

BACCALAUREATE COUNCIL

March 8, 2018

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Voting Members Present

J. Burton (for A. Ferguson [BUS]), S. Marsh (BUS), R. Hunt (EDU), J. E. Strid (EDU), L. Guo (EET), M. Cheng (LAS), L. Sunderlin (LAS), D. Gorman (LAS), J. Kot (LAS), M. Johns (LAS), J. Siblik (VPA), M. Parks (VPA), L. Garcia (Libraries), R. Watts (HHS, Student), M. Kane (LAS, Student)

Ex-Officio Non-voting Members Present:

A. Birberick (Vice Provost), C. Garvey (Admissions)

Consultants:

S. Anderson (Office of the Vice Provost), A. Byrd (Registration and Records), J. Montag (Registration and Records), D. Smith (Catalog Editor/Curriculum Coordinator)

The meeting was called to order by Anne Birberick. She noted that there are few items of business and a few announcements.

I. Adoption of Agenda. Marsh made a motion, seconded by Hunt, to APPROVE THE AGENDA FOR THE MARCH 8, 2018, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**

II. MINUTES FOR APPROVAL. Minutes from the December 14, 2017, meeting were approved electronically.

III. Announcements.

- a. Birberick introduced Sue Anderson as her new administrative assistant. Council members introduced themselves.
- b. Student New State laws on Educational Credit for Military Experience Act (HB 3701) and the Illinois Credit for Prior Learning (HB 2404). Birberick said she wanted to inform the BC of two new laws that went into effect January 1, 2018.
 - i. HB3701 is the *Creates the Educational Credit for Military Experience Act*. NIU has to report that there is a policy. Birberick reported that NIU has had a policy on the books for quite some time. And the policy has been recently modified to make it more student friendly.
 - ii. Birberick reported that the second law is broader. HB2401 is the *Creates the Illinois Credit for Prior Learning Act*. To comply, Birberick has to submit NIU's policies and procedures related to awarding prior learning credit. There are various policies already in place ranging from proficiency tests to specific processes in individual colleges. For example, the College of Health and Human Sciences has completion degrees where prior learning is assessed and credit is awarded. In this case, prior learning credit is only awarded after students have completed their courses of study. Birberick reported that she has asked the curricular deans where these programs reside in their respective colleges. The B.S. in applied management is another example of a program that awards for prior learning. In this program, students enroll in a course that documents their learning. Birberick has to collect those data and send them to the Illinois Board of Higher Education (IBHE). One result from the data reporting is that the IBHE may set up rules and guidance on how to award prior learning credit, and NIU may have to make changes to the catalog to be in

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compliance with the law.

- c. Section C, items previously in Section B, now reported for inclusion in the 2018-19 Undergraduate Catalog (two documents). Birberick explained that some of the BOT approvals still need IBHE approval, such as the new major in sport management.
- d. Section D, items reported for inclusion in the 2018-19 Undergraduate Catalog by another undergraduate curriculum committee. In this report are new courses for the general education program.

IV. Consent Agenda.

- a. **College minutes with no undergraduate curricular items.**
 - i. College of Business #6
 - ii. College of Business #7
 - iii. College of Business #8
- b. **College minutes with undergraduate curricular items.** None.
- c. **Other Items.** None.

Strid made a motion, seconded by Gorman, TO APPROVE THE ITEMS IN THE CONSENT AGENDA. **Motion passed unanimously.**

V. College Minutes for Discussion. None.

VI. Unfinished Business.

- a. CBUS #12, FINA 290. Nothing more to report. Economics and Finance are still communicating about this.
- b. CLAS #5. New course ECON 290, Economic Data Analysis with Excel was tabled at the last meeting for verification of nonduplication from the Departments of FINA and OMIS. Birberick reported that the last she knew was that that the departments were trying to work through the issues. If no resolution can be found and Economics would still like to move forward, the departments involved can make their cases to the BC, which will then vote one way or the other to resolve the conflict.

VII. New Business.

- a. Credit Hour Policy. Birberick explained that for the Higher Learning Commission (HLC), a definition of credit hour was added to the Academic Policies and Procedures Manual (APPM). However, when the College of Law went through their external review, they noticed the word “approximately” and recommended that it be deleted. If approved, this will be changed in the APPM. No change is needed for the catalog. Hunt made a motion, seconded by Sunderlin, TO APPROVE THE CHANGE TO THE CREDIT HOUR DEFINITION IN THE APPM AS PRESENTED. Marsh asked if the fact that classes are 50 minutes not an hour was considered and Birberick replied that it was. Siblik asked about in-

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class versus out-of-class time and Birberick said the initial policy was based on federal guidelines. Strid asked how virtual learning fits in with the definition and Birberick pointed to the part of the definition that addresses courses that are “less structured.” **Motion passed unanimously.**

- b. Academic Regulations revision. Birberick said that this has to do with visiting students and aligns with changes that were previously made to the catalog for visiting students. In the past, all visiting students had to go through the College of Liberal Arts and Sciences for advising, no matter what courses they were taking. Now, whatever visiting students indicate as their college or the Academic Advising Center, that’s where they go to make schedule changes or to withdraw from courses. Johns made a motion, seconded by Gorman TO APPROVE THE CATALOG CHANGE TO THIS SECTION OF ACADEMIC REGULATIONS IN THE CATALOG. Gorman asked about the Academic Advising Center and Birberick replied that it’s mentioned in the new text. Garvey added that when visiting students apply to NIU, they indicate a respective college or the Academic Advising Center. **Motion passed unanimously.**

VIII. UPCOMING BUSINESS

- a. Add/Drop and Withdrawal Policies Discussion. Birberick gave the BC a heads-up that conversations continue regarding a change to the add/drop and withdrawal policies. There are two issues being discussed. First, for NIU’s add/drop policy, there currently is a two-week window. In the first week, students can add or drop without having to see an advisor. In the second week they have to see an advisor. The BC has talked about the ramifications of having add/drop go into a second week, for example, financial aid money cannot be released until schedules are finalized. So, for example, many students aren’t getting the funds they need to buy books or for living expenses until the third week of the semester. The College of Liberal Arts and Sciences has also expressed concern with the two-week add/drop period because of the adverse effect on students who are entering a lab course in the third week of the semester. However, it is important to take into consideration other related policies when looking to change the add/drop policy. So the second issue is the add/drop policy is tied to withdrawal from the university. The advising deans feel the current withdraw policies aren’t the best for students and the institution and the withdraw policy is often misaligned with other policies. Birberick reported that Ed Klonoski will take the lead on looking at these policies. He deals a lot with the withdrawal policies and is putting together a group of individuals to look at all aspects of revisions to the add/drop and withdrawal policies. Those policies affect many areas of NIU, such as, but not limited to, financial aid, scholarship disbursements, and advising. Ultimately, when there is a recommendation for a change in the catalog language, it will come to the BC for discussion and approval. Birberick asked for BC input along the way as the policies are being looked at. She asked for two BC members to serve as part of the smaller group. Marsh and Strid volunteered. Birberick said that they are planning to launch those conversations after spring break. Birberick noted that the policies at peer institutions will be looked at. There needs to be a definitive date when the add/drop period is officially closed. That way the Financial Aid and Scholarship Office knows what students’ schedules are and when to disburse financial aid. Siblik asked about the 10-day count and who requests that. Birberick replied that is a separate issue and there is no impact on add/drop or Financial Aid with regards to the 10-day count. Birberick also explained the eight-week mark and what happens if a student withdraws after that point. The instructor is

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contacted and if a student has a failing grade at that point, they will get an F on their grade report. If they aren't failing, they will get a W. Other ramifications to these policies and their complexities were discussed. Birberick said this discussion should give BC members an idea of how these policies are connected and the complexity of the issue.

Strid made a motion, seconded by, Garcia TO ADJOURN. **Motion passed by acclamation.** Meeting adjourned at 1:15 p.m.

The next meeting of the Baccalaureate Council is scheduled for April 12, 2018, 12:30-3:00, AL 125. Please keep this on your calendars.

Respectfully submitted,

Donna Smith
Catalog Editor/Curriculum Coordinator