

Northern Illinois University
COMMITTEE FOR THE IMPROVEMENT OF THE UNDERGRADUATE ACADEMIC EXPERIENCE (CIUAE)
2019-2020 MEETING #1
Monday, September 9, 2019

MINUTES

APPROVED

Present: Jeanne Baxter (Alumni Association Rep., Ex-officio); Michelle Bringas (AARC Director, Ex-officio); Daryl Dugas (COE); Elisa Fredericks (COB); Cindy Hellyer-Heinz (CVPA); Trude Jacobsen (CLAS); Antonio Johnson (SA representative); Ed Klonoski (Associate Vice Provost, Ex-officio); Andrea Radasanu (Acting Honors Director, Ex-officio);

Absent: Sheila Barrett (HHS); Sarah Holmes (ULIB);

I. APPROVAL OF AGENDA

D. Dugas made a motion to approve the agenda, seconded by E. Fredericks. **Motion passed unanimously.**

II. INTRODUCTIONS

Members introduced themselves.

III. ELECTION OF COMMITTEE CHAIR

T. Jacobsen nominated D. Dugas to chair the committee, seconded by A. Radasanu. Having no further nominations offered, nominations closed. **D Dugas was elected by acclamation.**

IV. ANNOUNCEMENTS

a. E. Klonoski reviewed the By-laws and duties with the committee.

Klonoski brought to the attention of the committee what appears to be an error in the bylaws. 15.6.4.2(A) ... **and to recommend to the University Council...** based on previous committee bylaws this should read Baccalaureate Council. Klonoski will follow-up on this. He suggested it go to the Baccalaureate Council for approval since CIUAE is a standing committee of the BC.

There was general discussion about the committee's duties. Discussion about last year's work on textbook affordability and inclusivity. The committee's role with First- and Second-Year Experience as well as the university's mentoring programs was also discussed. It was suggested that hearing concerns directly from students about their first year experience would be of great value. The SA can also assist in getting the most critical topics for students brought to the committee.

One major concern is the participation of students on the committee. Faculty representatives agreed to reach out to their respective college student advisory committees to encourage student participation. Dugas asked all to brainstorm ideas to get students to

participate. A. Johnson indicated that the newly elected Academic Affairs Director for the Student Association would also be working on getting students involved with committees.

There is a student recruitment document on SharePoint that was created a couple years ago. Dugas indicated he could update that and it could be used as talking points to encourage student participation in the committee. Dugas gave Sept. 30 as a deadline for submission of student recruitment input from committee members.

It was also discussed that student recruitment could occur in the spring semester. This is something to discuss with the Student Association and the colleges' student advisory councils. A goal of the committee will be to work toward this change this academic year.

V. OLD BUSINESS

The EUIA/EUTA and David Raymond Technology in Teaching awards were discussed briefly. Those materials are all on the SharePoint site. If anyone has suggestions or comments about the forms or the process, please submit those to Dugas and Ratfield no later than September 30.

VI. NEW BUSINESS

Dugas suggested having a steering committee (2 or 3 members) to work between committee meetings to keep functions moving forward. He noted that most of the duties fall to the chair and that is a lot of work for one person. Hearing no objections, Dugas asked for volunteers. T. Jacobsen volunteered. E. Klonoski indicated he would be available for consultation as well.

The timeline that was created for 2018-19 was discussed for use this year. This is something the steering committee can work on.

VII. ADJOURNMENT

E. Fredericks made a motion to adjourn at 1:57 p.m., seconded by A. Johnson. **Motion passed unanimously.**

*Respectfully submitted,
Jeanne Ratfield
Administrative Support
Office of the Vice Provost for Undergraduate Studies*