Northern Illinois University
UNDERGRADUATE COORDINATING COUNCIL
209th Meeting
Thursday, December 4, 2014
Altgeld Hall 203

MINUTES

APPROVED

Present: G. Aase/BUS; T. Atkins/LAS; M. Ayers/LIB; A. Birberick/Vice Provost; C. Campbell/EDU; K. Gill Student/LAS; W. Hung/EDU; H. Joung/HHS; M. Kolb/Associate Vice Provost; M. Konen/LAS; J. Kot/LAS; L. Matuszewski/BUS; M. Shokrani/HHS; J. Stafstrom/LAS; C. Thompson/LAS;

Absent: P. Braun/HHS; J. Gau/EET; L. Guo/EET;

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

I. Adoption of Agenda

A motion was made by C. Thompson, seconded by M. Shokrani, to adopt the agenda. The motion passed unanimously.

II. Announcements

A. Approval of Minutes

A motion was made by C. Thompson, seconded by M. Shokrani to approve the minutes of the November 6, 2014 meeting. Motion passed unanimously.

Birberick announced that Michael Kolb will be leaving the university at the end of the month and thanked him for all the work he has done with the PLUS curricular changes as well as all the work he’s done as Associate Vice Provost.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

Birberick reported – she highlighted the Policy brought forward by the Advising Deans regarding handling withdrawals from the University for violations of Student Conduct Code. Prior to this proposed policy withdrawals for such cases were handled inconsistently throughout the colleges. The proposed policy set forth
procedures that are consistent and comparable to the University’s policy for Withdrawals.

The other item discussed at the meeting was the PLUS implementation and UNIV 101/201.

C. Thompson made a motion to receive the October 1, 2014 minutes, seconded by M. Shokrani. **Motion passed unanimously.**

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

L. Matuszewski reported that they were still working on the application forms for the David Raymond Technology award and the EUIA/EUTA awards. There was clarification on the David Raymond application of what was meant by transferability. The language on the form was changed from “transferability to other venues” to “applicability to other academic areas and educational impact beyond NIU’s campus.”

W. Hung asked if the CIUE considered opening the David Raymond grant up to non-tenured faculty. It was pointed out by Kolb that Mr. Raymond was the one who specified that it be for tenure-track faculty.

A motion to receive the October 6, 2014 CIUE minutes was made by C. Thompson, seconded by M. Shokrani. **Motion passed unanimously.**

### C. Committee on the Undergraduate Academic Environment

J. Stafstrom reported that the October meeting centered on a discussion of UNIV 101. They discussed what the curriculum is and how to improve it. Four Presidential Teaching Professors taught pilot sections of the course adding some academic content – they were present to express their views/experiences. There is a desire to identify what students need most – a lot of material is covered in a short period of time. The discussion included peer instructors, who are currently not paid and the potential of some type of payment for them. Ultimately further discussion will be needed if the course does become required and the current goals of the course will need to be prioritized and focused on.

Birberick added that the CUAE agreed to serve as an advisory board to First & Second Year Experience and that is why they are involved with the process. Kot asked about orientation courses from community colleges being transferred in. Birberick and Kolb said that the current language being proposed would allow for
UNIV 101/201 or an equivalent course. Both Atkins and Kolb shared the academic experiences they incorporated in their UNIV 101 classes. There was also discussion about the University's Orientation program which is going to change from a one-day program to a two-day program. Birberick indicated that will enable an expanded version of information that can be provided at Orientation that might not have been included in the one-day program.

A motion to receive the CUAE minutes from the October 14, 2014 meeting was made by M. Shokrani, seconded by C. Thompson. **Motion passed unanimously.**

### D. Committee on the Undergraduate Curriculum

**November 13, 2014**

T. Atkins reported that the main topics were the 3+3 programs for Engineering and Sociology. He indicated that POLS already was approved for a 3+3 program; these programs were similar. They also focused on the Hospitality Management degree program from FCNS.

David Gaebler, College of Law, and Mansour Tahernezhadi, College of Engineering & Engineering Technology, were guests present to answer questions pertaining to the 3+3 programs. Stafstrom asked whether the students would pay Law school or undergraduate tuition in the fourth year. Gaebler indicated they would be charged undergraduate tuition during the fourth year but some additional law course fees would be charged. There are a few other 3+3 programs in development at this time. Because of the differing hours required in each major, each 3+3 needs to be worked out separately. The Engineering program requires a more blended program than the POLS program. The SOCI 3+3 is almost exactly like the POLS program - the 90 hours will be completed and the fourth year will be the beginning of the Law classes - there are not additional SOCI classes that need to be taken. The Engineering 3+3 has additional requirements so that students will take additional engineering courses and act like a part-time law student.

There was a brief discussion about the non-duplication efforts when proposed new courses are offered.

There was discussion regarding College of Health & Human Sciences #8 (page iii of the CUC minutes) At issue was the proficiency credit language. Birberick pointed out that this was beyond the purview of the CUC. She indicated there are regulations in the Academic Policies and Procedures Manual regarding the determination of proficiency credit - it is the program that has that determination. The CUC has purview over proficiency credit is some programs, such as the BSAM(Bachelors of Science in Applied Management), because it serves the function of the "college"; however, it does not have that jurisdiction for FCNS/HHS. The
discussion then became a broader one about proficiency credit and programs that use it as part of their degrees. The matter of granting of proficiency credit is one that some members feel confused about and some others feel is not being handled appropriately. It seemed to be the consensus that further university-wide discussion is needed on the topic.

A motion by M. Konen, seconded by T. Atkins to receive the November 13, 2014 minutes of the CUC. Motion withdrawn. J. Stafstrom made a motion to receive the November 13, 2014 CUC minutes removing the language contained in College of HHS #8, “AND WITH THE PROFICIENCY CREDIT AMNEDED AS SUGGESTED ABOVE”, seconded by M. Shokrani. MOTION PASSED - 9 APPROVED; 1 ABSTENTION.

November 25, 2014

Birberick reported on this meeting. She explained that the CUC is the curricular body, it functions as a college would for UNIV courses. The course description language was submitted – it was clarified that the course would be available for students to take in their first two semesters.

Birberick said that another topic of discussion during this meeting were the roles of the curricular committees: CUC, APASC and GEC as it relates to the PLUS curricular changes.

T. Atkins made a motion to receive the November 25, 2014 CUC minutes seconded by M. Konen. Motion passed unanimously.

E. General Education Committee

Birberick pointed out that the GEC approved the new general education framing language. There are no listing for PLUS pathways courses at this point; those will be developed. The departments/programs that currently have general education courses will be asked which knowledge domain they want their courses placed in.

Carol reported that the GEC went through the language line by line. They felt that was the most efficient way to handle it. She said multiple committee members pointed out good changes. Others found areas of ambiguity that were clarified. The goal was to make the language as clear as possible. Birberick said they added language for student to consult advisors as often as possible.

Stafstrom indicated that advising was one area that was consistently brought up throughout campus during the work on PLUS; advisors need to be taught what to advise. Kolb added that the PLUS Task Force had submitted a budget and in it asked
for a considerable amount to cover the cost of advisor training throughout the university as well as off-campus.

Birberick pointed out that under English, Foundational Studies, there are 2xx – courses these represent new courses being created by the English department and they will be inserted there. They are fast-tracking the courses through the curricular process in the College of Liberal Arts & Sciences and will be coming to the CUC. Kot asked about articulation with the change being made. Birberick indicated the articulation will be honored. Kolb indicated that some community college actually have a 200 level course that currently articulates in as 104. Some, like Kishwaukee College, are actually interested in mapping our gen ed requirements with what they offer.

Birberick explained the process. She said it will begin with the current general education courses being rolled over into knowledge domains. GEC will contact every department with the list of courses currently offered and ask them which domain they wish them to be listed under. The second step will be an invitation to work on the development of Pathways; whether that be new course development or the roll over courses. Kot voiced her concern about the information not coming down from the chairs to faculty. Kolb and Birberick assured her that faculty will receive direct information – there will be an email; there will be an announcement through NIU Today and the PLUS website will also be revamped with a collaborative work space for the Pathways.

W. Hung asked about the Pathways that were already developed. Stafstrom indicated those were proposed by PLUS. Birberick indicated that those were proposals and were examples that people can continue to work on if there is interest but there is also the opportunity for new ones or new combinations. Part of what will be occurring is that the GEC will obtain input from students and others in order to make a determination of which pathways to move forward. Hung asked how many Pathways would be allowed – Birberick indicated the cap would be eight. Kolb indicated there are currently some faculty already collaborating. Aase asked if students would be consulted to express what value added is according to them – not just faculty opinion. Birberick indicated that was discussed at the GEC. Kolb added that it would be terrific if students could be on every Pathways team. The GEC also considered sending them through the Senate to rank them, etc. Aase suggested input from alumni who can say what adds value from a career perspective.

C Thompson made a motion to receive the November 20, 2014 GEC minutes, seconded by M. Shokrani. **Motion passed unanimously.**

Birberick indicated that because this constitutes a substantial change special notification needs to be given to University Council (Bill Pitney) via cover letter
indicating the change. That will go before the UC at their January 28th meeting. She explained what actions the UC could take upon receipt of notification, do nothing, send it back for reconsideration, etc.

C. Thompson made a motion to receive the October 16, 2014 GEC minutes, seconded by J. Kot. **Motion passed unanimously.**

### F. University Honors Committee

M. Shokrani reported that the GPA of the entering freshmen Honors students is 3.89 (higher than the admission requirement of 3.75). The Honors program has 1157 students. It also has an 86% retention rate, which is greater than the university’s retention rate of 71%.

He spoke briefly about the EYE grants. He mentioned they will be discussion further at Honors next meeting.

C. Thompson made a motion to receive the Honors minutes from October 2, 2014 meeting, seconded by M. Konen. **Motion passed unanimously.**

### IV. Other Reports

#### A. University Assessment Panel

M. Ayers reported they reviewed the assessment status reports for the BA/BS in Community Leadership and Civic Engagement, M.S.Ed./Ed.D. in Adult and Higher Education, M.S.Ed./Ed.D in Counseling, M.S.D.

### V. New Business

Birberick indicated that there may be a need for an additional meeting in January or February due to some curricular items that need to be completed. In addition to the PLUS curricular changes, there is a Middle Grades program, which is a state mandate that needs to make the 2015 catalog.

### VI. Adjournment

L. Matsuzewski made a motion, seconded by C. Thompson to adjourn @ 2:50 p.m. **Motion passed unanimously.**

Respectfully submitted,

Jeanne Ratfield  
Administrative Assistant  
Office of the Provost