

**BACCALAUREATE COUNCIL**  
**October 12, 2017**  
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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), R. Johns (LAS), M. Lenczewski (LAS), J. Chitwood (for M. Parks, VPA), L. Garcia (Libraries), R. Watts (HHS/Student), M. Kane (LAS/Student), L. Marcellus (BUS/Advisor)

Ex-Officio Non-voting Members Present: E. Klonoski (Associate Vice Provost) (for A. Birberick [Vice Provost])

Guests/Consultants: J. Ratfield (Office of the Vice Provost), D. Smith (Catalog Editor/Curriculum Coordinator)

The meeting was called to order by Faculty Co-Chair Hunt.

**I. Adoption of Agenda.** Johns made a motion, seconded by Lenczewski, to APPROVE THE AGENDA FOR THE OCTOBER 12, 2017, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**

**II. MINUTES FOR APPROVAL**

- a. **September 14, 2017.** Strid made a motion, seconded by Marsh, TO APPROVE THE MINUTES FROM THE SEPTEMBER 14, 2017, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**
- b. **Electronic approvals in the future.** Hunt asked if the minutes could be approved electronically in the future and the consensus among BC members was yes. She reminded BC members that they need to be sure to respond accordingly when they get the minutes to approve.

**III. Announcements.** There were no announcements.

**IV. Consent Agenda.**

- a. **College minutes with no undergraduate curricular items**  
None
- b. **College minutes with undergraduate curricular items**
  - i. College of Business #1
  - ii. College of Engineering and Engineering Technology #1
- c. **Other Items**
  - i. CIAUE minutes, September 11, 2017

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

**V. College Minutes for Discussion.**

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- a. **College of Health and Human Sciences #1.** Hunt noted new course, HOSP 301, which is also being proposed as a Writing Infused graduation requirement. Gorman made a motion, seconded by Johns, TO APPROVE THE UNDERGRADUATE CURRICULUM ITEMS IN COLLEGE OF HEALTH AND HUMAN SCIENCES #1 (9/1/17). Gorman asked if Writing Infused courses need to have a certain number of credit hours. Klonoski replied that there is no restriction as long as the course meets the requirements of being a Writing Infused course. **Motion passed unanimously.**
- b. **College of Health and Human Sciences #2.** Hunt took the BC through this set of minutes. There is a new course, Honors Seminar, to be offered for interprofessionalism in health sciences. Johns made a motion, seconded by Umoren, TO APPROVE NEW COURSE UHHS 399. Ferguson asked how they can ensure the course will be interdisciplinary. Umoren responded that the course is for students within the college. The students have basic background in the college's sciences and this would ensure interdisciplinary learning. Johns asked how many honors students are in the college and Umoren said she wasn't sure the exact number, but there are quite a few. **Motion passed unanimously.** Revisions to UHHS courses were discussed, which includes a change to UHHS 101 and designator changes from UHHS to GERO. Umoren made a motion, seconded by Lenczewski, TO APPROVE THE COURSE REVISIONS FOR THE UHHS COURSES ON PAGES 1-2. Regarding UHHS 101, Marsh asked why students would need to take an orientation course twice. Umoren thinks it was intended for students to be able to repeat the course if the topic was different. Marcellus noted that it looks like an orientation course for freshmen, then a course students would later take to prepare them for graduate school. Therefore, it should actually be two separate courses. Ferguson suggested it should be two courses numbered 101 and the second course at the 400 level. It was also discussed if this is actually a topics course, why not call it that. The concerns to send to the college are that it should be two separate classes, 100 and 400 level; or if it's a topics class, that's what it should be called; and the rationale and the description don't match up. There's also nothing in the description that leads you to believe it's a different course. Johns made a motion, seconded by Strid, TO TABLE UHHS 101 FOR THE REASONS PREVIOUSLY STATED. **Motion passed unanimously.** Gorman made a motion, seconded by Lenczewski, TO APPROVE THE UHHS TO GERO COURSE REVISIONS AND THE OTHER CATALOG CHANGES THAT GO WITH THOSE COURSE REVISIONS. Marsh asked what the language "Consent of program" means. Where do students go to get consent? It was noted that students go to the gerontology program for consent and it was clarified that students are aware of where they need to go to get consent. **Motion passed unanimously.** Next are course revisions to COMD 366X and HSCI 310. Marsh made a motion, seconded by Strid, TO APPROVE THOSE COURSE REVISIONS. **Motion passed unanimously.** Next is the change to the Degree Completion program in Health Sciences. Marsh made a motion, seconded by Ferguson, TO APPROVE THAT REVISION. **Motion passed unanimously.** On pages 9-10 there are changes from the School of Nursing. Umoren made a motion, seconded by Strid TO APPROVE THE CHANGES FROM THE SCHOOL OF NURSING. **Motion passed unanimously.**

**VI. Unfinished Business.**

- a. Appoint BC members to the General Education Committee. One more BC member is still needed to serve on the GEC from a college other than LA&S. The other two representatives

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are both from LA&S. There were no volunteers, so this will stay on the agenda.

- b. CBUS #12, FINA 290. Smith explained that this item was approved by the BC last month pending verification of nonduplication from the Department of Economics. However, Economics did see some duplication, so the departments are working on a compromise.

### VII. New Business

- a. Policy change for Degrees with Distinction. The proposed language changes the number of hours a student needs for eligibility from 60 to 45. Montag also provided changes for the Honors Program portion of this language. Ferguson made a motion, seconded by Strid. TO APPROVE THE CATALOG CHANGES FOR THE SECTION “DEGREES WITH DISTINCTION.” **Motion passed unanimously.**
- b. Bylaws change to add a UCIEL/Educator Preparation representative as a nonvoting member of the Baccalaureate Council. This is the second reading. Marsh made a motion, seconded by Gorman, TO APPROVE THE BYLAWS REVISIONS AS PRESENTED. **Motion passed unanimously.** See Appendix A.

### VIII. Upcoming Business.

- a. Minor in General Education Pathways. Klonoski said that the document BC members received is informational at this time. He and Vice Provost Birberick have been receiving feedback on the proposal from around campus that would lead to some modifications. He asked BC members to take the draft proposal back to their departments to get additional feedback. Klonoski explained what the document contains, starting with a brief overview of the current general education program. There are four broad areas in general education: foundational studies plus the three large knowledge domains (creativity and critical analysis, nature and technology, and society and culture). Students take 12 semester hours in the foundational studies, six semester hours in each of the knowledge domains, and three in any of the knowledge domains. Klonoski said there are about 180 general education courses fairly evenly distributed throughout the knowledge domains. Students can optionally take them however they choose, or they can organize them in one of seven pathways. Each pathway looks at a critical theme through a set of large questions. Each course in a pathway looks at the theme through one or more of the large questions. Currently, students who take one course from each knowledge domain in a pathway will have a pathway focus noted on their transcripts. The proposal before the BC at this meeting is to allow students to earn a minor in their pathways studies. To earn the minor, students select at least one course from each Knowledge Domain, as well as three upper-division courses from at least two different Knowledge Domains, for a total of 18 semester hours. This mirrors the structure of many other minors at NIU. Klonoski said that due to feedback that is coming in, this will not be the final proposal. Gorman added that the impetus behind the pathways was to make taking general education courses at NIU more attractive. The General Education Task Force proposed the Pathways Focus and Minor, and these were well received by students. Students liked the idea of organizing their general education courses around a central theme, making them more meaningful. Klonoski said that students will be encouraged to use courses in the Pathways Minor towards fulfilling requirements other minors. It is hoped that the Pathways Minor could be used as a conduit to other minors. Kane said he thinks it's a great idea. The

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proposal sounds like a way to make NIU more competitive with regards to general education courses. There would be value added. Marsh asked about transfer courses. Klonoski replied that due to the nature of the pathways courses being vetted to answer at least one of the larger questions, transfer courses cannot be used for a pathway. Applicable transfer courses can still be used for credit for a general education course if it's not being used towards a pathway. Klonoski added that Registration and Records has a system in place for handling the pathway. Marsh asked if a student would declare the minor and where would they do that. Klonoski replied that students would declare the pathways minor with their major college office, or if they don't have a major, with the Academic Advising Center. He met with the Academic Advising Directors and they are in favor of the proposal. Discussion followed regarding substitutions and lack of availability of upper division courses in some of the pathways. Klonoski will be meeting with the pathways coordinators to talk more about the minor and how to increase upper division course offerings. He added that the one of the responsibilities of the pathways coordinators is to ensure there is a flexible offering of courses.

Johns made a motion, seconded by Ferguson, TO ADJOURN. **Motion passed by acclamation.** The meeting adjourned at 1:35 p.m.

The next meeting of the Baccalaureate Council is November 9, 2017, 12:30-3:00, AL 125.

Respectfully submitted,

Donna M. Smith

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Appendix A

**Proposed amendment to NIU Bylaws Article 15.5: Baccalaureate Council**

Rationale: To add a representative from the University Committee on Initial Educator Licensure (UCIEL) as a non-voting member of the Baccalaureate Council. There was a representative on the former Committee on Undergraduate Curriculum. When that committee was merged with the Undergraduate Coordinating Council into the Baccalaureate Council, the UCIEL representative was inadvertently dropped. This change will add that representation back for the Baccalaureate Council.

**ARTICLE 15:  
ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY**

**15.5 Baccalaureate Council**

**15.5.1 Composition**

**15.5.1.1 Faculty Representation**

(A) One faculty seat shall be apportioned to each undergraduate degree granting college and to the university libraries.

(B) The remaining faculty seats shall be apportioned as follows:

1. Determine an allocation of nine additional seats in accordance with the ratio between the number of regular full-time faculty members in each college, excluding the College of Law and members of the supportive professional staff, to the total number of such faculty members in all undergraduate colleges, this being the number based on the most current data available from office of the executive vice president and provost.
2. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate degree programs in each college to the total number of such degree programs in all colleges. Degree programs shall be considered to be those programs offered by departments for which a separate degree title is offered; minors and emphases within degree programs shall not be considered as separate degree programs.
3. Determine an allocation of nine additional seats in accordance with the ratio between the number of undergraduate credit hours taught per year in each college to the total number of undergraduate credit hours taught per year in all colleges.

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4. Each college shall receive the maximum number of seats on the council to which it would be entitled under either formula (1), formula (2), or formula (3) of this subsection. The number of faculty seats on the council apportioned under this subsection shall be increased above nine if necessary to accommodate the total number of seats determined to be needed under the application of these formulae.

(C) Faculty members representing the colleges shall be nominated by their respective college curriculum committees and elected by their respective college faculties. The university libraries faculty representative to the BCC shall be elected by the faculty of the university libraries. The elections shall be conducted before the end of the spring semester to select those faculty members whose term begins on the following August 16. Those elected shall serve three-year staggered, renewable terms.

(D) If, in a given year, no member of the council is a voting member of the Faculty Senate, the Senate shall elect one Senate member to serve on the council as an ex officio nonvoting member for that year.

**15.5.1.2 Student Representation**

(A) There shall be one undergraduate student member from each college. This representative shall serve a one-year, renewable term beginning at the start of the fall semester and ending at the start of the succeeding fall semester. Each department granting undergraduate degrees shall nominate one undergraduate student from its department to the college student advisory committee which shall select the college representative.

(B) If the above selection procedures do not produce a minority student, or a non-traditional student, the president of the Student Association shall appoint such a student as a voting member.

**15.5.1.3 Administration Representation**

(A) The Vice Provost responsible for undergraduate education shall serve ex officio as a member of the council.

(B) One advisor shall be elected by and from the persons with overall responsibility for undergraduate student advisement in each of the undergraduate degree-granting colleges and the Academic Advising Center. The person shall be a voting member.

(C) The following, or their designees, shall serve ex officio, nonvoting: associate vice president for Student Affairs; director of Admissions; Transfer Center coordinator; a representative of Educational Services and Programs appointed by the vice provost; a representative from the University Committee on Initial Educator Licensure (UCIEL).

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### 15.5.2 Chair

15.5.2.1 The Vice Provost responsible for undergraduate education shall serve as chair of the council, and shall vote when necessary to break a tie vote.

15.5.2.2 The faculty representatives on the council shall elect from among their members a person who shall serve as the assistant chair of the council. The assistant chair shall preside over council meetings in the absence of the chair, act as a liaison between the chair and council members between meetings of the council, and perform such other duties as may be assigned by either the council or the council chair. The assistant chair shall be chosen annually at the first meeting of the council each fall semester and shall serve a renewable term of one year.

15.5.2.3 The Baccalaureate Council chair shall be responsible for transmitting curricular proposals approved by the council to the chair of the Graduate Council, the Office of Registration and Records, and the editor of university catalogs for recording and publication.

### 15.5.3 Duties

15.5.3.1 To establish general policies for undergraduate studies and baccalaureate programs, including university requirements for undergraduate programs of study.

15.5.3.2 To review proposed new undergraduate programs of study.

15.5.3.3 In accordance with the policies defined by the Illinois Board of Higher Education, the Board of Trustees, and the University Council, to determine undergraduate policies, regulations, and standards dealing with:

- Admission of entering freshman students;
- Admission of transfer students;
- Academic probation;
- Academic dismissal;
- Readmission;
- Reinstatement;
- Admission to impacted and restricted programs;
- Retention, both in the university and in particular programs;
- Undergraduate curricular policy;
- Student progress toward graduation.

15.5.3.4 To review college, school, and department policies regarding admission, retention, academic standards, and graduation requirements for their individual programs.

15.5.3.5 To review and approve decisions from the college curriculum committees regarding the substitution, alteration, addition, or deletion of undergraduate courses and programs not in the area of general education. Curriculum decisions involving course content, description, title and number shall only require Baccalaureate Council action or

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comment if they involve course duplication or overlap between colleges, cross-college concerns or university standards.

15.5.3.6 To coordinate the intercollegiate aspects of undergraduate education and encourage cooperation among units and colleges. This includes reviewing and resolving issues concerning course duplication or overlap between colleges, cross-college curricular concerns, or conflicts with university standards.

15.5.3.7 To serve as the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges such as UNIV and curricular offerings from the Division of International Programs and the Center for Black Studies. This responsibility includes usual curricular activity (new, revised, and deleted courses as well as other catalog changes), and review of these units' overall curricular offerings.

15.5.3.8 To receive reports from the its subcommittees regarding their work.

15.5.4 Minutes and reports of the Baccalaureate Council shall be deposited in the university archives and distributed in a timely fashion to the executive secretary of the University Council, to the executive vice president and provost, to deans of the undergraduate degree-granting colleges and the dean of the University Libraries, and to such others as deemed appropriate by the council.

15.5.5 Substantive changes in policies under the jurisdiction of the Baccalaureate Council are subject to review and potential disapproval by the University Council. The Baccalaureate Council shall report to the University Council changes that the Baccalaureate Council considers to be substantive. The University Council may also determine that it considers an issue to be substantive and subject to University Council review. To do so, at its next regularly scheduled meeting after receipt of such a report, the University Council will have the opportunity to indicate (by a majority vote of those present and voting) an intention to review an action of the Baccalaureate Council that was not referred to it. Whether an item is referred to University Council or is voted by University Council as substantive, University Council shall act on the proposal within the next two subsequent meetings. If the University Council does not, on the timetable indicated, indicate its intention to review an action and then vote on that action, then the action of the Baccalaureate Council will be deemed to be approved.