

**BACCALAUREATE COUNCIL**  
**November 9, 2017**  
Approved

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Voting Members

Present:

A. Ferguson (BUS), S. Marsh (BUS), B. Aranda (for J.E. Strid, EDU), E. Myung (HHS), J. Umoren (HHS), M. Cheng (LAS), L. Sunderlin (LAS), D. Gorman (LAS), R. Johns (LAS); J. Chitwood (for M. Parks, VPA), J. Siblik (VPA); L. Garcia (Libraries), M. Kane (LAS/Student), L. Marcellus (BUS/Advisor)

Ex-Officio Non-voting Members Present:

A. Birberick (Vice Provost), C. Garvey (Admissions); S. Eaton (ACCESS)

Guests/

J. Ratfield (Office of the Vice Provost); J. Montag (Registration & Records)

Consultants:

The meeting was called to order by Anne Birberick.

Introductions were made since there were new attendees present.

**I. Adoption of Agenda.** R. Johns made a motion, seconded by S. Marsh, to APPROVE THE AGENDA FOR THE NOVEMBER 9, 2017, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**

**II. MINUTES FOR APPROVAL.** The minutes for the OCTOBER 12, 2017, Baccalaureate Council meeting were approved electronically.

**III. Announcements.** Birberick reminded the committee to keep availability on their calendar for a possible Dec 14<sup>th</sup> meeting. There are two meetings scheduled for December currently (Dec. 7 and 14).

**IV. Consent Agenda.**

a. **College minutes with no undergraduate curricular items**

- i. College of Business #2
- ii. College of Education #1
- iii. College of Education #3
- iv. College of Engineering and Engineering Technology #3

b. **College minutes with undergraduate curricular items**

- i. College of Business #3 (pending GEC approval)
- ii. College of Education #2
- iii. College of Health and Human Sciences #4
- iv. College of Health and Human Sciences #6
- v. College of Liberal Arts and Sciences #1 (pending GEC approval)
- vi. College of Liberal Arts and Sciences #2 (pending GEC approval)
- vii. College of Liberal Arts and Sciences #3

c. **Other Items**

- i. GEC minutes, September 28, 2017
- ii. GEC minutes, October 19, 2017

J. Umoren made a motion, seconded by D. Gorman, TO APPROVE ALL THE ITEMS IN THE CONSENT AGENDA. Birberick requested to remove CLAS #1 from the consent agenda. **.Motion**

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passed unanimously.

**V. College Minutes for Discussion.**

**a. College of Education #4.**

A motion by A. Ferguson, seconded by S. Marsh **to approve the course revision to LTLA 305, Language Development.** The revision is to correct an error in the 17/18 catalog. **Motion unanimously approved.**

A motion by J. Umoren, seconded by R. Johns **to approve the revision for SESE 424 Methods and Strategies for Promoting Development and Teaching Infants, Toddlers, and Young Children with Disabilities and Special Needs, adding PRQ SESE 423. Motion passed unanimously.**

Birberick indicated that the SEVI 440 and SEVI 441 course revisions were removed by the College.

**b. College of Engineering and Engineering Technology #2**

A motion to DELETE THE B.G.S. CONTRACT MAJOR PENDING BOT APPROVAL was made by D. Gorman, seconded by A. Ferguson. Birberick explained this is housecleaning from Program Prioritization. **Motion unanimously approved.**

A motion by R. Johns, seconded by S. Marsh to APPROVE a new course ELE 459. **Motion unanimously approved.**

A motion made by J. Umoren, seconded by M. Cheng to APPROVE a COURSE REVISION FOR ELE 457 PROCESSOR-BASED SYSTEMS, adding a PRQ of ELE 360. There was a question regarding the rationale, which was explained when the identity of ELE 360 was found in the catalog. **Motion unanimously approved.**

**c. College of Engineering and Engineering Technology #4.**

Birberick said the Department of Mechanical Engineering is attempting to change MEE 481, Engineering Design Seminar, a 1 credit course, to a 3 credit hours course using same course number with the name of Senior Mechanical Engineering Design I. Discussion included the difficulty if a student needs to retake the course. Discussion about whether there is an administrative way to allow the use of the same course number. **S. Marsh made a motion to TABLE action on the course deletion/new course addition with the same course number (MEE 481), seconded by L. Marcellus. Motion to table and request information from department unanimously approved.** The committee wants to know whether it is a new course or a course revision. If it is a new course, then it needs a different number. The department also needs to address how they are going to deal with the change in credit hours.

A motion by A. Ferguson, seconded by J. Umoren to APPROVE the course revision for MEE 330 MATERIALS SCIENCE, adding the PRQ of MEE 212. **Motion unanimously approved.**

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A motion by R. Johns, seconded by D. Gorman to APPROVE THE COURSE REVISION FOR MEE 390 EXPERIMENTAL METHODS IN MECHANICAL ENGINEERING making a change to the PRQ. **Motion unanimously approved.**

A course revision for MEE 482 SENIOR MECHANICAL ENGINEERING DESIGN II was discussed. A. Ferguson questioned the language about subject matter expert and who would assign the grade; the department doesn't specify – will that be done by the instructor of record or the SME. The committee feels that there is extraneous information in the catalog language. D. Gorman made a comment about the course being required to be taken in the fall. That information does not need to be in the catalog. **A. Ferguson made a motion, seconded by S. Marsh to TABLE a decision on MEE 482** and ask the department to clarify as well as how it lines up with MEE 481. **Motion passed unanimously.**

R. Johns made a motion to APPROVE THE **DELETION OF TECH 377A MICROCONTROLLERS AND INTERFACING LABORATORY**, seconded by J. Umoren. **Motion unanimously approved.**

A motion by S. Marsh, seconded by D. Gorman to APPROVE new course TECH 325 PROGRAMMABLE ELECTRONIC CONTROLLERS, new course TECH 462, CNC PRODUCTION PROGRAMMING and a course revision to TECH 425 ADVANCED PROGRAMMABLE ELECTRONICS CONTROLLERS. **Motion unanimously approved.**

- d. College of Health and Human Sciences #3.** J. Umoren made a motion, seconded by A. Ferguson, TO APPROVE THE UNDERGRADUATE CURRICULUM ITEMS IN COLLEGE OF HEALTH AND HUMAN SCIENCES #3 (9/22/17). **Motion passed unanimously.**

A Birberick indicated that this contained AHLS course revisions where they are updating the names for some content revision. This also included the deletion of the Public Health degree completion program due to program prioritization. S Marsh asked about the change in minor coursework taken at NIU and it was determined that this can be enforced via MyNIU.

- e. College of Health and Human Sciences #5.**

This includes a new courses, HDFS 399 Orientation in Child Development Laboratory, HDFS 440 Therapeutic Play, HDFS 477 Domestic Violence and Trauma in the Family and HDFS 478 Child Welfare Foundations. There was evidence presented that the department had checked for non-duplication. A motion was made by J. Umoren, seconded by E. Myung to approved these new courses. **Motion approved unanimously.**

J. Umoren made a motion, seconded by L. Marcellus to approved the course revision for FCMD 469. **Motion passed unanimously.**

A motion was made by S. Marsh to approve changes to Emphasis #2 Family Social Services, seconded by L. Sunderlin. **Motion approved unanimously.**

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A motion was made by R. Johns to approve changes to Emphasis #3 Child Development, seconded by L. Garcia. **Motion approved unanimously.**

**f. College of Liberal Arts and Sciences #16.**

A motion was made by D. Gorman, seconded by B. Arando to approve the course revision for ENGL 305 Principles of Writing Literary Criticism. **Motion approved unanimously.**

MATH 211 – CALC FOR BUSINES AND SOCIAL SCIENCE – the department wishes to change the number of credit hours from 3 to 4. The course really didn't change however it had been mislabeled. There was discussion about how a repeat would be handled. M Kane also asked about whether or not all the programs that contain the course had been notified. S. Eaton mentioned that MATH 211 is the one of the courses most requested for tutoring; the change in hours will impact tutoring until they have a tutor who has been enrolled in the 4 hour course. A motion was made by D. Gorman, seconded by L. Marcellus to approve the credit hour change for MATH 211. **Motion passed unanimously.**

A motion was made by S. Marsh, seconded by A. Ferguson to approve the changes for the Department of Physics for requirements in the department and total hours. **Motion passed unanimously.**

A motion was made by S. Marsh, seconded by A. Ferguson to approve CLAS Minutes #1. **Motion passed unanimously.**

g. **College of Liberal Arts and Science #1.** A motion was made and seconded TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF LIBERAL ARTS AND SCIENCES #1 (9/6/17). **Motion passed unanimously.**

**h. College of Visual and Performing Arts #2.**

Birberick indicated that ART 200/300 and limited admission language are still under discussion. Chitwood and Siblik stated that ART 200/300 have been withdrawn by the college.

The School of Music is deleting the cooperative education/internship in Music because it is no longer in operation. A motion to approve the deletion of Cooperative Education/Internship in Music was made by A. Ferguson, seconded by J. Chitwood. **Motion approved 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. Birberick asked for volunteers from any college other than LAS. There were no volunteers, so this will stay on the agenda.
- b. CBUS #12, FINA 290. Nothing more to report. Economics and Finance are still communicating about this.
- c. CHHS #2. The BC tabled new course UHHS 101 on 10/12/17. Concerns were expressed as

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to why a student would need to take an orientation course twice. If the course is supposed to be a topics course, that should be part of the description. If it's supposed to offer first year students with an orientation, then upperclassmen a course to prepare them for graduate school, there really should be two separate courses. Another BC member pointed out that the course description doesn't match the rationale. **This item was withdrawn by the college.**

**VII. New Business**

a. APPM changes.

Birberick indicated that the APPM updates are predominantly language clean up. Language added for new course request to specify that a course meets the Human Diversity or Writing Infused criteria. A motion was made by M. Cheng, seconded by D. Gorman to accept the presented changes. **Motion approved unanimously.**

S. Marsh indicated she is involved in the HLC process and asked that the APPM be updated to reflect the changes that were made to the curricular process. Birberick thought those had been done and said she would discuss with Smith.

**VIII. Upcoming Business.**

Expect a policy change related to withdrawal for undergraduates to be brought forward at the next meeting, Dec. 7.

S. Marsh made a motion at 2:00 p.m, seconded by L. Garcia, TO ADJOURN. **Motion passed by acclamation**

**The next meeting of the Bacculaureate Council is December 7, 2017, 12:30-3:00, AL 125.**

Respectfully submitted,

Jeanne Ratfield  
Administrative Assistant to the Vice Provost