OFFICIAL MINUTES BACCALAUREATE COUNCIL

**Sixth Meeting/Academic year 2024-2025 February 13, 2025**

**Meeting Format: Teams**

Voting Members Present: Chubenko, O. (CLAS); McGowan, B. (ULIB); B. Perez (CEDU); Mills, W. (CEET); Vahedian Khezerlou, A. (CBUS); Chen, J. (CHHS); Patel, K. (CHHS); Strid, J.E. (CEDU); Linner, A. (CLAS); Sanner, G. (Student Rep); Qin, N. (CBUS); Holland, N. (Advising); Conro (Student Representative); Uhrine, E. (Student Rep); Sharp, S. (CLAS); Thepboriruk, K. (CLAS); ; La France, B. (CLAS); Salehinia, I. (CEET);

Voting Members Absent: Ehsani, S. (CBUS); Boughton, D. (CVPA); Devroye, A. (CVPA);

Ex-Officio Non-Voting Members Present: Schmitz, C. (Office of Registrar); Lagunas, M. (Admission); Gawron, I. (Office of Vice Provost); Buhrow, A. (Office of Vice Provost). Boldman, R. (AVP for Student Affairs); Garvey, C. (Information Tech Associate); Buhrow, A. (Educational Services and Programs); Lopez, R. (Community College Initiative); Schatteman, A. (Vice Provost); Adams-Campbell, M. (Guest)

 The Baccalaureate Council (BC) meeting was called to order at 12:32 p.m. by Chair Alicia Schatteman, Vice Provost, Academic Affairs.

1. **ADOPTION OF AGENDA**

France motioned to approve the agenda. McGowan seconded. The agenda was adopted.

1. **APPROVAL OF MINUTES**

* 12-12-24 BC Minutes were approved via email.

1. **ANNOUNCEMENTS**

* Book Lab at NIU (Beth McGowan and Melissa Adams-Campbell)

McGowan and Adams-Campbell gave a presentation on the Book Lab at NIU. Topics included: the benefits of the book lab and what it enables, such as book binding lessons, various research, and printing/manuscript making; specific examples of use cases, such as converting an unpublished poem to a manuscript; emphasis on collaboration and benefits across disciplines; Discussion included: McGowan, Adams-Campbell, Uhrine, Schatteman.

* Updates from Standing Committees of the BC:

* + General Education Committee (Stephanie Baker)

Baker led the discussion for the GEC report. Discussion topics included: previous GEC efforts and agenda items, such as refreshing the Gen Ed rubrics, approving courses for Gen Ed, and updating the forms to have more robust Gen Ed fields for next year; how additional BC members are needed for the GEC. Discussion included: Baker, Schatteman.

* Committee for the Improvement of the Undergraduate Experience (Farah Ishaq)

Schatteman gave the report for CIUE. Discussion topics included: various awards being given and nominations being received, such as the Raymond Award; and if specific efforts might qualify for the award. Discussion included: Schatteman, Mills.

* Honors Committee (Kunal Patel)

Patel gave the report for Honors Committee. Discussion topics included: various reviews of upcoming honors seminars; orientation planning for the next academic year. Little discussion occurred on these topics.

* ISAC test preparation/course program with Kaplan

Schatteman reported that the state of Illinois is providing free test prep courses. NIU has a website/landing page to facilitate free test prep and Schatteman explained some of the process on how the portal works. Little discussion occurred on this topic.

* NIU 2025 Goals and Student Success Model

* Revised National Clearinghouse data updates: [press release](https://www.studentclearinghouse.org/news/category/press_releases/#:~:text=Undergraduate%20certificate%20program%20enrollment%20grew,but%20remain%20below%202019%20levels.)
* 5.5% undergraduate enrollment increase over last fall (community college enrollment 7.1%)
* Undergraduate certificate (stand-alone) enrollment grew 9.9% over last year, 28.5% above 2019 level

Schatteman reported that the National Clearinghouse had a data reporting error that was corrected, and had ultimately a more positive indicators. Schatteman highlighted the importance of stand-alone certificates and how NIU is moving to offering more of these on the graduate and undergraduate levels. Little discussion occurred on these topics.

1. **CONSENT AGENDA *For inclusion in the 2026-2027 Catalog***

Schatteman briefly explained the consent agenda items and, with no members motioning to move any of these proposals to the discussion agenda, they were considered approved.

 **College of Health and Human Sciences**

* [HDFS 180](https://niu.curriculog.com/proposal%3A993/form) – Delete Course

**College of Education**

* [SESE 417](https://niu.curriculog.com/proposal%3A946/form) – Course Change
* [SESE 444](https://niu.curriculog.com/proposal%3A940/form) – Course Change
* [SESE 446](https://niu.curriculog.com/proposal%3A941/form) - Course Change
* [SESE 447](https://niu.curriculog.com/proposal%3A942/form) - Course Change
* [SESE 448](https://niu.curriculog.com/proposal%3A945/form) - Course Change
* [SESE 460](https://niu.curriculog.com/proposal%3A947/form) - Course Change
* [SESE 461](https://niu.curriculog.com/proposal%3A948/form) - Course Change
1. **DISCUSSION AGENDA**  ***For inclusion in the 2026-2027 Catalog*.**

**College of Engineering***–* *No curricular items*

**College of Business**– *No curricular items*

**College of Education –**

* [KNPE 410](https://niu.curriculog.com/proposal%3A1110/form) – New Course

La France motioned to approve KNPE 410. Strid seconded. Gawron presented the proposal. Little discussion occurred on the proposal. **All voted in favor. The proposal was approved.**

**College of Health and Human Sciences –***No curricular items*

**College of Liberal Arts and Sciences *–*** *No curricular items*

**College of Visual and Performing Arts***–*

* [TH-D 250](https://niu.curriculog.com/proposal%3A666/form) – New Course
* [Music (B.A.)](https://niu.curriculog.com/proposal%3A934/form) – Program Change

La France motioned to approve the College of Visual and Performing Arts proposals. Perez seconded. Gawron presented the proposals. Little discussion occurred on the proposals. **13 voted in favor. 0 against. 1 abstention. The proposals were approved.**

**Other** – For inclusion in the 2025-2026 Catalog

* [Human Diversity Requirement List of Courses](https://niu.curriculog.com/proposal%3A1125/form) - Front Page

Holland motioned to approve the Human Diversity proposal. France seconded. Schatteman presented the Human Diversity proposal. Schatteman indicated that this was a minor update to the wording to remove confusion about co-curriculars not satisfying the requirement. **13 voted in favor. 0 against. 1 abstention. The proposal was approved.**

* [Writing Infused Course](https://niu.curriculog.com/proposal%3A1123/form) – Front Page

Strid motioned to approve the Writing Infused proposal. McGowan seconded. Schatteman presented the proposal. Discussion topics included: moving the qualifying information from the policy to the catalog; explaining that some courses historically have went over the enrollment caps and listing them in the catalog as exceptions would be transparent; potential logistical concerns; potential other courses that could qualify for exceptions; potential issues with syllabi; history of writing infused designation; other components of review and how exceptions would work as a workflow matter. Discussion included: Schatteman, Mills, Strid, Holland, Gawron. The motion was amended to leave off the exception language given that would be a new process/consideration. **The motion to approve the proposal pending the edit to remove the exception language was approved. 13 in favor. 1 against. 0 abstentions.**

1. **UNFINISHED BUSINESS**
* Curricular approval process policy (edits from Graduate Council for approval)

Gawron briefly presented the agenda item. Discussion topics included: explaining the couple minor edits to make the undergraduate and graduate sections of the policy consistent and to keep a line in the policy to ensure departments are alerted to potential curriculum changes that may affect their department. No vote was held on this item. Little discussion occurred on this item.

1. **NEW BUSINESS**
* BC Meeting modality and schedule for 2025-2026

Schatteman presented the BC meeting modality and schedule which primarily included: the single deadline for curricular items; the GC moving to having two days in December to better facilitate potential agenda items and to match BC; and how some of the meetings will be hybrid/in-person, but most would be online.

* Discuss courses not offered in 4+ years and catalog

Schatteman presented the courses not offered in 4+ years and catalog primarily indicating that the number is not insignificant and that it affects various areas of the university, such as general education, program requirements, graduate and undergraduate courses. Currently, associate deans are reaching out to department chairs about potentially submitting course deletion proposals.

* Review of [Freshman Warning, Academic Probation and Dismissal](https://catalog.niu.edu/content.php?catoid=60&navoid=3147&hl=%22dismissal%22&returnto=search#acad_prob_and) in undergraduate catalog

1. **ADJOURNMENT**

La France motioned to adjourn the meeting. McGowan seconded. The meeting adjourned approximately 1:45 p.m.