Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
205th Meeting
Thursday, May 1, 2014
Altgeld Hall 203

MINUTES

APPROVED

Present: M. Ayers/LIB; T. Bouril/Student/NGOLD; P. Braun/HHS; C. Campbell/EDU; W. Hung/EDU; A. Keddie/HHS; M. Kolb/Acting Associate Vice Provost; C. Lin/LAS; L. Matuszewski/BUS; K. Millis/LAS/Faculty Senate; M. Shokrani/HHS; J. Stafstrom/LAS; C. Thompson/LAS; K. Wiemer/LAS

Absent: G. Aase/BUS; W. Baker/LAS; A. Birberick/Vice Provost; A. Coleman/Student/BUS; J. Gau/EET; J. Kot/LAS

Guest: D. Smith, Catalog Editor/Curriculum Coordinator; J. Ratfield, Vice Provost’s Administrative Assistant

I. Adoption of Agenda

A motion was made by P. Braun, seconded by K. Wiemer, to adopt the agenda with the minutes for the April 3, 2014 meeting being approved electronically. The motion passed unanimously.

II. Announcements

A. Approval of Minutes

The minutes of the April 3, 2014 meeting will be approved electronically.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

Kolb provided a summary of the meeting. Only two items were discussed. One was the grade of C or better in KNPE classes #305, 314, 445, 452 and 463, which passed after additional justification was submitted by the department. The other issue discussed was from the College of Liberal Arts & Sciences – Educator Licensure, Environmental Sciences. This was tabled in order to request more information from the department regarding the rationale for a GPA requirement.
P. Braun made a motion to receive the minutes from the March 5, 2014 APASC meeting, seconded by M. Shokrani. **Motion passed unanimously.**

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

Matuszewski reported that committee members had reviewed all the nominations so the meeting was for selection of the recipients. The award for Excellence in Undergraduate Instructor went to Kimberly Gatz. Other nominees were: Kelly Champion, Shalesh Godambe and Norm Goldstein. There were three recipients chosen for the Excellence in Undergraduate Teaching award - those included: Toni vanLaarhoven, Mary Lynn Hennigen, and Geoffrey Pynn. The other nominees were: Sherry Fang, David Hedin, Kathleen McFadden, Diane Rogers, Marc Rosenbaum and Artemus Ward.

There was a brief discussion regarding the nominating process and process for selection. A nomination form is used with specific guidelines and a rubric is used to evaluate each nominee. Student groups are responsible for nominating appropriate instructors/faculty.

L. Matuszewski made a motion, seconded by T. Bouril to receive the minutes from the March 17, 2014 meeting of CIUE. **Motion passed unanimously.**

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

Lin explained the entire meeting was focused on recommendations from the committee regarding UNIV 101/201. Lin said one of the topics was whether or not UNIV should be mandatory. There was a lot of discussion about this topic. Students indicate they do not want the course to be required. Another topic of discussion was how to make the course better known, whether that be advertising or other means of promoting the course to encourage students to enroll instead making it mandatory. Incorporation of an academic component was discussed, including the inclusion of a leadership component for the course. The salary for teaching the course was also discussed. Many felt the $1000 was viewed as too low - suggested amounts were $5000 or one month’s salary. The higher stipend would perhaps encourage additional tenured faculty to participate. Lin said the committee’s recommendations were submitted to the Vice Provost. The Vice Provost’s response to the committee regarding their recommendations (in which the President and Provost were copied) included the following: UNIV 101/201 would remain optional, the stipend would increased to $2000; the book used for the common read would be required for all section of UNIV 101; MAP Works would be required for all section of UNIV 101/201; the focus of the course would include a shift to the development of specific academic skills, i.e., communication, leadership, etc. - four pilot sections of UNIV 101 will include these component that will be lead by faculty and include alumni participation and student peer leaders.
C. Lin made a motion to receive the minutes from the March 18, 2014 CUAE meeting, seconded by C. Campbell. **Motion passed unanimously.**

D. **Committee on the Undergraduate Curriculum**

Kolb reported the committee reviewed requests for minor catalog changes, most notably was the addition of HIST 480, Spies, Lies and Secret Wars: CIA in the World. Kolb said the committee focused on revisions to the APPM; many were minor updates - one issue was the definition of what a minor is and the number of credit hours they contain. One issue not approved had to do with deleting obsolete courses. Discussion was tabled on this matter.

K. Wiemer made a motion to receive the April 10, 2014 minutes of the CUC, seconded by M. Shokrani. **Motion passed unanimously.**

E. **General Education Committee**

Campbell reported they were trying to figure out how to assess the general education program. Currently this is happening from within specific courses and then sort of piecing it together. They talked about replacing the gen ed goals - thinking about whether they should be the same as the baccalaureate goals; also thinking about theme-based learning as well as ePortfolio as a way to measure the quality of the general education program. They talked about forming a sub-committee to draft guiding principles for the GEC’s role in vetting the course process and assessment for evaluating general education. The subcommittee were GEC members who were not part of the PLUS task force.

Discussed whether all eight of the student learning outcomes were the responsibility of the Gen Ed committee - some SLOs may be better handled within the major.

Lastly, the committee is still awaiting a response from the College of Education regarding changing the Humanities and Arts language.

A motion to receive the GEC minutes from the March 27, 2014 meeting was made by M. Shokrani, seconded by P. Braun. **Motion passed unanimously.**

F. **University Honors Committee**

No minutes to approve.
IV. **Other Reports**

A. **University Assessment Panel**

M. Ayers reported that the Expo had taken place. The April 18th meeting did not have a quorum but they did go over the Master of Science in Teaching and the B.S. in Community Education but the information is going to be sent out to committee members via email.

V **Old Business**

Kolb explained that there had not been any progress on obtaining information from colleges regarding the course repeat policy and therefore suggested that it return to the agenda in the Fall.

VI **New Business**

PLUS Task Force Curricular Reform

Kolb indicated this is an update for the UCC on the process of where the task force it at and what possible expectations for the UCC next year. Kolb said the task force has been working closely with the General Education Committee. They made a presentation to the CUC, because they would oversee a lot of the recommendations that would eventually come to the UCC. The existing time frame, that is currently set is that the final report of the PLUS task force regarding gen ed reform will go to the Provost sometime in mid to late August for vetting and then it would be made public for a short period of time and then go into the curricular process in October meetings of the CUC and GEC.

The task force had put forth three models and asked for feedback and today was the last day to provide feedback. The task force will consolidate all the comments and recommendations they have received and begin writing the report which will take place during the summer.

Kolb said that there have been a few key ideas that have been met with positive feelings. One is the reduction of credit hours for the gen ed program. Kolb said the existing number of credit hours for a native student, who hasn’t taken any courses off campus is 39-41 hours - the proposal is between 33-36 hours. The rationale behind this is adding flexibility for students to deal with additional burdens that many degree programs have.

Another topic that has been discussed at length is the addition of a General Education minor or a minor in some sort of pathway or theme in the general education coursework.
Students are in favor of this idea. The faculty response has been mixed; some have problems with the terminology use of minor - it could be changed to competency or focus. Kolb indicated in general faculty are in favor of credentializing that experience.

Kolb said one of the things he hopes the UCC will look closely at is the amount of inclusion and vetting of this process. He said the task force has been very active in soliciting feedback since the fall; benchmarking other universities, they have held focus groups for undergraduate students, met with all the college senates as well as many college curriculum committees and presented the information to individual departments upon request.

Stafstrom added that what the task force has tried to present to the university as a whole is the idea that there are some core or foundational changes that they want to make which are likely to become part of any new, so-called model that becomes implemented and Michael mentioned several of those and another one is more extensive writing throughout the curriculum; flexibility, credentializing and so forth. Stafstrom said they were charged with developing three models that would be sufficiently distinct from each other so that they could say that this is going to offer an approach to assuring the breadth and depth of an education that is appropriate for today's graduates. Ultimately what they will do now is incorporate the feedback from all parties and take the best components of the models and combine them into one.

Shokrani commented that he agrees that writing should be a focus for students. He notices many students struggle with punctuation as well as grammar. Kolb and Stafstrom indicated that general education courses would begin the process but writing skills would continue to be worked on as students progress toward degree completion.

W. Hung asked about assessment for the gen ed program and Kolb said how to handle that is still being debated.

VII Adjournment

C. Lin made a motion, seconded by P. Braun to adjourn @ 2:10 p.m. Motion passed unanimously.

Respectfully submitted,

Jeanne Ratfield
Administrative Assistant
Office of the Provost