

BACCALAUREATE COUNCIL
September 14, 2017
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Voting Members Present: A. Ferguson (BUS), S. Marsh (BUS), R. Hunt (EDU), J.E. Strid (EDU), E. Myung (HHS), M. Cheng (LAS), L. Sunderlin (LAS), D. Gorman (LAS), R. Johns (LAS), M. Lenczewski (LAS), J. Siblik (VPA), J. Chitwood (for M. Parks, VPA), L. Garcia (Libraries), R. Watts (HHS/Student), L. Marcellus (BUS/Advisor)

Ex-Officio Non-voting Members Present: A. Birberick (Vice Provost), S. Eaton (ACCESS)

Guests/Consultants: A. Byrd (Registration and Records), J. Montag (Registration and Records), J. Ratfield (Office of the Vice Provost), D. Smith (Catalog Editor/Curriculum Coordinator), T. Gilson (University Honors)

The meeting was called to order by Vice Provost Anne Birberick. She welcomed members to this year's baccalaureate council, which is now in its second year. The inaugural year went very well.

I. **Introductions.** Introductions were made. Birberick welcomed Rachel Watts, the student representative from Health and Human Sciences. She added that it's so important to have students on the BC. There are slots for six students so the BC needs one each from the other five colleges. Birberick said the input last year from the students' perspective was incredibly important.

II. **Adoption of Agenda.** Johns made a motion, seconded by Lenczewski, to APPROVE THE AGENDA. Birberick said that under new business, Operating Procedures and Pathways Minor need to be removed. Marsh asked if this was a good time to have items pulled off of the consent agenda and Birberick said that it is. Marsh pointed out an item from CLAS that had a C or better requirement. Usually this body looks at those items. Smith noted that this particular item is for the graduate catalog. Gorman asked about a certificate he would like to have discussed, however, this also was an item for the graduate catalog. Birberick reminded BC members that this body only deals with undergraduate curricular matters. **Motion passed unanimously as amended.**

III. **Election of co-chair and alternate co-chair.** Birberick explained that Johns was the faculty co-chair and Hunt was the alternate co-chair last year. Then Johns and Hunt, with Birberick, Ratfield, and Smith, formed an executive committee. The executive committee met prior to the full BC meeting to determine the agenda and consent agenda. It was also a good opportunity to catch things that needed further clarification before that item went to the BC. This system worked out really well. Johns was nominated for the co-chair but declined. Hunt was nominated for the co-chair and accepted. Gorman self-nominated for the alternate co-chair. Nominations were closed by acclamation and Hunt will be the co-chair and Gorman the alternate co-chair. **Motion passed unanimously.**

IV. **First Meeting Enclosures.** Birberick went through the documents.

- a. Meeting Schedule. Birberick pointed out that even though the meeting schedule says that the December 14 meeting is optional, be sure to keep it on your schedules. This meeting may be necessary to address any items that get tabled at the December 7 meeting.
- b. Membership List. Birberick stated that this is still a work in progress; there are a few openings that still need to be filled. What is really needed is more students. Five colleges are unrepresented. Birberick provided some background on the BC. It is the combination of the former Committee on Undergraduate Curriculum (CUC), Academic Policies and Admission

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Standards Committee (APASC), and the Undergraduate Coordinating Council (UCC). So the BC looks at curricular matters and looks at policy, which is something APASC did. The BC also serves as the curriculum committee for programs that aren't in a college, e.g., UNIV courses and the Center for Black Studies. The BC also receives minutes from the Committee on the Improvement of Undergraduate Academic Experience (CIUAE), General Education Committee (GEC), and the Honors Committee. Those minutes will typically be a part of the consent agenda.

- c. Bylaws.
- d. Operating Procedures
- e. Minutes from the April 2017 BC meeting. These are just informational.
- f. Working Rules
- g. Non-duplication and Impact on Other Units. This form explains what departments need to do if there might be impact on another department.
- h. Guidelines for Certificates of Undergraduate Study
- i. Guidelines for the Development of Interdisciplinary Courses
- j. Procedures for Requesting a New Degree Program or Off-Campus Degree-Granting Authority and Delivering a Degree Program Online and New Program Form

V. Announcements

- a. Other BC member expectations:
 - i. Attendance. BC members are reminded that if they are unable to attend a BC meeting, they can name a substitute to represent their constituency and they should inform Donna Smith (753-0126, dsmith@niu.edu) or Jeanne Ratfield (753-8381, jrat@niu.edu), so the substitute can be given access to meeting documents. Council members have a right to send a substitute; your college's voice should be heard. Equally, Birberick said that council members should be sharing with their colleges what happens in the BC meetings.
 - ii. Additional Duties. In the event of ad hoc committees, BC members may be asked to take on additional duties.
- b. Section C attachment, items previously in Section B, now reported for inclusion in the 2018-19 Undergraduate Catalog.
- c. Section D attachment, items for the catalog from another undergraduate curriculum committee

VI. Consent Agenda. Birberick said that last year's executive committee met to establish the consent agenda.

- a. **College minutes with no undergraduate curricular items**
 - i. College of Business #11 (AY 16-17)
 - ii. College of Health and Human Sciences #17 (AY 16-17)
- b. **College minutes with undergraduate curricular items**
 - i. College of Education #11 (AY 16-17)
 - ii. College of Liberal Arts and Science #17 (AY 16-17)
- c. **Other Items**
 - i. GEC meeting minutes from April 27, 2017

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

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VII. College Minutes for Discussion. Birberick.

- a. College of Business #12 (AY 16-17, pages 2-3).** Birberick provided an overview of the changes: some course revisions, new courses, and an other catalog change. Lenczewski said that the Department of Finance needs to check with the Department of Economics for FINA 290. Smith reported that Finance did receive nonduplication from the Division of Statistics. It was decided to go through these minutes item by item. Marsh made a motion, seconded by Lenczewski, TO APPROVE THE COURSE REVISION FOR ACCY 415. **Motion passed unanimously.** Hunt made a motion, seconded by Marsh, TO APPROVE NEW COURSE FINA 290. It was reiterated that they need to check with Economics. Johns asked if it would get held up if the BC tabled and Birberick replied that it would still get through the curricular approval process this fall. The motion was amended TO APPROVE NEW COURSE FINA 290 PENDING VERIFICATION OF NONDUPLICATION BY THE DEPARTMENT OF ECONOMICS. **Motion passed unanimously.** Strid made a motion, seconded by Marsh, TO APPROVE NEW COURSE OMIS 473. Siblik noted that School of Art is looking to do something similar. Birberick reminded him that they would need to check with OMIS on nonduplication. **Motion passed unanimously.** Marsh made a motion, seconded by Hunt, TO APPROVE NEW COURSE OMIS 474. **Motion passed unanimously.** Hunt made a motion, seconded by Strid, TO APPROVE ALL OF THE COURSE REVISIONS FOR OMIS ON PAGES 4 AND 5 OF CBUS #12. **Motion passed unanimously.** Johns made a motion, seconded by Lenczewski, TO APPROVE THE OTHER CATALOG CHANGE FOR OMIS ON PAGES 5-7. **Motion passed unanimously.**
- b. College of Education #12 (AY 16-17, pages 1-2).** Johns made a motion, seconded by Marsh, TO APPROVE THE UNDERGRADUTE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #12 (4/25/17). Birberick noted that what they're doing here is moving away from a limited admission program to a direct admissions program in elementary education. Johns asked if the department will have the resources for an uncontrolled number of students entering the program. Strid said he believes so. Birberick said this is a good change for the department and she doesn't think it will affect the numbers of students. It actually helps students because they can be admitted to the program earlier and get the support they need to get through the program. **Motion passed unanimously.**
- c. College of Health and Human Sciences #16 (AY 16-17, pages 1-2).** There are course revisions for three different courses in the School of Family and Consumer Sciences. Hunt made a motion, seconded by Marsh, TO APPROVE THE REVISION FOR FSMD 347. **Motion passed unanimously.** Lenczewski made a motion, seconded by Strid, TO APPROVE THE REVISION FOR FSMD 356. There was a discussion about the difference between an internship and a cooperative education experience. It was determined that as long as the school understands the difference, there isn't a problem. **Motion passed unanimously.** Ferguson made a motion, seconded by Marsh, TO APPROVE THE REVISION FOR FSMD 474. It was noted that the changes proposed don't change any of the nomenclature previously discussed. **Motion passed unanimously.**
- d. College of Visual and Performing Arts #1 (page 1).** Gorman made a motion, seconded by Strid, TO APPROVE NEW COURSE ART 299. Lenczewski asked if there wasn't already a system in the School of Art for accepting transfer credit. There was a question about the rationale for the hours 3-30. Siblik explained that this proposal was based on a couple of

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courses in the College of Health and Human Sciences (UHHS 200 and UHHS 300). The School of Art is working on transfer agreements with community colleges and is needing a mechanism to accept some course work in transfer that doesn't directly transfer to NIU courses. He added the school would like to be able to manage the courses particularly in the associate's of applied science degree. Birberick expressed concerns with the course as it's currently proposed. The title is not appropriate; NIU does not create a course that says transfer course work. There is a system for evaluating courses in transfer. The UHHS courses are different. They are evaluating prior learning experience and the credits aren't transcribed until the exact nature of the prior learning experience has been established. Birberick said she understands what the school is trying to do, but this course is not capturing that. Byrd said that if there isn't a direct articulation of a transfer course, the chair can make that designation. Siblik stated that the problem is that they'd like to allow students to transfer in certain courses, but there aren't NIU courses to transfer them to. Siblik said the school is working on 2+2 agreements and wants to give value to technical courses taken at the community colleges. It was decided that the school should work with Birberick and representatives from Registration and Records to create a solution. Byrd said Financial Aid should also be involved. **Motion failed unanimously.**

VIII. Unfinished Business. None.

IX. New Business

- a. Appoint BC members to the GEC (3 from at least 2 colleges), and Honors. Strid will be the BC representative on Honors. Lenczewski and Sunderlin will be representatives on the GEC. One more member from a college other than LA&S is still needed.
- b. Appoint BC member to the University Assessment Panel (UAP). Siblik will be the representative.
- c. APPM changes to add procedures for submitting Writing Infused and Human Diversity Courses. Birberick said this is to add the process for applying for these requirements into the APPM. Lenczewski made a motion, seconded by Johns, **TO APPROVE THE APPM CHANGES AS PRESENTED. Motion passed unanimously.** See Appendix A.
- d. Honors Changes. Birberick explained that the process of changing the Honors Program started last year. Honors Director Todd Gilson has been visiting a number of organization across campus, including the BC last year, getting feedback. He also visited the Student Association, faculty groups, and alumni groups. What the BC is approving is the catalog language that goes along with the revisions to the Honors Program. Strid made a motion, seconded by Lenczewski, **TO APPROVE THE CATALOG LANGUAGE FOR THE REVISED HONORS PROGRAM.** Johns asked about the contract honors courses; it's starting to be a fair number of students who want to take these. Gilson replied that under the new program, students would be limited to only one contract honors course during their time at NIU. **Motion passed unanimously.**

X. Upcoming Business.

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- a. Birberick explained that these are conversations taking place related to policy changes that will be coming to the BC this year.
 - i. Changing NIU's add drop period. The advising group is very much behind this. Right now students have two weeks, but the proposal is to move that to one week. This would be a great advantage to students since financial aid cannot be dispersed until add-drop closes.
 - ii. The conversation about making the ACT/SAT with respect to admissions optional will be picked up. It's a national conversation and the BC just started it last spring and got some initial feedback and questions. There are many different aspects to the issue, so there will be a much longer conversation.
 - iii. The advising group is also proposing a discussion about withdraws and at what point is that noted on students' records.
 - iv. The BC needs to develop a policy for the international baccalaureate in terms of proficiency credit. This is mandated by the state.
- b. Curricular items that are anticipated are the proposal for the Pathways Minor. V&PA is working on a new degree or emphasis, and EET is trying to fast track two new undergraduate B.S. degrees.

Marsh made a motion seconded by Marcellus, TO ADJOURN. **Motion passed by acclamation.** The meeting adjourned at 1:50 p.m.

The next meeting of the Baccalaureate Council is October 12, 2017, 12:30-3:00, AL 125.

Respectfully submitted,

Donna M. Smith

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Appendix A—APPM Changes

III. Curricular Policies and Procedures

28. Procedures for adding or removing a Writing Infused Course to/from the catalog.

Purpose: This information is intended to set forth the basic procedures by which a department, program area (e.g., Center for Black Studies), school, or college can submit a course to fulfill the Writing Infused Course baccalaureate graduation requirement.

Introduction: Students entering NIU with 30 or fewer credit hours, excluding credits awarded through NIU's Credit by Examination Program, must earn credit in two upper-division courses that are designated as "writing-infused." These courses may be taken within the general education program, the major program, or through electives. To qualify as Writing Infused, a course must:

1. Be a 300 or 400-level course.
2. Cap enrollment at 35 students.
3. Have writing make up at least 25% of the grade.
4. Set an overall 3,000-word semester minimum per student.
5. Include discussion of writing style/structure.
6. Provide students ongoing feedback on their writing.

Submitting a course to fulfill the Writing Infused Course baccalaureate graduation requirement:

1. Departments, program areas, schools, or colleges must complete the Writing Infused Course Application. <Insert downloadable form here>
2. The Writing Infused Course Application must be approved by the respective college's curriculum committee. If the area submitting the application has no college (e.g., Center for Black Studies), the application is submitted to the Baccalaureate Council by sending it to the Catalog Editor/Curriculum Coordinator.
3. Upon approval by the college's curriculum committee, the application is forwarded directly to the Catalog Editor/Curriculum Coordinator for inclusion in the catalog. Applications received up to the last day of a calendar year will be added to the next catalog.

To have a course removed as a Writing Infused Requirement, show the removal as an "Other Catalog Change" in the appropriate college curriculum committee attachments.

III. 29. Procedures for adding or removing a course for the Human Diversity Requirement.

Purpose: This information is intended to set forth the basic procedures by which a department, program area (e.g., Center for Black Studies), school, or college can submit a course to fulfill the Human Diversity baccalaureate requirement for graduation.

Introduction: NIU's Human Diversity baccalaureate degree requirement reaffirms the university's commitment to human diversity and the belief that inclusion, academic equity, and diversity represent dimensions of excellence. The human diversity degree requirement places NIU in compliance with IL Public Act 87-581, which requires that institutions of higher learning in the state of Illinois address human diversity in the course of a student's education. This proposal seeks to ensure that every student will have the

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opportunity to develop the cultural competency and awareness of social justice necessary to participate meaningfully in a multicultural and global society.

All undergraduate students must complete the human diversity baccalaureate requirement either through a designated human diversity course, OR a non-course based experience that is designated as "human diversity." Human Diversity is defined as gender, ability, race/ethnicity, citizenship, wealth/material resources, religion, age, or sexual orientation, and includes an analysis of power and addresses people's differing access to resources/opportunities in the present or past. Students may meet this requirement within their general education program, their major program, a minor program, electives, through community college courses with an IAI designation "N" or "D," or through a university-approved co-curricular experience. To qualify as Human Diversity:

- The course must focus on one or more of the following social categories: gender, ability, race/ethnicity, citizenship, wealth/material resources, religion, age, or sexual orientation. In cases where a course focuses on *only* one category, reasonably similar breadth and depth of study must be devoted to its social impact;
- The course's approach to diversity must include an analysis of power and address people's differing access to resources/opportunities in the present or past;
- At least 33% of the course content must address diversity as outlined above;
- At least 33% of the course grade must comprise assignments/assessments focused on diversity as outlined above in the introduction.

Submitting a course or non-course based activity to fulfill the Human Diversity baccalaureate requirement for graduation:

1. Departments, program areas, schools, or colleges must complete the Human Diversity Application. [<Insert downloadable form here>](#)
2. The Human Diversity Application must be approved by the respective college's curriculum committee. If the area submitting the application has no college (e.g., Center for Black Studies), the application is submitted to the Baccalaureate Council by sending it to the Catalog Editor/Curriculum Coordinator.
3. For course based options, upon approval by the college's curriculum committee, the application is forwarded directly to the Catalog Editor/Curriculum Coordinator for inclusion in the catalog. Applications received up to the last day of a calendar year will be added to the next catalog.
4. Applications for satisfaction of the Human Diversity (HD) requirement must be submitted within the first four weeks following the end of the semester in which the student completed the co-curricular learning experience. For graduating seniors, applications must be submitted no later than two weeks prior to graduation.

To have a course or non-course based activity removed as a Human Diversity Requirement, show the removal as an "Other Catalog Change" in the appropriate college curriculum committee attachments.

Rationale: To add procedures for submitting courses for the Writing Infused or Human Diversity graduation requirements.