

**NORTHERN ILLINOIS UNIVERSITY
COMMITTEE FOR THE IMPROVEMENT OF THE UNDERGRADUATE ACADEMIC
EXPERIENCE (CIUAE)**

Monday, February 5, 2024
1:00 p.m. – 3:00 p.m.
Microsoft Teams Meeting

Approved Minutes

Present: Farah Ishaq (Chair), Richard Mazzolini (nonvoting), Jifu Tan, Karla Padron, Alissa Droog, Andrea Radasanu (ex officio, nonvoting), Wenlian Gao, Yasuo Ito, Schicheng Chen, Jason Rhode (nonvoting), Stephanie Richter (Guest), Mikayla Dirksen, Wendy Lozano

Absent: Alicia Schatteman (ex officio, nonvoting), Dr. Mark Pienkos(nonvoting), Jui-Ching, Wang Naina Richards (nonvoting), Julian Garcia, Chamayze Hall, Tylo Blackburn, Amelia Gericke, Brian Podkulski, Hannah Gebke

Adoption of Agenda: The meeting started at 1:01p.m. Y. Ito made a motion to approve the agenda, seconded S. Chen. The motion was approved unanimously.

Approval of Minutes: Motion to approve the December 4, 2023, minutes by S. Chen, seconded by Y. Ito. The minutes were approved by unanimous vote.

New Student Introduction/Brief Committee Member Intros: Stephanie Richter, Director, Teaching Excellence & Support with CITL, was introduced as a guest speaker. Wendy Lozano was introduced as a new Student Representative from CHHS, followed by committee introductions.

Baccalaureate Council/Provost Office Updates (F. Ishaq on behalf of A. Schatteman)

- Continuing to monitor textbook adoption issues by the bookstore and the impact on student success.
- The bookstore manager and regional representative from Follett who runs the bookstore operations, will be presenting to the BC feedback to follow.
- Reviewing the general education focus and focusing on creating a philosophy and guiding principle for general education.
- Members are encouraged to reach out to Alicia directly with any questions or concerns.

Committee Focus Theme - – Student Retention (Sense of Belonging/Access to Services)

- Guest Presenter: Stephanie Richter, Director of Teaching Excellence and Support
 - Blackboard AI Design Assistant/AI Support Presentation
 - How AI and Chat GTP affect teaching and learning; both faculty and student perspectives; some of the tools available.
 - New CITL toolkit; current resources around Chat GPT; wide range of experience and expertise in how to use generative AI in teaching.

- No official NIU policy; policies from other institutions available to help faculty.
- Association of College and University Educators (ACUE) provides yearlong courses and semester long micro credential faculty and TAs.
- Also working to provide self-paced modules on artificial intelligence for faculty.
- Blackboard AI Design Assistant is still relatively new; designed that faculty make decisions whether to utilize or implement any content or resources.
- More private and secure than utilizing open AI Chat GPT outside of Blackboard.
- Recap of Discussion from Last Meeting
 - Improvement of faculty-student communication methods
 - Opportunity to leverage Navigate
- Upcoming March 4 Meeting: Brandon Lagana, NIU Director of Navigate/Planning & Assessment
 - Who has used Navigate before? What are you experiences?
 - Key Issues/Concerns CIUAE can assist with
 - Action Items – Brief Discussion
 - Think of ways to encourage engagement in Navigate by faculty.

Old Business

- Student rep needed from College of Business, let F. Ishaq know of anyone interested.
- Student Engagement Fund (SEF) Updates/Announcements
 - Next SEF circle application deadline will be April 4th, with review to soon follow.
 - Prior reviews led to 23 projects funded, represented 36 students funded, and over \$50,000 that was awarded all to help students.
- Awards Schedule and Application Process Updates (EUTA & EUIA)
 - Applications closed, were due January 29.
 - Three EUIA (COB, CHHS, CVPA); four EUTA (COB, CHHS, 2 CLAS)
- Award Evaluation Process for EUIA and EUTA Award
 - Access to applications, rubrics, and instructions granted and reviewed by F. Ishaq
 - Evaluation/Rankings will be due by February 26, 2024
 - Discussion of Rankings and Winners chosen during March 4, 2024, CIUAE Meeting

New Business

- Awards Schedule and Application Process Update (Raymond Award)
 - Communications are out: CITL, Awards Website, NIU Announcements
 - Nominations due March 18, 2024
 - Evaluation Process will be discussed during March 4, 2024, CIUAE Meeting
 - Evaluation/Rankings will be due by March 25, 2024
 - Discussion of Rankings and Winners Chosen during April 1, 2024, CIUAE Meeting

Announcements: F. Ishaq thanked all for their hard work.

Adjournment: A. Droog moved to adjourn, seconded by T. Blackburn. The meeting was adjourned by unanimous vote at 2:12 p.m. Next meeting March 4, 2024, on Teams

Respectfully submitted by Richard Mazzolini.