MINUTES

UNAPPROVED

Present: M. Ayers/LIB; M. Barnes/VPA; A. Birberick/Vice Provost; P. Braun/HHS; F. Bryan/LAS; R. Johns/ LAS; E. Klonoski/Acting Associate Vice Provost; M. Konen/LAS; J. Kot/LAS; E. Myung/HHS; M. Shokrani/HHS; L. Sunderlin LAS

Absent: G. Aase/BUS; T. Atkins/LAS; C. Campbell/EDU; L. Guo/ EET; J. Knapp (student/HHS); F. Sciammarella/EET; A. Stoverink/BUS for A. Ferguson; J. Evar Strid/EDU;

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

Vice Provost Birberick thanked committee members for their service and dedication over the years.

I. Adoption of Agenda

J. Kot made a motion to adopt the agenda, seconded by M. Konen. **Motion passed unanimously.**

II. APPROVAL OF MINUTES FROM APRIL 7, 2016 MEETING

A motion to approve the minutes from the April 7, 2016 meeting was made by J. Kot, seconded by F. Bryan. **Motion passed unanimously.**

Birberick announced that the minutes from this meeting will need to be approved electronically.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

R. Johns reported one of the items covered was a revision to the attendance policy for military duties. The former policy was for volunteer disaster service and didn’t include any appeal procedure. They discussed a policy regarding the automatic withdrawal of students who are sanctioned for conduct issues. The students were immediately withdrawn prior to any appeal and that was changed to allow for appeal. There was continued discussion about the add/drop policy from a request
that a student brought to the committee regarding allowing the self-service add/drop into the second week of classes. After much discussion and learning of financial aid implications in relation to the proposed changes, etc. It was decided that the committee would align the deadlines for first half courses with the second half courses. Birberick added there will be further discussions that the Baccalaureate Council will handle.

R. Johns made a motion to receive the APASC minutes from the March 9, 2016 meeting, seconded by M. Shokrani. **Motion passed unanimously.**

R. Johns reported a proposal to grant out-of-state public, accredited community colleges graduates (with AA or AS degrees) the same benefit as Illinois community colleges are granted was presented. The main concern was how similar the other states programs are to Illinois. The item was tabled for additional information.

Another matter handled was regarding the college affiliation for visiting students. For a number of years all visiting students were handled by the College of Liberal Arts and Sciences the proposal to change that so they are affiliated with whichever colleges handles the course/courses they are enrolled in.

Lastly he talked about the STAMP (bilingualism) test. There are two ways for students to earn foreign language credit – one is advanced placement test or the STAMP. Birberick said that they are trying to come up with appropriate catalog language so that it is clear to students. More work needs to be done and the Baccalaureate Council will address this next year.

J. Kot made a motion to receive the APASC minutes from the April 13, 2016 meeting, seconded by R. Johns. **Motion passed unanimously.**

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

M. Konen reported that the EUJA and EUTA awards were decided at this meeting. The number of applicants was lower than past years, qualified/deserving candidates. The David Raymond Technology in Teaching award was also given – the presentation by the recipient will be given on Monday, May 9th. There was a brief discussion of the application and rubric regarding some tweaks for next year.

A motion to receive the CIUE minutes from the March 7, 2016 meeting was made by M. Konen, seconded by J. Kot. **Motion passed unanimously.**
C. **Committee on the Undergraduate Academic Environment**

M. Barnes recapped the minutes, which included updates on Pathways and the writing infused requirement. In addition, Kelly Smith, Director of First and Second-Year experience, gave an overview of the office, and talked about UNIV 101/201, the Common Read and ePortfolios. There was also a discussion regarding the inability to purchase copy cards at the library after hours. UCC committee members were concerned by this news. M. Ayers pointed out that Printing Services removed the machine and this was not necessarily the view of the Library administration. Ed suggested that this could be taken to the Faculty Senate. M. Konen said he would mention it to G. Long to get it on the agenda for the fall.

A motion to receive the CUAE minutes from the February 9, 2016 meeting was made by F. Bryan, seconded by M. Konen. **Motion passed unanimously.**

D. **Committee on Undergraduate Curriculum**

E Klonoski spoke briefly about the new courses proposed by the Office of Educator Licensure and Preparation, explaining that currently if students fail the edTPA (teacher performance assessment) there is no recourse for remediation and similarly students coming from out of state who are planning to be licensed have no way to prepare, these two courses allow for that. The edTPA is a portfolio-like requirement for licensure.

A motion by R. Johns was made to receive the CUC minutes from the April 14, 2016 meeting, seconded by F. Bryan. **Motion passed unanimously.**

E. **General Education Committee**

J. Kot reported there was a curricular process update given. The majority of the meeting was the discussion of the assessment plan for general education courses. She said there were rubrics created for some of the SLOs that they looked at. Most of the discussion was about how often the instructors of gen ed courses have to use the rubric – does it have to be filled out for each student or whether a sample can be taken. At this point they are looking for volunteers that are willing to do this. E. Klonoski elaborated on the work that has been done on the rubrics, and how he is working with the foundational studies experts to adapt them for NIU. E. Klonoski said the two intents of the rubrics are facilitation of instruction assessment and giving students information as to where they are relating to proficiency.

The MOU for Pathway Coordinators was tweaked. It will be sent to the coordinators who have been chosen.
E Klonoski talked about the pathway minors and there was discussion about publicizing the Pathways.

A motion was made by J. Kot, seconded by R. Johns to receive the GEC minutes from the April 21, 2016 meeting. **Motion passed unanimously.**

F. **University Honors Committee**

M. Shokrani reviewed the minutes. He said the meeting consisted of various reports from the Interim Director and other staff. The search for the Director of University Honors is being conducted this week. Most of the meeting was devoted to deciding Honors Scholars. The committee also decided who would receive the Honors Great Professor award – M. Shokrani received the award.

P. Braun made a motion to receive the April 1, 2016 minutes of the Honors committee, seconded by M. Barnes. **Motion passed unanimously.**

IV. **Other Reports**

A. **University Assessment Panel**

M. Ayers reported they reviewed the assessment plan for the M.S. in Athletic Training (new KNPE program). They reviewed assessment status report for the M.S. in Applied Probability and Statistics and went over the University annual assessment update report.

V. **Old Business**

N/A

VI. **New Business**

N/A

VII. **Adjournment**

A motion by P. Braun, seconded by F. Bryan moved to adjourn at 2:00 p.m. **Motion passed by acclamation.**

Respectfully submitted,

Jeanne Ratfield  
Administrative Assistant  
Office of the Provost