Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
187th Meeting
Thursday, March 1, 2012
Altgeld Hall 203

MINUTES

Approved


Absent: W. Baker/LAS, A. Birberick/Vice Provost, P. Braun/HHS, B. Hart/VPA, M. Lilly/LAS, N. Lindvall (Student/Honors), O. Najjar/LAS, G. Nicolosi/BUS

Guest: D. Smith, Catalog Editor/Curriculum Coordinator

I. Adoption of Agenda

A motion was made by Ballantine, seconded by Conklin, to approve the agenda. The motion carried.

II. Announcements

A. Introductions

C. Snow introduced David Ballantine from Chemistry/Biochemistry, who is the spring semester substitute for P. Stoddard and Jeanne Ratfield, Administrative Assistant to Vice Provost Birberick.

B. Approval of Minutes

A motion was made by Aase, seconded by Ballantine, to approve the minutes of the February 2, 2012, Undergraduate Coordinating Council meeting. The motion carried.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

C. Snow made a motion to accept the minutes of the APASC committee held 12/9/2011, seconded by Ballantine. Motion carried.
B. Committee on the Improvement of Undergraduate Education

Stafstrom reported he was not present when the committee met on October 10 but pointed out that according to the minutes the committee was dealing with ways they could take care of their business. One part was the applications for summer grants and the second part was the applications for excellence in undergraduate teaching/instructor grants. The committee met on February 20th, discussed summer grants and he will be able to discuss that once the minutes from that meeting are approved. He stated the committee would be meeting March 20th to discuss the nominations for the excellence in undergraduate teaching and instruction. The fall sessions were the plan and now they are implementing the plans.

A motion by J. Stafstrom to accept the minutes of the Oct 10, 2011 meeting seconded by Ballantine Motion carried.

Stafstrom indicated that whereas October was an outline, November is fleshing out those same general ideas and also includes a payment schedule for recipients of the summer grants. He explained that distribution of some monies up front and the remainder upon successful submission of a report. He explained successful is not simply submitting a report but an acceptable report that includes assessment of the efficacy of their project. He stated he was not present at the November meeting. The changes are part of what they are going under at this time.

Ballantine questioned the payment methodology. He brought up the issue of the payments crossing not only calendar but also fiscal years and what problems that may entail. His main concern was the assessment component, which he feels is an important element of the process and concerned the delay in payment would drag out the process. Stafstrom indicated the committee had the same discussion and was trying to get more accountability from recipients of the awards.

A motion by J. Stafstrom was made to accept the minutes of the Nov 14, 2011 meeting seconded by Ballantine. Motion carried.

C. Committee on the Undergraduate Academic Environment

Schlabach spoke about the former chair, Charles Downing and his departing comments regarding CUAE being more active and have more of a voice at NIU. The group has been talking about the spirituality statement. A lot of groups on campus feel that there needs to be something but whose responsibility should it be?

The rest of the November meeting was filled with a presentation by Chief Grady about campus security. She said the Chief did a phenomenal job.
A brief discussion regarding the issue of faculty accountability/civility followed. Schlabach explained that this is another area that continues to come up in committee. What can the committee do? They are currently brainstorming. Ballantine talked about not only addressing faculty/student civility but faculty/faculty civility.

Schlabach made a motion, seconded by Ballantine to accept the November 8, 2011 minutes of the CUAE. Motion carried.

D. Committee on the Undergraduate Curriculum

Aase reported a new course in linguistics was introduced and a certificate in middle school literacy. A little bit of work to do on College of Liberal Arts, #8, so that was sent back for additional work. An emphasis within Geography where additional information had been requested had gone through.

A motion was made by Aase to accept the minutes of the February 9, 2012 CUC meeting, seconded by Azad. Motion carried.

E. General Education Committee

K. Wiemer stated they have been revising, based on feedback received, the submission process for courses for gen ed credit. The process is cumbersome and they have been trying to reduce the amount of information supplied but maintaining the questions that give them the information to evaluate the course. She referred to the second set of minutes where the revised submission form is attached. The new form’s content is pretty much the same. There is no longer a need for every single general education goal to be addressed but a few can be selected and focused on.

Wiemer continued saying the first set of minutes they had just looked over the revisions for the first time and they were happy with it. It was suggested by Vice Provost Birberick that the revised form be sent to the College of Liberal Arts & Sciences ad hoc committee for feedback.

K. Wiemer made a motion to accept the minutes from the December 1, 2011, electronic meeting. The motion was seconded by S. Conklin. Motion passed.

Wiemer explained that the committee has been trying to get out an announcement for the General Education Coordinator. Greg Long has stepped down. They are looking for an individual that will ensure continuation of the efforts of the General Education committee and also take over some of the chores that fall to that committee.

Ballantine asked about resubmission requirements. Why the submission of a syllabus is not sufficient. Wiemer indicated that subject is still being discussed.
Another issue is the possibility of a General Education steering committee that would include individuals outside the current committee to handle the baccalaureate review as well as the updates for General Education

_Wiemer made a motion to accept the minutes from the January 19, 2012 meeting, seconded by Ballantine. Motioned passed._

**F. University Honors Committee**

Goldenberg highlighted items from the Honors minutes. He spoke about the SOUPer Wednesday program where professors and students in the honors program are invited to get together to talk about any topic and about opportunities in the honors program as well as at NIU in general. This program has been very successful and has been getting a lot of participants.

The director’s report contains all the items that he has undertaken. The Assistant Director’s report indicates his work on the organization of the capstone projects and the increase in enrollment for the honors program.

In his discussion he mentioned the $50,000 matching gift of which $10,000 per year is disbursed and needs to be matched. As of the December 2nd meeting $6852 had already been matched for this particular year.

The Honors Program Summer Improvement Grant forms were discussed. Language will be added to include an international component, which again reflects the direction the university is going based on Vision 2020 and other documents that have been developed. He also mentioned that for faculty proposing Honors mini-sections that the form for these programs is more rigorous.

Goldenberg spoke briefly about the Great Professor Award and the programs’ involvement in the Undergraduate Research and Artistry day. They reviewed several EYE grants. They were critiqued by the committee and the Honors program was working with the applicants to make the necessary changes. Azad asked about the Eye Grant funding. Goldenberg said there was a maximum, around $1000 and typically that they were used to fund travel, like for overseas research projects or other scientific projects, a whole gamut of projects.

_Goldenberg made a motion, seconded by Wiemer, to receive the December 2, 2011, minutes of the University Honors Committee meeting. The motion carried._
IV. **Other Reports**

A. **University Assessment Panel**

Conklin reported she is a new member to the Assessment panel. At the January 20th meeting there was an announcement of a speaker being brought to campus for a day long workshop. The topic of the seminar was Developing and Assessing the Quality of Online courses and programs. She mentioned the task force working on the mission statement had provided a well written product. That was actually reviewed at the February meeting.

Three status reports were reviewed at the January meeting. They were the BA/BS in Economics, the MFA in Theatre Arts and the BA in Art.

Conklin shared information from the presentation. Looking at the growth of total enrollment in higher education in the U.S from 02 to 09, enrollment has increased by less than 2% but that online enrollment has increased from 10% to almost 30% in that same time period. Another issue brought up by this presenter was about the “myth” of online instruction not being as effective as face-to-face instruction at the higher education level. Research evidence presented of over 80 comparative studies showed no significant difference in these instruction methods. The latest Department of Education meta-analysis shows that distance education actually has some substantial advantages over face-to-face instruction and there is no research support that online learning is inferior. This presenter indicated that assessing the quality of online courses and the delivery of online courses really needed to be separated. Particularly in the way the assessments are set-up so that students separate the content from the delivery method. Some discussion by committee members followed Conklin’s highlights of the presentation.

V. **Old Business**

None

VI. **New Business**

Snow announced a replacement representative from this committee was needed for the APASC committee. He asked for a volunteer. Ballantine volunteered.
VII. **Adjournment**

On a motion by Ballantine, seconded by Azad, the meeting was adjourned. The next UCC meeting is scheduled for Thursday, April 5, 2012, beginning at 1:00 p.m. in Altgeld Hall 203.

*Respectfully submitted,*

*Jeanne E. Ratfield*