

**BACCALAUREATE COUNCIL**  
**September 13, 2018**  
Approved

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Voting Members Present: A. Ferguson (BUS), S. Marsh (BUS), R. Caughron (EDU), L. Hedin (EDU), L. Guo (EET), R. Kilaparti (EET), S. Geiger (HHS), E. Myung (HHS), A. Bennett (LAS), M. Cheng (LAS), D. Gorman (LAS), M. Lenczewski (LAS), L. Sunderlin (LAS), J. Wolfskill (LAS), J. Hathaway (VPA), J. Siblik (VPA), L. Garcia (Libraries), R. W. Murphy (HHS/Student), M. Myles (EDU/Advisor)

Ex-Officio Non-voting Members Present: O. Ghrayeb (Vice Provost)

Consultants: A. Byrd (Registration and Records), C. Garvey (Admissions), D. Smith (Catalog Editor/Curriculum Coordinator),

Guests: R. Kersh (Associate Vice Provost Engaged Learning)

The Baccalaureate Council (BC) meeting was called to order by Vice Provost Omar Ghrayeb. He introduced himself and said he sees this body as the guardian of the curriculum as well as policies and standards.

- I. **Introductions.** Introductions were made. Ghrayeb thanked the BC members. He added that the work of this council is about students and their voice is important. He will be working on adding more students to this council so the student voice can be heard. Ghrayeb explained that he is a non-voting, ex-officio member and serves as the chair for the BC.
- II. **Adoption of Agenda.** Marsh made a motion, seconded by Lenczewski, to APPROVE THE AGENDA FOR THE SEPTEMBER 13, 2018, BACCALAUREATE COUNCIL MEETING. **Motion passed unanimously.**
- III. **Election of assistant chair.** Ghrayeb explained that per the BC bylaws, an assistant chair is needed. Marsh asked what the duties are and Ghrayeb responded that the assistant chair meets with himself and Smith to set the BC meeting agenda. Gorman added that the assistant chair runs the BC meetings in Ghrayeb's absence. Marsh nominated Ferguson to be the assistant chair for the BC. There were no other nominations so Ferguson was elected by acclamation.
- IV. **First Meeting Enclosures.** The documents were posted on OneDrive. Ghrayeb instructed BC members that it is important to review all meeting documents prior to the BC meeting.
  - a. Meeting Schedule. Ghrayeb went through the meeting dates and reminded BC members that attendance is very important given the critical work of the BC. If any BC member can't make a meeting, they should try to send someone in their place to ensure quorum and to let Smith know so she can include them on the OneDrive page.
  - b. Membership List. Ghrayeb will work with the colleges and the Student Association to get more student representation.
  - c. Bylaws. Ghrayeb went over the duties of this council. He spoke about the baccalaureate student learning outcomes and that it's important students are getting those outcomes in the curriculum. He added that the council's work is on the big picture. Council members need to trust the opinions of the specific units, but need to ask questions about how units will support the overarching mission of a

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baccalaureate education. Other things BC members should consider are how changes make students' lives easier and their transitions smoother. Marsh added sometimes catalog revisions still aren't clear, and if the need is to communicate with students, the language needs to be clear for students as well as the advisors who are working with them. Gorman agreed and said the BC should not be editing the catalog but should support the educational mission. Gorman also said that the BC should take into consideration any policy that might infringe on tenured faculty. Caughron said that the Advising Directors need to understand curricular changes as well.

- d. Operating Procedures.
- e. Approved minutes from the April 12, 2018, BC meeting. These are just informational.
- f. Working Rules. The working rules outline times for presenting positions and if two units are in disagreement.
- g. Non-duplication and Impact on Other Units. This form explains what departments need to do if there might be impact on another department. Ghrayeb explained this is the responsibility of proposing program to verify that there is no duplication with new course proposals. Programs also need to check on capacity for courses they are adding outside their college to ensure that students will be able to easily get into those courses.
- h. Guidelines for Certificates of Undergraduate Study. Ghrayeb said is it great to offer this option to students, but there needs to be value added with these programs. A good certificate can increase a student's employability.
- i. Guidelines for the Development of Interdisciplinary Courses. Recent research is recommending more interdisciplinary courses so students graduate with a more well-rounded education and aren't place bound in their majors. The BC is the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges, specifically UNIV 101 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), general education submissions/resubmissions, and review of these units' overall curricular offerings.
- j. Procedures for Requesting a New Degree Program or Off-Campus Degree-Granting Authority and Delivering a Degree Program Online and New Program Form. Caughron asked how can changes get implemented faster to get students more excited about program offerings (see further discussion under XI.a. below).

**V. Announcements**

- a. Council 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) 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.
- b. Section C attachments, items previously in Section B, now reported for inclusion in the 2018-19 or 2019-20 Undergraduate Catalog. Smith explained that these documents are informational for the BC.

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They are curricular changes previously approved by the BC, but which needed additional approvals by others such as President Freeman, the Board of Trustees (BOT), or the Illinois Board of Higher Education (IBHE). These documents report that the final approvals have been received and the curricular changes can now be included in a catalog.

**VI. Consent Agenda.** The consent agenda is established by the BC executive committee. Items on the consent agenda are college minutes with no undergraduate curricular items or proposals that are non-controversial. Also on the consent agenda are minutes from committees that report to the BC: Committee for the Improvement of the Undergraduate Academic Experience (CIUAE), General Education Committee (GEC), and the Honors Committee.

- a. **College minutes with no undergraduate curricular items**
  - i. College of Business #13 (AY 2017-18—Note: The BC does not need to approve writing infused courses)
  - ii. College of Health and Human Sciences #14 (AY 2017-18)
  
- b. **College minutes with undergraduate curricular items**
  - i. College of Business #11 (AY 2017-18)
  - ii. College of Business #12 (AY 2017-18)
  - iii. College of Education #9 (AY 2017-18)
  - iv. College of Health and Human Sciences #13 (AY 2017-18)
  
- c. **Other Items**
  - i. GEC meeting minutes from April 19, 2018

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

**VII. College Minutes for Discussion.**

- a. **College of Education #10 (AY 16-17, pages 3).** Lenczewski made a motion, seconded by Caughron, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #10 (4/4/17). Smith pointed out that these were off the consent agenda for a new course proposal (ETT 358). A brief discussion regarding nonduplication followed. **Motion passed unanimously.**
  
- b. **College of Education #11 (AY 17-18, pages 1-3, pending BOT approval).** Ferguson made a motion, seconded by Caughron TO APPROVE THE UNDERGRADUTE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #11 (3/6/18). Smith reported that the course revision for SEVI 400 and the other catalog changes for the B.S.Ed. in special education were withdrawn by the college. This is so they can address recent changes from the Illinois State Board of Education (ISBE). Marsh asked about new language for the athletic training program that states: “After completing three additional semesters of study in the M.S.A.T. program, . . .” She suggested that using semester hours would be a more specific measure of progress for students. Council members also questioned if this change should be for the Graduate Catalog either instead of or in addition to the BC. Since the new language outlines requirements for earning a master’s degree, that section should be in the Graduate Catalog. Discussion followed and it seems as if this new language is to transition from the bachelor’s degree to the master’s degree, however, there were still some items

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that need to be clarified. There also were questions as to why a new undergraduate course is being proposed when the bachelor's program is being deleted. Caughron said it may be due to accreditation for the athletic training program. Caughron made a motion, seconded by Wolfskill, **TO TABLE THE UNDERGRADUATE CURRICULAR ITEMS FROM THE DEPARTMENT OF KINESIOLOGY AND PHYSICAL EDUCATION. Motion passed unanimously.** Ferguson asked about language for the B.S.Ed. in special education where they require students to earn a grade of C or better in the Nature and Technology general education requirement and can this be programmed in MyNIU. Byrd said she was pretty sure that it could be. Myles stated that all these requirements are carefully tracked by hand for every initial licensure student per mandates from ISBE. There was a question if there is a list of these courses and Smith noted that there is; they are part of the general education knowledge domain requirements. It was also noted this section is one of the items that the college has asked to be withdrawn from consideration at this time. Caughron made a motion, seconded by Marsh, **TO APPROVE THE REMAINING UNDERGRADUATE CURRICULAR ITEMS FOR COLLEGE OF EDUCATION #11.** Hedin explained the deleted courses are a result of the department revising the program from top to bottom. The deleted course will be replaced by new courses that have been added. **Motion passed unanimously.**

**VIII. Unfinished Business.** None.

- a. CBUS #12 (AY 16-17). New course FINA 290, Quantitative Finance for Scientists and Engineers, was tabled at the 9/14/17 BC meeting for verification of nonduplication from Economics.—Nothing new to report.
- b. CLAS #5. New course ECON 290, Economic Data Analysis with Excel, was tabled at the 12/7/17 BC meeting for verification of nonduplication from the Departments of FINA and OMIS. AS of 4/18/18, the CLAS curricular secretary had the verifications, but changes were made to the course that still need college approval.
- c. College of Health and Human Sciences #12—course revision for FSMD 272—This has been sent back to the School of Family and Consumer Science for further consideration. No action to be taken at this time.

**IX. New Business**

- a. Appoint BC members to the GEC (three from at least two colleges). Ghrayeb said there are three standing committees that report to this council: CIUAE, GEC, and Honors. The GEC and Honors have representatives from the BC. For the GEC, three BC members are needed from at least two colleges. The volunteers are Caughron, Gorman, and Hedin.
- b. Appoint BC member to the Honors Committee. Marsh volunteered to serve on the Honor's Committee.
- c. Appoint BC member to the University Assessment Panel (UAP). Janet Hathaway is already on the UAP, so she will serve at the BC representative as well.
- d. New Course Proposal – Introduction – Renique Kersh, AVP for Engaged Learning. Kersh reported that her area will be submitting a new course proposal for a second semester course for CHANCE students as a follow-up to UNIV 101. The new course will be UNIV 102. It will focus on student

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success and ensure students are prepared for the work force after graduation. Caughron asked what will students learn and Kersh replied financial literacy, career development and planning, and engagement/High Impact Practices (HIP). The course will also build on social capital content students receive in UNIV 101. CHANCE counselors, who teach CHANCE sections of UNIV 101, will also be the educators for UNIV 102. Caughron asked where the funding will come from and Ghrayeb replied that it comes from the vice provost's budget. Sunderlin asked if there would be a similar course to follow the transfer course, UNIV 201. Kersh replied no; CHANCE students come in as freshmen only and would not be taking UNIV 201. Wolfskill asked if UNIV 102 would be restricted to only CHANCE students and Kersh replied that the intended population for UNIV 102 is CHANCE students. It was noted that CHANCE students are required to take UNIV 101. Ghrayeb reported that data show that students who take UNIV 101 have better persistence to retention and graduation than students who don't take it. Byrd suggested that UNIV 101 be considered as a prerequisite for UNIV 102. She also asked Kersh to think about what happens if a student can't take UNIV 102 in their second semester. Ferguson asked about duplication with career development and planning within colleges. Ghrayeb noted this may be a larger topic regarding what skills development happen across the university versus within each college/major, but BC members asked Kersh to think about this when considering duplication.

- e. Honors Catalog Change. Gorman made a motion, seconded by Ferguson, TO APPROVE THE REVISED CATALOG LANGUAGE FOR HONORS. Smith said they are putting in the catalog what they're already doing in practice. **Motion passed unanimously.**

**X. Upcoming Business.**

- a. Streamlined Curricular Approval Process. Ghrayeb said he feels the frustration that the curricular approval process can be a slow one. Currently, for items to appear in an upcoming catalog colleges have until mid-November to get those to the catalog editor/curriculum coordinator. He understands this can be a problem. Ghrayeb added that as he went through the interview process for the vice provost position, he heard from a number of stakeholders that the process is lengthy, so he feels this should be his first charge. He acknowledged the current process is not conducive to innovation for curriculum. For each step of the process he has been asking similar questions: is this step needed for accreditation or a specific mandate, is it in compliance with an NIU policy or procedure, is it because that is how it's always been done. For example, it was discovered that the HLC requires records of curriculum meetings to document that curriculum is the realm of the faculty. This includes the meetings at the college level. Then the question is can shorter more streamlined minutes be submitted. He has looked at other universities and there are solutions. Other concerns are which catalog are students accountable to if the catalogs are updated more than once a year. What happens to policies, i.e., do those also get updated twice or year or should policies be static for a year. Any change to the curricular approval process should be conducive with reality but also meet the concerns of stakeholders. Marsh said that oftentimes the questions this body asks are predictable and can those questions either be answered prior to the meeting or can those proposing the change attend the BC meeting in order to answer any questions. Caughron asked who is the gatekeeper for changes that come through and Smith said she is. She added that she tries to go through all the college curriculum minutes to catch any questions the BC may need answered prior to the full BC meeting. She said that as this year's BC members go through the documents, to let her know at any time if they have questions and she will follow-up with the appropriate program. Hedin asked if there was a list of FAQs for preparing curriculum proposals and Smith replied that the Academic Policies and Procedures Manual (APPM) provides answers to those questions.

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Ghrayeb asked Ferguson to provided training for new members as part of the assistant chair duties. Byrd said the MyNIU system is not a limitation on what can be done with curricular changes and Registration and Records is always happy to help, even at the college level. She is willing to attend any of those meetings if there is a question of how can this be programmed. Garvey said the same for changes related to policies, e.g., limited admissions programs. Any change needs to be considered with students in mind and if there will be repercussions; that has to be worked out ahead of time. Wolfskill asked if changes can be made to the catalog at any time and Ghrayeb read from the notices section of the catalog that changes can be made at any time.

- b. **Withdrawal Language.** Ghrayeb said that retention and enrollment management are priorities and policies need to ensure that NIU helps students who attend the university. One of the upcoming changes will have to do with withdrawals, i.e., making withdrawals easier for students and taking into consideration reasons students withdraw. Possible barriers to graduation also need to be reviewed as well as the services needed to assist students, such as tutoring and the writing center.
- c. **Human Diversity Requirement and Writing Infused Courses.** Ghrayeb said that changes to these requirements are forthcoming. His office has been looking at how to assist students who took courses that fulfill the Human Diversity Requirement (HDR), but weren't designated as such when those students took the courses. He outlined a number of exceptions that will be considered:
  - i. Any HDR course if taken before designation
  - ii. Any course from another institution that articulates to any of NIU's HDR courses even if it's not so designated at the home institution
  - iii. Any course that transfers in that is designated as an HDR at the other institution. Ghrayeb thanked the various units who made these exceptions possible.

XI. Other items of business.

- a. **Online vs. face-to-face courses.** Caughron wondered if a study of upper classmen could be done to get their preferences regarding online vs. face-to-face courses. He feels NIU is going to be left behind its competitors if more online options aren't offered. Discussion followed regarding who should make the decision about online courses, infrastructure that needs to be in place to offer more online courses and programs, and the assistance provided by Jason Rhode and the rest of the staff in Faculty Development and Instructional Design. There is no one solution, nor an easy solution.

A motion was made and seconded TO ADJOURN. **Motion passed by acclamation.** The meeting adjourned at 2:40 p.m.

The next meeting of the Baccalaureate Council is October 11, 2018, 12:30-3:00, AL 125.

Respectfully submitted,

Donna M. Smith