHED BUSINESS

A. Proposed amendment to NIU Bylaws 15.9.1 Committee for Academic Equity and
   Inclusive Excellence – Composition
   SECOND READING/ACTION
   Vernese Edghill-Walden, Chief Diversity Officer

   **H. Nicholson** moved to approve the proposed amendment. The motion was seconded
   and passed.

   Yes – 37
   No – 0
   Abstain – 0
B. Proposed amendment to NIU Bylaws 15.6.4.2 Committee for the Improvement of the Undergraduate Academic Experience – Duties
SECOND READING/ACTION
Ed Klonoski, Associate Vice Provost, Undergraduate Curriculum

J. Burton moved to approve the proposed amendment, seconded by S. Self. Motion passed.

Yes – 41
No – 0
Abstain - 0

C. Update: Rethinking Faculty Senate and Shared Governance

X. NEW BUSINESS

A. Proposed amendment to NIU Bylaws 17.2.1 University Benefits Committee Composition
FIRST READING

XI. INFORMATION ITEMS

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B. Minutes, Academic Planning Council
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XII. ADJOURNMENT

J. Wilson moved to adjourn, seconded by P. Skarbinski. Motion passed.

Meeting adjourned at 3:32 p.m.
Policy Development Summary and Recommendations
(Online and Hybrid Course Policies)

During the 2018-2019 academic year, the University Council Academic Policy Committee (UCAPC) was tasked with reviewing policies governing distance education courses carrying undergraduate credit offered by NIU. While completing our review, we learned that a graduate version of the policy also existed. In consultation with Graduate School Dean Brad Bond, we reached consensus that only one policy was needed. The two policy documents were consolidated into one and titled Policies for Online and Hybrid Courses offered by Northern Illinois University after completing the following tasks:

- Soliciting input from stakeholders (NIU’s Executive Director of Extended Learning, online program coordinators/resource persons from our seven colleges, UCAPC members) via an online survey pertaining to the undergraduate policy document.
- Reviewing survey data for recurring topics and considerations.
- Reviewing pertinent documents (e.g., comparable policies from other institutions, Higher Learning Commission publications).
- Carefully comparing the undergraduate and graduate policies for overlap and uniqueness.
- Soliciting input from Dean Bond, Rebecca Babel (Director of Financial Aid), and Katy Whitelaw (Information Technology Accessibility Officer) regarding specific items.

The consolidated policy, reviewed and approved by Graduate Council on May 6, 2019 and the Policy Library Committee on August 19, 2019, contains 15 policy statements. Five of the statements (1, 3, 8, 9, 11) appeared in both the undergraduate and graduate policies, six (2, 4-7, 12) appeared only in the undergraduate policy, one (10) appeared only in the graduate policy, and three (13-15) were created anew. The policy begins with operational definitions of online and hybrid courses using language from the Online Learning Consortium. The definition of online courses needed to be revised because it no longer aligned with NIU’s current definition. The new definition is more stringent than the Higher Learning Commission’s definition. The definition of hybrid courses was added to clarify the nature of such courses.
The consolidated policy was posted on the Policy Library website for 30 days. Comments posted were reviewed and discussed at the October 25, 2019 UCAPC meeting – resulting in minor changes to the title and four of the general policy statements (4, 6, 11, and 14). To address concerns voiced in the survey and public comment databases, and to facilitate successful implementation of the policy document – now titled Online and Hybrid Course Policies, the UCAPC offers three recommendations.

1. Review and update NIU’s Intellectual Property Policy to address concerns pertaining to ownership of online and hybrid courses. The policy was last approved by the University Council in 2007, well before the Higher Learning Commission’s visit and NIU’s Strategic Enrollment Plan emphasizing online learning.

2. Update NIU’s course coding system (W, WF, P) to align with definitions of online and hybrid courses in the proposed policy. The current code for hybrid courses (WF = 75%-99%) is too restrictive and does not reflect current variations at NIU.

3. Enhance NIU’s course finder so the course delivery mode (online, hybrid, face-to-face) is explicitly indicated.
PROPOSED
Online and Hybrid Course Policies

Below are general policies governing online and hybrid courses carrying undergraduate and/or graduate credit at Northern Illinois University (NIU). NIU defines online courses as those in which 100% of course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity. NIU defines hybrid courses as those in which online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-face instructional activities.

General Policies:
1. Such courses must have an official instructor of record.
2. Such courses must be academically equivalent to face-to-face versions of the same course in terms of rigor, learning objectives, and material coverage.
3. Such courses must include significant interaction between students and instructor, and among students, when such opportunities would normally be part of the course if offered in traditional on-campus mode.
4. To ensure accessibility to students with disabilities, instruction in such courses is subject to requirements that may be imposed by the Americans with Disabilities Act, Section 508 of the Rehabilitation Act as amended, and the Illinois Information Technology Accessibility Act 2.0.
5. Such courses will be evaluated for quality on a regular basis using appropriate methods that include but are not limited to student course evaluations.
6. Ownership of such courses (faculty, university, shared) must comply with the stipulations of copyright described in APPM Section I, Item 6.
7. The instructional delivery mode (online, hybrid, face-to-face) must be indicated in the NIU course finder.
8. Such courses must adhere to the same academic calendar and related rules (drop/add, withdrawal, refund policies, etc.) as traditional courses. Fall and spring courses must occur within the established start and end dates for the term, and summer courses must fall exclusively between the last day of spring and first day of fall to maintain federal financial aid eligibility under term rules. Within term boundaries, courses may vary in duration. For modest exceptions to this scheduling policy, contact Financial Aid.
9. Proposals for such courses must include a rationale as to how the number of credit hours per course was determined, in compliance with credit hour policies articulated in APPM Section III, Item 2.
10. Current rules regarding the number of credit hours students can take in an academic term apply to these courses.
11. Persons receiving academic credit for such courses must be admitted to NIU or (for graduate students) be a student-at-large.
12. The identity of students participating in such courses must be verified by NIU to ensure that persons registered in the courses are the ones participating in them.
13. Professional development opportunities featuring best practices in designing, delivering, and maintaining quality online and hybrid courses must be made available by NIU to faculty on a regular basis.
14. Best practices in completing online and hybrid courses successfully must be made available to students by NIU on a regular basis.
15. Technical support staff must be available to faculty and students on a regular basis, and must actively work to prevent and quickly resolve technology-related problems from occurring.
In conformity with federal guidelines, the Higher Learning Commission defines distance learning or distance education as:

**Education that delivers instruction to students who are separated from the instructor and that supports regular and substantive interaction between students and the instructor synchronously or asynchronously using one or more of the following technologies: the Internet; one-way and two-way transmission through open broadcast, closed-circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio-conferencing; or videocassettes, DVDs, and CD-ROMs used in conjunction with any of the other technologies.**

The Higher Learning Commission further defines a distance education course as one in which 75% or more of the instruction is offered by distance education. Courses that include some distance education component, but less than 75%, are referred to as hybrid or blended courses.

Except for those aspects noted below, distance education courses and hybrid courses are expected to be treated as equal to face-to-face courses. To ensure that distance education courses are equivalent in student outcomes, the following considerations should be given particular attention.

### Instructor Considerations

Distance education courses must be accessible to all NIU students and should include significant interaction (e.g., email, discussion boards, chat lines, etc.) between students and instructor, and among students, when such opportunities would normally be part of the course if offered in traditional on-campus mode.

Instructors should pay particular attention to and provide explicit plans for assessing the effectiveness of teaching the course online and communicate these plans and the results of their implementation when requested to do so.

Ownership and use of online material is governed by the university intellectual property policy.

### Unit/College Considerations

Because the usual criterion of "contact hours" may not be germane, proposals for undergraduate-level courses intended to be offered via distance education should include a rationale as to how the number of credit hours for each proposed course has been determined. This rationale must comply with the credit hour policies articulated in APPM Section III, Item 2.

The course status of distance education courses will be clearly indicated in the online course finder. Any special requirements, including limitations regarding who may enroll in a course in a given term, should also be announced.
The determination of the mode of delivery for a given course rests with the unit.

**University Administrative Considerations**

Persons receiving undergraduate academic credit for an online course must be admitted to NIU just as would be required for any other course for undergraduate credit.

All online courses carrying undergraduate credit must be assigned an official instructor of record.

HLC requires institutions to verify the identity of students who participate in courses or programs provided to the student through distance education.

Undergraduate distance education courses need not conform to the standard calendar defined in the **Course Finder**. However, they will be assigned to an academic term for purposes of drop/add, withdrawal, refund policies, etc.

**Periodic Review:** These Policies shall be reviewed every five years by the Academic Policy Committee of the University Council.

Approved by the University Council April 30, 2014
Editorial Modification, October 16, 2017
Guidelines for Online Courses Carrying Graduate Credit Offered by Northern Illinois University

Section III. Item 22.

1. An online course carrying graduate credit must have an official instructor of record, just as any other course offered for graduate credit.

2. Persons receiving graduate academic credit for an online course must be admitted to the NIU Graduate School or to the status of student-at-large, just as would be required for any other course for graduate credit.

3. Limitations, regarding who may enroll in a course in a given term, should be published in the same fashion as the availability of that course is publicized. For example, the fact that the delivery system for a course is the World Wide Web/Internet should be indicated.

4. If a new graduate-level course is created that is intended to be offered primarily or exclusively online, its submission to the curricular-approved process must include providing the curricular committees a rationale as to how the number of credit hours has been determined. This may be done in a variety of ways and is necessary because "contact hours" may not be a germane criterion.

5. Online graduate courses should not be identified differently on NIU transcripts.

6. Acceptance of a graduate student's transfer of credit from online courses should be subject to the established limits on transfer of course credit. Similarly, there should be no special limitations on the amount of credit from online courses that maybe applied toward an NIU graduate degree.

7. Graduate courses and programs offered online should be subject to the same approval processes as for other graduate courses and programs. It should be left up to individual departments and colleges by what mechanism courses gain their approval for online delivery. There should not be any special curricular approval mechanism for an existing degree program to be offered entirely online. As nothing special is recommended for online course approval, then when there are sufficient courses online, there will be a degree program online.

8. Current rules regarding number of hours of credit that a graduate-level student can take in an academic term should apply to online courses as well. That is, these courses will count in the student's course load.

9. Online graduate courses should adhere to the same academic calendar and related rules (drop/add, withdrawal, refund policies, etc.) as traditional graduate courses. The use of the boundaries of the existing academic terms is sound both academically and administratively.

10. Delivery of graduate courses by remote electronic means can be important and appropriate but such courses ought not become the electronic equivalent of correspondence courses. Therefore, courses delivered by these means must include significant interaction between students and instructor, and among students, when such opportunities would normally be part of the course if offered in traditional on-campus mode.

Approved by the Graduate Council, October 5, 1998
Last Updated: October 5, 1998
Revisions approved by the Graduate Council December 1, 2014
The Resources, Space, and Budget Committee has grown to serve as a larger role in the university budgeting process. Faculty and staff membership on this committee have increased to meet the increased responsibility and ensure adequate representation.

This proposed amendment is intended to increase student representation commensurate with other increases on the Resources, Space, and Budget Committee.

ARTICLE 2:
STANDING COMMITTEES OF THE UNIVERSITY COUNCIL

2.6 Resources, Space and Budget Committee

2.6.1 Composition

2.6.1.1 The Resources, Space, and Budget Committee shall consist of the following members

(A) Twelve faculty members, six of whom shall be members of the University Council, and shall be appointed by the executive secretary of the University Council (with the advice and consent of the University Council). The remaining six shall be members of the Faculty Senate, and shall be appointed by the president of the Faculty Senate (with the advice and consent of the faculty Senate). Faculty membership shall include at least one representative from each academic college and University Libraries. Faculty members shall serve one-year terms and are eligible for reappointment. No two faculty members shall be from the same department.

(B) One undergraduate students and one graduate student appointed by the Student Association. The students shall be a members of the University Council. The student members shall serve a one-year term and shall be eligible for reappointment.

(C) Two Supportive Professional staff members and two Operating Staff members who shall be members of the University Council. They shall serve one-year terms and shall be eligible for reappointment.

(D) One nonvoting member selected by and from the deans of the degree-granting colleges, who shall serve a one-year term and shall be eligible for reappointment.
(E) The Vice President for Administration and Finance and Chief Financial Officer who shall be ex officio nonvoting.

(F) The Executive Vice President and Provost who shall be ex officio nonvoting.

2.6.2 Chair The chair of the committee shall be a member of the University Council, selected by the executive secretary of the University Council with the advice and consent of the University Council. The chair shall serve a one-year term and shall be eligible for reappointment.
Currently, the University Benefits Committee (UBC) includes one representative from the Faculty Senate Committee on the Economic Status of the Profession.

Since the Faculty Senate recently approved the elimination of its Committee on the Economic Status of the Profession, this proposal intends to update the UBC composition to include a representative of the Faculty Senate Faculty Rights and Responsibilities Committee.

17.2 University Benefits Committee

17.2.1 Composition

17.2.1.1 The University Benefits Committee is directly responsible to the president and shall consist of:

(A) A chair, elected by and from the committee;

(B) Two faculty members appointed by the president upon the recommendation of the Faculty Senate;

(C) Two operating staff members appointed by the president upon the recommendation of the Operating Staff Council;

(D) Two supportive professional staff members appointed by the president upon the recommendation of the Supportive Professional Staff Council;

(E) One representative of the administration, appointed by the executive vice president and provost;

(F) Senior administrator responsible for human resource services or designee;

(G) One member from the retired employees, appointed by the NIU Annuitants Association;

(H) One member from the Faculty Senate Committee on the Economic Status of the Profession Faculty Rights and Responsibilities Committee, as liaison;

(I) The manager of insurance and employee benefits and others who may be directly involved in the administration of employee benefits may assist the committee as resource personnel.
The length of presidential contracts has changed over the years. This proposed amendment will provide flexibility in specifying that the University Council will conduct its review in the penultimate year of the contract, irrespective of the contract length.

NIU Bylaws Article 19: Administrative and Faculty Appointments

19.7 Performance Reviews

19.7.1 The President The president shall be subject to a comprehensive review of that officer's performance in office at the beginning of the sixth penultimate year of service in the position, and at the start of each fourth year thereafter. The comprehensive review shall be conducted under the auspices of the University Council and shall provide opportunities for input from all appropriate segments of the university community. The results of that review, together with the University Council's recommendation regarding the president's continued performance in office, shall be forwarded to the Board of Trustees. The University Council may meet in executive session to formulate its conclusions and recommendations regarding the performance of the president.