

**OFFICIAL MINUTES  
BACCALAUREATE COUNCIL  
First Meeting/Academic year 2023-24  
September 14, 2023  
Meeting Format: Face-to-Face in University Suite,  
Holmes Student Union**

**Voting Members Present:** A. Ferguson (BUS), S. Ehsani (BUS), R. Caughron (CEDU), J. E. Strid joined at 1:30pm (CEDU), I. Salehinia (CEET), K. T. Cho (CEET), K. Thepboriruk, joined at 12:44pm (CLAS), T. Jacobsen Gidaszewski (CLAS), B. LaFrance (CLAS), O. Chubenko (CLAS), B. Hart (CVPA), N. Holland (Advising), M. Myles, stand in for N. Holland (Advising).

**Voting Members Absent:** A. Saravanan (CHHS), D. Boughton (CVPA), B. McGowan (University Libraries),

**Ex-Officio Non-Voting Members Present:** A. Schatteman (Vice Provost), J. Slaby (Student Affairs Designee), M. Lagunas (Admissions Director), C. Schmitz (Director of Reg & Rec), R. Smith (Transfer Center Coordinator), C. Garvey (Admissions), A. Hutchinson (Educational Services and Programs Representative), C. Garvey (Info Tech for Admin Sys & Processing), A. Buhrow (Assistant Vice Provost for Assessment and Accreditation), R. Mazzolini (Program Assistant, Vice Provost Office)

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

- I. **ADOPTION OF AGENDA** – called for a motion to approve the agenda for September 14, 2023. Caughron so moved and this was seconded by Ferguson. The motion was **APPROVED unanimously**.
- II. **APPROVAL OF MINUTES** – This is the first meeting of the 2023-2024 Academic Year, there are no minutes to approve.
- III. **ANNOUNCEMENTS**
  - A. With Carol McFarland-McKee transitioning to another position, minutes from May 2023 are not yet prepared and will be available before the next meeting.
  - B. All the members present introduced themselves. Schatteman welcomed new members to the Baccalaureate Council.

**Members and New Members – Voting for 2023-2024**

- CBUS: Amanda Ferguson is in year three of three-year term
- CBUS: Sina Ehsani is in year two of three-year term
- CEDU: Rod Caughron is replacing Emerson Sebastiao for 23-24
- CEDU: John Evar Strid is in year two of a three-year term.
- CEET: Iman Salehinia is in year two of a three-year term.  
CEET: Kyu Take Cho is sitting in for Mahdi Vaezi in 23-24 who is in year three of three-year term.
- CHHS: Anitha Saravanan is in year three of a three-year term.
- CHHS: **needs a representative**

- CLAS: Kanjana Thepboriruk is in year three of a three-year term.
- CLAS: Trude Jacobsen Gidaszewski is in year three of a three-year term.
- CLAS: Betty LaFrance is in year one of three-year term (new)
- CLAS: Oksana Chubenko is in year one of three-year term (new)
- CVPA: Doug Boughton is in year one of a three-year term (new)
- CVPA: Brian Hart is in year three of a three-year term.
- University Libraries: Beth McGowan is in year two of a three-year term.
- Advising: Nichole Holland will represent campus advisors in 23-24
- Students: need one undergraduate student from each college to serve a one-year renewable term

### **Nonvoting Members for 2022-2023**

- Assistant Vice Provost for Assessment and Accreditation: Amy Buhrow (new)
- Student Affairs Designee: Julie Slaby, Disability Resource Center (new)
- Director of Admissions: Mayra Lagunas
- Director of Registration and Records: Cody Schmitz
- Transfer Center Coordinator: Ron Smith (new)
- Educational Services and Programs Representative: Adriane Hutchinson, CHANCE
- Information Tech Associate Director for Admissions Systems and Processing, Crystal Garvey, Undergraduate Admissions (new)

## **IV. Overview of the Baccalaureate Council**

- A.** Schatteman provided an overview of the purpose of the Baccalaureate Council and the importance of the work done in BC as a part of the shared governance process. This will be the only in-person meeting and future meetings will be on Teams. She noted that she will meet with General Council to make sure that committees adhere to parliamentary procedures, specifically around voting and online voting. Options may be more formal procedures of electronic polling or visual count of raised hands.
- B.** Agendas and minutes will be posted on a Teams site. Items will be categorized by expedited and full review. Mazzolini is providing support for this meeting as Ian Gawron, new Catalog Editor/Curriculum coordinator, officially starts September 18. McFarland-McKee and Mazzolini will assist with transitioning.
- C.** Schatteman noted curricular deadlines for AY 2023-24 have been distributed, there was nothing new.
- D.** Illinois Articulation Initiative – Schmitz gave an overview, saying it’s a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. IAI works best for students who know they are going to transfer but are undecided on the college or university that will grant their baccalaureate degree. Schmitz will be sending out requests for representatives.
- E.** Election of Assistant Chair: Ferguson has agreed to serve one more year, motion by Caughron, seconded by Thepboriruk. The motion was **APPROVED unanimously**. There was also discussion of having a committee member to shadow Ferguson in her final year to learn the role and possibly take over.

**V. Overview of General Education Committee, Standing Committee of the BC**

- A. Caughron brought up Gen.Ed. status being one-third of the accreditation process.
- B. Schatteman brought up past recommendations from the GEC that were not enacted, those will be revisited. Buhrow is working on the GEC assessment along with Chris McCord and Jason Rhode, who have been writing our HLC document and looking at lots of evidence of things that we've done over the years.
- C. Caughron, LaFrance, and Ehsani agreed to serve as GEC representatives. Motioned by Thepboriruk, seconded by Ferguson. The motion was **APPROVED unanimously**.

**VI. Overview of the Committee for the Improvement of the Undergraduate Academic Experience, Standing Committee of the BC**

- A. Farah Ishaq (COE) introduced himself as CIUAE chair. He gave an overview of the committee's role, one of which is looking at the undergraduate campus environment and seeing how we could make those improvements. The other is managing the Excellence in Undergraduate Teaching (EUTA), Excellence in Undergraduate Instruction (EUIA), and the David Raymond Technology Award.
- B. Ishaq summarized last year's work of the committee. In collaboration with students, faculty, staff, and community partners, information about mental health, well-being, and resources were highlighted. The committee also drafted a mental health statement, including links for resources, that is available on the Center for Innovative Teaching and Learning (CITL) website. The statement is optional to be included on syllabi.
- C. Schatteman asked the committee, through vote, to endorse the statement as a show of support. Caughron motioned, Gidaszewski seconded. The motion was **APPROVED unanimously**.

**VII. Overview of the University Honors Committee**

- A. Responsibilities include, but are not limited to, selecting students who come in with fellowships and how to run course selection of which faculty will be teaching honors, seminars, and how to best fit them together each year.
- B. Gidaszewski offered to stay as representative if no one else volunteers. Caughron motioned, Thepboriruk seconded. The motion was **APPROVED unanimously**.

**VIII. Discussion Agenda – None**

**IX. Unfinished Business – No updates/items**

**X. NEW BUSINESS**

- A. Curriculum Coordinator and Catalog Editor position update: As mentioned earlier, Ian Gawron will start the position on Monday, September 18. Ian comes from Illinois State University in a very similar position.

- B.** Curriculog platform and project plan: Schatteman noted Curriculog sits on top of Acalog, it was recommended by McKee and purchased with remaining funds from last fiscal year. It is a platform that does everything from original submission of proposals all the way through the approval process. Instead of us sharing all the word files and the team sites and all of that stuff, it's a completely online database where you can go in and see where a particular proposal is, who's approved it, what's still outstanding. Susan Smith in the Provost's Office is facilitating a project management plan that will start with the administrators in each of the colleges 1st and then build out to the individual curriculum committees as well as the GEC and BC. Timeline for rollout is June-July 2024.
- C.** Bylaws revision: Schatteman said there is some minor cleanup to do, they are available on the University Council Website.
- D.** Student representatives: Schatteman mentioned the need for student reps and reached out to the Associate Deans to help with sending students and asked the membership to do individual outreach.
- E.** Bookstore: There were several issues and concerns discussed which include, but not limited to, the following:
  1. 3 plus weeks into the semester and several courses are still without books or lab kits.
  2. The process of ordering textbooks has become time-consuming and inaccurate.
  3. The deadline for ordering is not communicated well enough, professors need to be more aware as well.
  4. Online orders take too long, passcodes for online books are not available.
  5. The overall lack of communication between the bookstore, faculty, students.
  6. Possible solutions are looking at ways to improve communication, utilize department chairs more, and look at options for bookstore management.

**XI. ADJOURNMENT** – Schatteman called for a motion to adjourn. Caughron so moved, Ferguson seconded. The motion was **APPROVED unanimously**. The first meeting of the Baccalaureate Council for the academic year 2023-2024 was adjourned at 1:14 p.m. The next meeting of the Baccalaureate Council will be via Team on October 12, 2023.

Respectfully submitted,

Richard Mazzolini,  
Program Assistant  
Vice Provost Office