

**OFFICIAL MINUTES
BACCALAUREATE COUNCIL
Seventh Meeting/ 2019-2020 Academic Year
March 19, 2020**

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Voting Members: A. Ferguson (BUS), S. Ehsani (BUS), L. Hedin (EDU), J. Ryu (EET),
Present L. Guo (EET), S. Geiger (HHS), E. Myung (HHS), L. Crowley (LAS), S. Daskal (LAS), I. Gomez-Vega (LAS), M. Lenczewski (LAS), J. Wolfskill (LAS), J. Hathaway (VPA), J. Siblik (VPA), W. Finley (Libraries), C. Maher (Advisor), A. Schatteman (Faculty Senate), J. Cazares (Student Representative, CLAS)

Ex-Officio Non- O. Ghrayeb (Vice Provost), E. Armstrong (Director, Military), J. Montag
Voting Members (Registration and Records), C. Garvey (Admissions), K. Saalfeld (Transfer
Present: Center), M. Hannon (Administrative Assistant to the Vice Provost)

The Baccalaureate Council (BC) meeting was called to order at 12:30 p.m. by Vice Provost and Chair Omar Ghrayeb.

I. ADOPTION OF AGENDA – Ferguson made a motion, seconded by Gomez-Vega, to APPROVE THE AGENDA FOR THE March 19, 2020 BACCALAUREATE COUNCIL MEETING. **The motion passed unanimously.**

II. APPROVAL OF MINUTES – Ghrayeb announced that the minutes from February 13, 2019 had been **approved by quorum** via email and have been uploaded in the BC TEAMS site for review and retrieval.

III. ANNOUNCEMENTS

- A. Hannon introduced Julian Cazares the new student representative from the College of Liberal Arts and Sciences.
- B. Hannon introduced Alicia Schatteman, the new representative from the Faculty Senate. Schatteman was incorrectly identified as a representative from the University Council in the agenda for the March 19, 2020 BC meeting.
- C. Member Steve Daskal was not represented by designee Leonard Clapp as was notated in the agenda for the meeting. Daskal was present.
- D. Hannon announced that the undergraduate and graduate catalogs were published on March 13, 2020 and can be viewed online. Ghrayeb noted that the online catalogs are the official catalogs of NIU. As such, there will be no hard copy catalogs published. A searchable PDF will be provided and any department can print that if they desire.
- E. Hannon announced that the Human Diversity and Writing Infused BC approved APPM updates were now published and available in the new online submission format.

IV. CONSENT AGENDA

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A. Hathaway made a motion to approve the consent agenda items with no undergraduate curricular items. Siblik seconded and THE MOTION TO APPROVE **the following minutes was APPROVED unanimously.**

1. College of Business
 - a. CBUS 06 (AY 2019-20)
 - b. CBUS 07 (AY 2019-20)

2. College of Education
 - a. CEDU 10 (AY 2019-20)
 - b. CEDU 11 (AY 2019-20)
 - c. CEDU 12 (AY 2019-20)

V. DISCUSSION AGENDA

A. *College of Business* – Ferguson introduced the items from the College of Business that were being requested for inclusion for the Fall 2020 semester. Ferguson explained that the department of Finance is restructuring FINA 395, a course for career planning for into a sequence of 1 credit courses that need to begin in fall. Ghrayeb lauded this innovative approach to presenting career planning into the curriculum early in the process, where it could be more impactful for students; allowing them to make more intentional decisions. Ghrayeb stated that he hoped other departments would look to this approach as an example of outcome driven curriculum.

Ryu asked for clarification as to why FINA 395 was not being deleted from the course offerings. Ferguson responded that it may be phased out, but current students still need to complete the course to meet their graduation requirements. Siblik made a MOTION TO APPROVED DISCUSSION ITEMS A(1-6). This was seconded by Ehsani and it was **approved unanimously.**

1. Item CBUS19.20.08.02 – New Course *FINA 391* (Once approved this course will be added as a Writing Infused course per approval in the CBUS. CBUS is seeking approval to add this new course for Fall 2020.
2. Item CBUS19.20.08.03 – New Course *FINA 392* - CBUS is seeking approval to add this new course for Fall 2020. See documents for Rationale.
3. Item CBUS19.20.08.04 – New Course *FINA 393* - CBUS is seeking approval to add this new course for Fall 2020. See documents for Rationale.
4. Item CBUS19.20.08.05 – New Course *FINA 394* - CBUS is seeking approval to add this new course for Fall 2020. See documents for Rationale.
5. Item CBUS19.20.08.06 – New Course *FINA 474* – CBUS is NOT seeking approval to add this new course for Fall 2020.
6. Item CBUS19.20.08.08 – New Certificate – *Financial Planning* – will go to the BOT for approval.

B. *College of Health and Human Sciences* – Daskal made a MOTION TO APPROVE

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DISCUSSION ITEMS B(1-2). This was seconded by Ferguson and it was **approved unanimously**.

1. Item CHHS19.20.SM.01 – AHLS 335 is a new course for the 20-21 academic year. It was approved by the BC in Fall 2019. At the time of approval CHHS neglected to include the prerequisites necessary for the course. Given the student impact, CHHS is requesting that this update be effective for Fall 2020.
2. Item CHHS 19.20.SM.02 – AHLS 450 is a new course for the 20-21 academic year. It was approved by the BC in Fall 2019. At the time of approval CHHS neglected to include the prerequisites necessary for the course. Given the student impact, CHHS is requesting that this updated be effective for Fall 2020.

VI. NEW BUSINESS

- A. Add/Drop/Withdrawal Policy Proposal– the new policy was presented by Ghrayeb who informed the BC that the policy development was an 18 months process working in consultation with many stakeholder groups across campus. These groups included the Bursars Office, Financial Aid, Registration and Records, and the academic advisors. The process was intentional and the proposal evolved over the course of the discussions with advisors being key influencers of the final product.

Ghrayeb highlighted the key areas of the proposal:

- The shift from week 8 to week 10 for withdrawal gives the student opportunity to receive their midterm grades and make an informed decision about withdrawing based on performance.
- Terms are defined and there is transparency in both the reduction or adjustment of tuition and fee charges expectations and the impact of the withdrawal on the transcript notation.
- Week 10 lines up with the established financial aid benchmarks.
- The process of a course withdrawal or a semester withdrawal is clear and the actions the student needs to take to achieve either end is easy to understand.
- Requiring that the College Advising Office or the Academic Advising Center to process any withdrawal after the Week 1, allows the advisors to assess if intervention or support is necessary for success.
- If a hardship request, which occurs between Week 11 and 15, is granted there is no academic jeopardy and a W for the course is reflected on the transcript.
- If the hardship request is denied, there is now an appeal process for the student in place that is transparent.

Hathaway made a motion to **APPROVE THE PROPOSAL**. Ferguson seconded the motion. Ghrayeb called for discussion.

Wolfskill inquired about when the proposal will take effect. Ghrayeb explained that key university stakeholders were in discussion for it to take immediate effect given the Covid 19 pandemic. This is a circumstance beyond anyone's control and if approved, this proposal has the hardship language that will cover this situation. If not approved, an emergency policy would be enacted regardless to support our students. Ghrayeb

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stressed that it is the intention to support students during the transition to online learning so that they can persist and be successful. There will not be a mass announcement that they can take advantage of this policy, but students will be directed to meet with their academic advisors to discuss options. Advisors are in the unique position to assess the needs of each student and how to support them.

Wolfskill asked if this will be in effect for the summer term. Ghrayeb indicated that it will function the same as a half-semester course in a regular term. Ryu asked for clarification of the process between Week 3 and Week 10 and the role of the department. Ghrayeb indicated that all requests will be processed by the College Advising Office or the Academic Advising office. The department will not have to approve these requests.

Ghrayeb again stressed that the rationale for this lies in the relationship the advisor has with the student. We want our students to persist and their advisor is the best resource for them. Consequences and benefits can be discussed so that an intentional decision is made; given what is best for the student.

Siblik inquired about how the policy falls with AACRAO's benchmarks. Montag responded that it is in line with what other schools in the country are doing. NIU's policy falls in the middle with some institutions being more generous and a few being more stringent. Siblik also questioned if NIU has already seen large numbers requesting withdrawals due to Covid 19. Ghrayeb indicated that there is not yet data on this and he was expecting to see more inquiries next week. Siblik noted that it would be helpful in the roll out if the 18 month process of development was highlighted. Stressing that this is a thoughtful and carefully crafted proposal that happens to coincide with the current Covid 19 situation instead of a response to it.

Wolfskill wanted to know what additional committees would approve the policy proposal. Ghrayeb indicated that it would be discussed with the faculty chair of the University Council, Kendall Thu, for next steps.

Cazares wanted to know how the information would be disseminated to students. Ghrayeb explained the structure of the websites that are conveying this information, stating that NIU wants to be able to support students through this crisis – Covid 19 – mitigating impact to our students. We have multiple layers of support from the college level up to assist them.

Ghrayeb called for the vote, the **MOTION TO APPROVE** the Add/Drop/Withdrawal Policy Proposal was **UNANIMOUS**.

VI. ADJOURNMENT – Ghrayeb called for a motion to adjourn and Siblik made the motion. The motion was **APPROVED unanimously** and the BC adjourned at 1:22 p.m.

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The next meeting of the Baccalaureate Council is April 9, 2020 at 12:30-3:00, HSC Sky Room or via Teams virtual meeting. The final meeting of the BC for academic year 2019-20 is schedule for May 7, 2020 at 12:30-3:00, HSC University Suite.

Respectfully submitted,

Denise Halverson
Curriculum Coordinator/ Catalog Editor