**Northern Illinois University**

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

Monday, April 1, 2024

1:00 p.m. – 3:00 p.m.

Microsoft Teams Meeting

**Approved Minutes**

**Present:** Farah Ishaq (Chair), Andrea Radasanu, Richard Mazzolini (nonvoting), Dr. Mark Pienkos

(nonvoting), Jifu Tan, Karla Padron, Naina Richards (nonvoting), Jui-Ching Wang, Wenlian Gao,

Yasuo Ito, Wendy Lozano

**Absent**: Alicia Schatteman (Vice Provost, ex officio, nonvoting), Schicheng Chen, Mikayla Dirksen, Alissa Droog, Julian Garcia, Chamayze Hall**,** Tylo Blackburn, Amelia Gericke,

Brian Podkulski, Hannah Gebke

**Adoption of Agenda:** The meeting started at 1:00p.m. Y. Ito made a motion to approve the agenda; W. Gao seconded. The motion was approved unanimously.

**Approval of Minutes:** Motion to approve the March 4, 2024, minutes by Y. Ito, seconded by J. Tan. The minutes were approved by unanimous vote.

**Baccalaureate Council/Provost Office Updates (F. Ishaq for A. Schatteman)**

* The BC adopted designation for community engaged courses starting Spring ’25 and section level designation for Fall ’25.
* Will help students search for and find community engaged courses and highlight faculty who teach them.

**Student Engagement Fund (SEF) Updates/Announcements (A. Radasanu)**

* Applications closed last week; packets will be sent out by April 5.
* Deadline for completed application reviews will be April 17.
* Undergraduate Research Month kicks off April 4.
* A. Radasanu asked about her ex officio, nonvoting designation, the error was corrected.

**David Raymond Award Discussion of Rankings/Winner**

* J. Tan was asked to temporarily leave the meeting as he was one of the four applicants. He did not participate in any application ranking and discussion.
* Through committee feedback and rankings J. Tan ranked first.
* Current CIUAE members are not excluded from applying for this award. With the support of A. Schatteman, the committee agreed that Jifu Tan is the winner of the 2024 David Raymond Award for Use of Technology.

**New Business**

* Soliciting interest in serving as Co-Chair or Chair for the 24-25 school year
	+ F. Ishaq reviewed the duties of the chair, then solicited interest in a new chair or co-chair for the 2024-25 year.
	+ He will continue in the roll pending updates.
* Fall 2024 Planning
	+ Per faculty Senate Bylaws, the CIUAE acts as an Advisory Board for first- and second-year experiences and monitor and evaluate Undergraduate Mentoring Programs.
	+ F. Ishaq will meet with those in charge of those programs to try and facilitate this process.
	+ Please ensure your membership is up to date for us to work on recruitment: https://www.niu.edu/university-council/committees/ciuae.shtml.
	+ Feedback (Committee Feedback Survey, more specific actionable items for 24-25)
	+ Completely optional and anonymous but would be appreciated to help improve for the 24-25 school year.
	+ https://niu.az1.qualtrics.com/jfe/form/SV\_e9iof5fgTFKiWLI

**Announcements:**  F. Ishaq thanked all for their hard work. Committee members also expressed their appreciation and thanks for the work this year.

**Adjournment:** Motion to adjourn by J. Tan, seconded by Y. Ito. The motion was approved by unanimous vote, the meeting adjourned at 1:39pm.

**Respectfully submitted by Richard Mazzolini.**