

OFFICIAL MINUTES BACCALAUREATE COUNCIL

**Seventh Meeting/Academic year
2023-24 May 9, 2024
Meeting Format: Teams**

Voting Members Present: Cho, K-T. (CEET), Linner, A. (CAST), Saravanan, A. (CHHS), Ferguson, A. (CBUS), Chubenko, O. (CLAS), La France, B. (CLAS), Ehsani, S. (CBUS), Hart, B. (CVPA), Strid, J.E. (CEDU), Caughron, R. (CEDU), Gidaszewski, T. (CLAS), Boughton, D. (CVPA), McGowan, B. (Libraries), Holland, N. (Advising).

Voting Members Absent: Salehinia, I. (CEET), Thepboriruk, K. (CLAS),

Ex-Officio Non-Voting Members Present: Garvey, C. (Admissions), Schatteman, A. (Vice Provost), Hutchinson, A. (CHANCE), Schmitz, C. (Office of Registrar), Lagunas, M. (Admission), Gawron, I. (Office of Vice Provost), Lopez, R. (Transfer Director), Horgan, S. (Assoc Director of Career Services), Pillsbury, B. (Director of Career Services).

Ex-Officio Non-Voting Members Absent: N/A

The Baccalaureate Council (BC) meeting was called to order at 12:31 p.m. by Alicia Schatteman, Vice Provost of Academic Affairs.

- I. ADOPTION OF AGENDA – Schatteman called for a motion to adopt the agenda. Ferguson motioned a vote to adopt the agenda. La France seconded. All voted in favor.
- II. APPROVAL OF MINUTES – Schatteman indicated the minutes were approved via email.
- III. ANNOUNCEMENTS
 - a. Career and Curriculum: Discussion of “The Integration of Career Readiness into the Curriculum”
 - i. Horgan and Pillsbury presented information related to career development in program curriculum. Topics included: The importance of academic experience for resumes/career development; highlighting career relevancy in classrooms; importance of internships/partnerships; NACE report; and highlighting values.
 - b. High School Equivalency Exam Policy Change
 - i. Garvey and Lagunas presented changes to the exam policy to better serve students. Topics included: The different ways to pass high school-level education (GED, state recognized High School Equivalency options, etc.); deficiency in catalog language; and the importance of including updated language

for equity reasons. Caughron motioned to approve the proposal for the 24-25 catalog. La France seconded. All voted in favor.

- c. Curricular Deadlines 24-25 Academic Year
 - i. Gawron/Schatteman briefly explained the document and indicating the deadlines are mostly the same as they historically have been while we figure out the first year with Curriculog.
- d. Grade Review Process Discussion
 - i. Schatteman briefly indicated that discussions to review this policy will occur in the next academic year given a grade appeal situation that occurred that highlighted the current policy being out of date. The policy has not been updated since 2012.
- e. General Education Committee – Adoption of Philosophy and Principles
 - i. Caughron and Schatteman briefly explained the process of updating the Philosophy and Principles of Gen Ed and the new criteria to review courses for. They highlighted the emphasis on assessment and better criteria for if 400-level courses and prerequisites should be listed. Gidaszewski motioned to approve the new Gen Ed criteria. La France seconded. All voted in favor.
- f. Part 1 – Submitted to BC as Expedited
- g. Part 2 – Determined to be Expedited by the BC Executive Committee
 - i. Schatteman/Ferguson explained the expedited proposals briefly. There was little discussion besides a procedural point on a proposal potentially being out-of-date with previously approved proposals. Caughron motioned to approve the expedited proposals. La France seconded. All voted in favor.

IV. DISCUSSION AGENDA

- a. Dates listed after items are when the items were approved at the College
 - i. College of Business –
Schatteman/Ferguson explained the proposals briefly. Caughron motioned a vote to approve the proposals. La France seconded. There were little discussion on the proposals. All voted in favor.
 - 1. Professional Selling Certificate – Program Revision – 3/19/2024
 - 2. Integrated Certificate in Digital marketing/MS in Digital Marketing – Program Deletion – 3/19/2024
 - 3. Integrated Certificate in Professional Selling/M.S. in Digital Marketing – Program Deletion – 3/19/2024
 - 4. Integrated Certificate in Retail Management/M.S. in Digital Marketing – Program Deletion – 3/19/2024
 - 5. Integrated Minor in Marketing/M.S. in Digital

Marketing – Program Deletion – 3/19/2024

ii. College of Education – *No Curricular Items*

iii. College of Engineering – *No Curricular Items*

iv. College of Health and Human Sciences –

Schatteman/Ferguson explained the proposals briefly. The discussion centered around the Homeland Security program revision to remove a CHHS specific track. Caughron motioned to approve the CHHS proposals. La France seconded. The topics included: how the program appears defunct in general given required courses have not been offered for several years with faculty who teach the course(s) being retired; about how the program should be deleted with the one department wanting to keep the program should submit a new program proposal to “move” it to their department; and various procedural questions with how to resolve university-level certificates, consistencies in the process, etc. The discussion included: Schatteman, Ferguson, Holland, Caughron, McGowan. 9 voted in favor. 0 against. 1 abstention. The motion was approved.

- FSMD 453 – Course Deletion – 3/8/2024

- FSMD 470 – Course Deletion – 3/8/2024

- FSMD 365X – Course Deletion – 3/8/2024

- Fashion Merchandising – Program Revision – 3/8/2024

- Homeland Security – Program Revision – 3/8/2024

- HDFS 477 – Course Revision – 4/5/2024

- HDFS 482 – Course Revision – 4/5/2024

v. College of Liberal Arts and Sciences –

Schatteman/Ferguson explained the proposals briefly. There was little discussion on the proposals. Caughron motioned to approve the CLAS proposals. McGowan seconded. All voted in favor.

1. BIOS 108 – New Course – 4/5/2024

2. Philosophy BA/BS – Program Revision – 4/5/2024

vi. College of Visual and Performing Arts – *No Curricular Items*

vii. Honors – *No Curricular Items*

viii. Directly to BC – *No Curricular Items*

V. UNFINISHED BUSINESS

No Items

VI. NEW BUSINESS

a. UNIV Course Evaluations Fall 2023 (Discussion)

- i. Schatteman briefly indicated that Fall 2023 UNIV course evaluations are occurring and a bit of background with how it is a provost office responsibility that reports to BC.

b. Exam Credit Catalog Policy

- i. Schmitz explained the rationale for the Exam Credit catalog change mostly indicating that there have been issues of over

and/or underawarding credit from exams, and various ambiguities with the current copy indicating that NIU awards credit based on how other schools have assessed the credit, which can be inconsistent to each other. The update is meant to make things more consistent and accurate. Caughron motioned to approve the proposal. Strid seconded. There was a brief discussion on what appeared to be a tangential line in the catalog copy currently. Linniers gave some history on why the line was probably placed in the catalog copy. All voted in favor of the proposal.

c. Curriculog Update/Quick Demonstration

- i. Gawron gave a demonstration of Curriculog covering topics on how to submit a proposal and how to approve proposals. The presentation was similar to other trainings colleges/departments chairs have received. Discussion topics included: how this might change BC processes, if multiple people can edit a proposal, and how this increases transparency and reduces errors relative to the current process. Discussion included: Strid, Linner, Gawron, Schatteman, Ferguson.

VII. ADJOURNMENT

The meeting adjourned approximately 2:10 pm.