

BACCALAUREATE COUNCIL

April 12, 2018

Approved

i of v

Voting Members Present A. Ferguson (BUS), S. Marsh (BUS), R. Hunt (EDU), J. E. Strid (EDU), L. Guo (EET), E. Myung (HHS), J. Umoren (HHS), M. Cheng (LAS), L. Sunderlin (LAS), D. Gorman (LAS), J. Kot (LAS), M. Johns (LAS), M. Lenczewski (LAS), J. Siblik (VPA), M. Parks (VPA), L. Garcia (Libraries), L. Marcellus (Advising)

Ex-Officio Non-voting Members Present: A. Birberick (Vice Provost), C. Garvey (Admissions)

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

The meeting was called to order by Anne Birberick.

I. Adoption of Agenda. Johns made a motion, seconded by Sunderlin, to APPROVE THE AGENDA FOR THE APRIL 12, 2018, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**

II. MINUTES FOR APPROVAL. Minutes from the March 8, 2018, meeting were approved electronically.

III. Announcements.

- a. Section C, items previously in Section B, now reported for inclusion in the 2018-19 Undergraduate Catalog (two documents).

IV. Consent Agenda.

- a. **College minutes with no undergraduate curricular items.**
 - i. College of Business #9
 - ii. College of Business #10
 - iii. College of Health and Human Sciences #11
- b. **College minutes with undergraduate curricular items.**
 - i. College of Education #8
- c. **Other Items.**
 - i. GEC minutes from 1/18/18

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

V. College Minutes for Discussion.

College of Health and Human Sciences #12 (page 4). Strid made a motion, seconded by Gorman, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS FROM COLLEGE OF HEALTH AND HUMAN SCIENCES #12 (2/23/18). The specific item up for discussion is the course revision for FSMD 272. They are removing ART 102 from the prerequisite and are adding two FSMD courses with a grade of C or better. ART 102 is being removed because currently students have to be

BACCALAUREATE COUNCIL

April 12, 2018

Approved

ii of v

art majors or minors to enroll. However, Siblik noted that the School of Art and Design put through a revision to ART 102 to delete the requirement that students have to be majors or minors. So, effective fall 2018, any student may enroll in ART 102. ART 102 will also be eligible for general education credit in the Creativity and Critical Analysis knowledge domain. Birberick asked the Health and Human Sciences representatives if fashion merchandising would be willing to take another look at this course revision in light of this information from Art and Design. Myung said she would ask. There was a discussion regarding the addition of two courses with a C or better grade. It was determined that there needs to be a better rationale for those. Johns asked if the BC can approve everything except this one item and Birberick replied that would be a good way to handle this. It was confirmed there is time to discuss this course revision because it would not get into the 18-19 catalog even if it was approved at this meeting. Marsh asked about the ACCY courses in the Gerontology program and Smith explained that this is not a new program; they are just moving it from the college section to the School of Family and Consumer Sciences. Marsh asked about the course revision for HSCI 410 and the prerequisite of health science emphasis 3. It was explained that a student in the major of health science emphasis 3 could enroll in this course no matter what their class standing is. Any other College of Health and Human Sciences major would need to be a junior to enroll. Smith noted that the emphasis under discussion is Degree Completion. Gorman made an amended motion, seconded by Strid, **TO ACCEPT CHHS #12 WITH THE EXCEPTION OF THE COURSE REVISION FOR FSMD 272. CHHS will be asked to reconsider the revision and speak to the School of Art and Design regarding ART 102 and further address the C or better language. Motion passed unanimously.**

VI. Unfinished Business.

- a. CBUS #12, FINA 290. Nothing more to report.
- 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 stated that if these parties can't come to a resolution they can bring forth their issues to the BC and present their sides of the issue, then the BC will decide on the proposed changes.

VII. New Business.

- a. Academic Regulations. Birberick reported that several groups worked on going through this section of the catalog to clean up the language. A lot of it is editorial, where other changes are to align the language with current practices and make the sections more user friendly.
 - i. Introductory paragraph. Marsh made a motion, seconded by Marcellus, **TO ACCEPT THE REVISIONS IN THE INTRODUCTORY PARAGRAPH.** Birberick said the revisions are to urge students to visit their advisors for more than just exceptions. The new language is to encourage students to go to their advisors for any questions they may have. **Motion passed unanimously.**
 - ii. Advisement and Registration. Hunt made a motion, seconded by Garcia, **TO APPROVE THE CHANGES IN THE ADVISEMENT AND REGISTRATION SECTION.** Birberick pointed out that some of the changes are to again urge students to see their advisors and to better organize the information. Umoren asked that 227 be added for Wirtz Hall for HHS advising. She also asked where the Academic Advising Center is and if students know how to find it. Birberick explained that it is located near the

BACCALAUREATE COUNCIL

April 12, 2018

Approved

iii of v

parking deck. She added that students who use their services definitely know where it is. There were additional questions about the Academic Advising Center so Birberick provided some background, explaining that the center was created to assist students who are undeclared any college. It's important that these students get advising through the center because, typically, undeclared students are more at-risk for staying in college and they need more guidance to identify a course of study. The Academic Advising Center also serves the university community at large, e.g., organizing the annual Academic Advising Summit. Birberick also noted that making the language in this section more consistent for advising is difficult because each college handles advising differently. Marcellus noted that each college also has their own undeclared populations. Kot said that hours of operation should be considered; it's hard for some students to get advising during "normal" academic hours. Birberick said her point is very well taken and extended hours has been a conversation the advising community has had due to the fact there is a very diverse student population. How NIU meets the needs of our students needs to be a larger university-wide conversation. **Motion passed unanimously as amended.**

- iii. Declaration of major or minor or degree. Hunt made a motion, seconded by Lenczewski, **TO APPROVE THE REVISIONS TO THE DECLARATION OF MAJOR AND MINOR SECTION.** The first change is to tell students where to go if they're undecided or undeclared. The second change is to clarify what is being referred to, i.e., semester. The next change is to direct students that if they want to drop a minor, they need to see their academic advisors. **Motion passed unanimously.**
- iv. Repeating a Course. Strid made a motion, seconded by Johns, **TO APPROVE THE CHANGES IN THE REPEATING A COURSE SECTION.** Birberick said the change in the first paragraph is to cross reference to another section. The second change is to better organize the information and to make it clearer. Marsh said she was not aware that the colleges approve the third and subsequent repeat requests. She expressed concern that students would be shuffled from department to department. Marcellus confirmed that is how it's done. Discussion followed regarding the addition of the Academic Advising Center for handling exceptions as well as granting exceptions in general. It was decided to delete the sentence: "Exceptions to this policy may be granted only by the dean of the student's major college, or the Academic Advising Center for students with no college affiliation." Marcellus will take the issue to the advising directors to draft clearer language. **Motion passed unanimously as amended.**
- v. Freshman Warning, Academic Probation and Dismissal. Marsh made a motion, seconded by Garcia **TO APPROVE CHANGES IN THE FRESHMEN WARNING, ACADEMIC PROBATION AND DISMISSAL SECTION.** Wording was changed to clarify that term or semester is being referred to and that students with no college affiliation need to go to the Academic Advising Center for advising. Birberick noted that if an appeal reaches her, she has a committee she consults with before making a final decision. **Motion passed unanimously.**
- vi. Credit by Examination. A motion was made and seconded **TO APPROVE THE CHANGES IN THE CREDIT BY EXAMINATION SECTION.** Birberick explained that the International Baccalaureate was added. NIU has been accepting this and recently a state law was passed that requires all public universities to accept it. Also, a paragraph was added to further explain the International Baccalaureate. For AP credit, "certain" was removed so NIU is more compliant with the new state law. **Motion passed unanimously.** There was a brief discussion about putting websites in the catalog. Smith

BACCALAUREATE COUNCIL

April 12, 2018

Approved

iv of v

said that web addresses are something she can easily change in the online catalog at any time.

- vii. Transfer Credit. Johns made a motion, seconded by Strid, TO APPROVE THE CHANGES TO THE TRANSFER CREDIT SECTION. The first change addresses an outdated practice. The more recent practice is once a course from another institution is approved by a department for transfer credit, it is added into the system. Therefore, any student transferring with that course from that institution will automatically get credit for it. It was also noted that a review of these course is done on a regular basis to ensure that the transfer credit is still valid. Ferguson asked if there should be directions on how students can find out if their courses will transfer. Birberick replied that they usually go to Registration and Records. If the course in question is not in the system, students will be advised on where to go to try to get credit. Siblik asked if there should be a reference to the maximum number of hours that can be transferred and Birberick replied that is covered elsewhere. There was discussion on whether or not this specific section should be rewritten, but it was determined that trying to explain exactly what happens would be more confusing. Therefore, it will be left as is. Johns asked if there was a policy about accepting courses from places like the University of Phoenix and Birberick replied that there is policy addressing the for-profit institutions. For a transfer course to be counted, it must come from a nationally accredited institution. Marsh asked about the language addressing repeated courses in transfer and Marcellus responded that they are very rare. The last change is in the forfeiture of credit section. Birberick said that students can only earn credit for a course once. **Motion passed unanimously.**
- viii. Concurrent Enrollment. The change here replaces the vice provost with the Academic Advising Center. Gorman made a motion, seconded by Marsh, TO APPROVE THE CHANGE TO CONCURRENT ENROLLMENT. **Motion passed unanimously.**
- ix. Course Selection. Freshmen in 400-level courses. Hunt made a motion, seconded by Umoren, TO APPROVE THE CHANGE IN FRESHMEN IN 400-LEVEL COURSES. Birberick noted that it is not common for freshmen to enroll in 400-level courses. Also, to code MyNIU so freshmen would need to get approval from the offering department would mean coding for every 400-level course. So this sentence is being deleted. **Motion passed unanimously.**
- x. Graduate Students in Undergraduate Courses. Marsh made a motion, seconded by Strid, TO APPROVE THE CHANGE TO GRADUATE STUDENTS IN UNDERGRADUATE COURSES. Birberick noted the change here is to line up the language between the undergraduate and graduate catalogs. **Motion passed unanimously.**
- xi. Attendance. Ferguson made a motion, seconded by Hunt, TO APPROVE THE CHANGE TO ATTENDANCE. The change is to have the Academic Advising Center as the responsible unit for approving a leave of absence for students with no college affiliation. **Motion passed unanimously.**

Birberick thanked Council members for a good and insightful discussion.

- b. FLGE Course Revisions. These changes come from Department of Foreign Languages and Literatures. They forgot to add PRQs to new courses. Smith added that since these courses are taught in German, it's necessary for students to have the appropriate background prior to enrollment. Strid made a motion, seconded by Lenczewski, TO APPROVE THE CATALOG FLGE COURSE REVISIONS AS PRESENTED. **Motion passed**

BACCALAUREATE COUNCIL
April 12, 2018
Approved

v of v

unanimously.

VIII. UPCOMING BUSINESS

- a. Birberick asked Council members to keep the May 3, 2018, meeting on their calendars in case there is a need to meet next month.
- b. Birberick also announced she is retiring at the end of April. She thanked everyone, many of whom have been on either the BC or the Undergraduate Coordinating Council for a number of years, for their time and efforts. She added that it has been a pleasure working with everyone.

Meeting adjourned at 1:45 p.m.

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

Respectfully submitted,

Donna Smith
Catalog Editor/Curriculum Coordinator