GRADUATE COUNCIL MINUTES APPROVED

692nd, Meeting April 7, 2025

MEMBERS PRESENT: Arado, Barnes, Becker, Chen, Cooke, Fickling, Finley, Fletcher, Floyd,

Garver, Kelly, Klis, Lundstrum, Notebaert, Ricklefs, Rohl, Scherer, Swingley, A. Wu, K.Wu, Xia

MEMBERS ABSENT: Biokoro, Gericke, McFarland, Sivakumar, Sosin OTHERS PRESENT: Doane, Gawron, Laudick, Reyman, Mueller

Called to Order

* Interim Dean Reyman called the meeting to order at 10:01 am.

Approval of Minutes

* A motion to approve the minutes from March 3, 2025, was made and approved unanimously.

Announcements

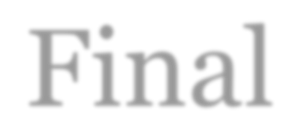
* Graduate Council Meeting dates and curricular deadlines were announced and shared out with council members for 2025-2026. These dates will be published online.
* Laudick provides a graduate student enrollment update.
* Reyman reminds the council that it is Graduate Student Appreciation this week, please extend invites to students and peers to attend.
* Reyman announces the Outstanding Graduate Student Awards Ceremony, Tuesday April 22, 2025, at 3pm in Altgeld Auditorium.

Committee Reports

* Reyman summarized the Graduate Faculty Membership committee report. New Business
* Curriculum Changes from the Executive Committee presented by chair of the executive committee Garver.
  + Garver summarized curriculum changes proposed by each college; all motions were passed unanimously.
* Reyman summarizes the Leave of Absence Proposal.
  + Notebaert recommends a friendly amendment to language under continuous enrollment to align with language in the leave of absence proposal and to update other catalog sections that include references to continuous enrollment.
  + A motion to table to May meeting Standards agenda item B to address the friendly amendment, Garver, seconded by Fickling.
* Reyman summarizes the Reentry Proposal.
  + A motion to approve Standards Agenda item A, Garver seconded by Scherer. Approved unanimously.
* Reyman summarizes the Catalog Descriptions Policy Proposal
  + A motion to approve Standards agenda item C, Scherer, seconded by Fickling. Approved unanimously.
* Reyman summarizes Online Course and Program Policy Proposal
  + This proposal will reside in the policy library and needs to be approved by the Baccalaureate Council before moving forward.
  + A motion to approve Standards agenda item D, Fickling, seconded by Arado. Approved unanimously.
* Revision to Faculty Senate Bylaws
  + Additional member: ex officio/nonvoting member assistant vice president of assessment and accreditation
  + Clarification to A: the dean is a nonvoting member and only votes if there is a tie.
  + Clarification to B: university libraries representative is an appointed position and only votes on items pertaining to the library
* Scherer brings forth an item to discuss: Graduate student impact, due to federal executive orders. Reyman provides an overview of collaborations and efforts from the Graduate School and other partnering offices to address funding needs. Reyman provides options for admissions language and reminds departments to separate funding offers from admissions offers.

Adjournment

* Adjourned at 11:00 am Minutes
* Minutes respectfully submitted by: Kayla Doane, The Graduate School



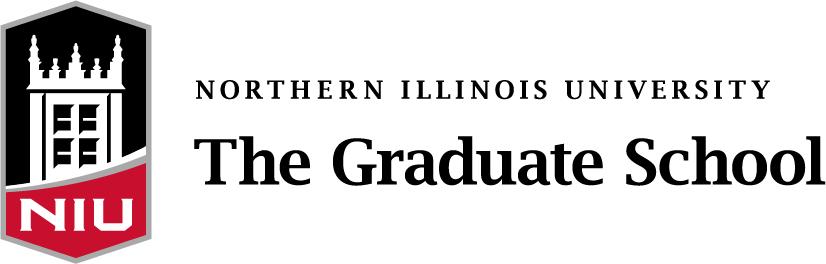
Final

**2025-2026 Committee Meetings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Education Committee** | | | **Baccalaureate Council** | | |
| **Deadlines for a proposal to make the upcoming meeting agenda** | **Executive Committee Meeting** | **Meeting** | **Deadlines for a proposal to make the upcoming meeting agenda\*** | **Executive Committee Meeting** | **Meeting** |
| September 2 | September 4 | September 18 | August 25 | August 28 | September 11 |
| September 29 | October 2 | October 16 | September 22 | September 25 | October 9 |
| November 3 | November 6 | November 20 | October 27 | October 30 | November 13 |
| **December 1** | December 4 | December 18 | November 24 | November 26 | December 4 |
|  |  |  | **December 1** | December 4 | December 11 |
| January 5 | January 8 | January 15 | January 26 | January 29 | February 12 |
| February 2 | February 5 | February 19 | February 23 | February 26 | March 12 |
| March 2 | March 5 | March 19 | March 23 | March 26 | April 9 |
| March 30 | April 2 | April 16 | April 20 | April 23 | May 14 |

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| **Graduate Council** | | |
| **Deadlines for a proposal to make the upcoming meeting agenda\*** | **Executive Committee Meeting** 3rd Monday of the month 10-12 December Mee�ng Friday December 5 10am-12  January mee�ng on a Tuesday 10-12 due to  MLK DAY | **Meeting**  1st Monday of the Month 10-12 Addi�onal December Mee�ng December 8, 10am-12 |
| August 13 | August 18 | September 8 |
| September 10 | September 15 | October 6 |
| October 15 | October 20 | November 3 |
| November 12 | November 17 | December 1 |
| **December 1** | December 5 | December 8 |
| January 14 | January 20 (tues due to MLK day) | February 2 |
| February 11 | February 16 | March 2 |
| March 11 | March 16 | April 6 |
| April 15 | April 20 | May 4 |

**\*Deadline for the committees to receive proposals for consideration in the 26-27 Catalog is December 1, 2025.**



**GRADUATE FACULTY MEMBERSHIP COMMITTEE**

March 24, 2025 – 10 AM-Noon Microsoft Teams Meeting

**MEMBERS PRESENT:** Fickling, Notebaert, Wu

**OTHERS PRESENT**: Reyman, Doane

Graduate Faculty Reviews

***Mechanical Engineering:*** Fickling reported on the department’s recommendations. Sixteen members being reviewed. Two have resigned since the last review. Four members are being renewed at the senior level. One demotion to full member from senior status. Five members are being promoted to senior status from full status. Two members are being appointed to Full member status. Two members are being renewed to the full member level.

The committee approved the department’s recommendations. The committee is asking for additional evidence of two members seeking full status, one being demotion to full status from senior status and one being newly appointed. All other recommendations were approved by the committee. There were no proposed revisions to the department’s criteria.

***Chemistry and Biochemistry:*** Fickling reported on the department’s recommendations of senior and full members. One faculty to be promoted to Senior. One member to be demoted to full from senior. Eight members are being renewed at senior level. One member is being renewed as a full member. Two members have retired since the last review. The committee approved the department’s recommendations. There were no proposed revisions to the department’s criteria. The committee will ask the department for clarity on the department’s criteria and request that it be updated during the next cycle.

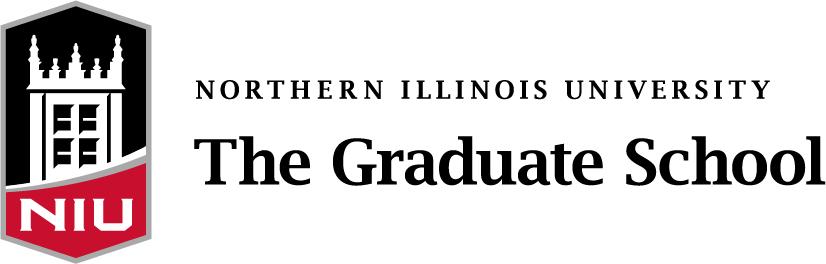
***Electrical Engineering:*** Wu reported on the department’s recommendations of senior and full members. Three faculty renewal at Senior level. Three faculty being promoted from Full to Senior. One Faculty being demoted too Full. The committee approved the department’s recommendations. There were no proposed revisions to the department’s criteria.

***Industrial Systems and Engineering:*** Wu reported on the department’s recommendations of full and senior members. Six faculty are being renewed to senior member level. Two faculty are being renewed at Full membership. There were no proposed revisions to the department’s criteria.

***Theatre and Dance:*** Wu reported on the department’s recommendations of senior and full members. 1 newly appointed member to full status. Three members are being promoted to senior members. One faculty is being appointed to senior member. Six members are being renewed at full membership. The committee approved the department’s recommendation. There were no proposed revisions to the department’s criteria. One member will be contacted to clarify the worksheet and cv to ensure that they meet the department’s criteria standards.

***Physics:*** Notebaert reported on the department’s recommendations of full and senior members. 20 members total, one not seeking renewal so a total of 19 members are being reviewed. Fourteen members are being renewed at Senior level. One member will be reviewed at another time due to a leave of absence





and retain status. Four members are being renewed at the full member status level. The committee approved the department’s recommendations. There were no proposed revisions to the department’s criteria. The committee recommends revisions to the department's criteria during the next review.

***TECH:*** Notebaert reported on the department’s recommendations of the department. Nine total members are being reviewed, one has retired since the last review. Six members are renewed at full status. Two members are being promoted from full status to senior status. The committee approved the department’s recommendation. There were no proposed revisions to the department’s criteria.

The committee unanimously approved the above-mentioned recommendations.

**Old Business:**

**Anthropology Criteria**: The committee approved of the department's proposed revisions. One friendly amendment to change degree language under Full membership and Graduate Faculty Scholar status. This will move forward to a vote at Graduate Council.



### AGENDA

**Standards Committee of the Graduate Council March 31, 2025**

### 10:00 – 11:00 AM

**via Microsoft Teams**

1. Discussion items
   1. Reentry revision
   2. Leave of Absence revision
   3. Online Course and Program policy revision
   4. Catalog Description proposal (for inclusion in 25-26 catalog, Alicia Schatteman)

### AGENDA

**Graduate Council Meeting**

**6th Meeting / Academic year 2024-25 TEAMS ONLY**

**10:00 – 12:00 p.m., Monday, April 7, 2025**

### ANNOUNCEMENTS

* + **Consent Agenda –**

*College of Education*

* + - LTIC 715 – Course Deletion
    - LTLA 538 – Course Deletion
    - LTLA 540 – Course Deletion
    - LTLA 733 – Course Deletion
    - LTRE 540 – Course Deletion
    - LTRE 550 – Course Deletion
    - TLCI 586 – Course Deletion
    - TLCI 706 – Course Deletion
    - TLCI 708 – Course Deletion
    - TLCI 533 – Course Deletion
    - TLCI 752 - Course Deletion
    - TLEE 541 – Course Deletion
    - TLEE 702 – Course Deletion
    - TLEE 732 – Course Deletion
    - TLEE 746 – Course Deletion
    - TLEE 747 – Course Deletion
    - TLEE 760 – Course Deletion
    - TLEE 775 – Course Deletion

### DISCUSSION AGENDA

* + ***Section A – For inclusion in the 2026-2027 Catalog*.**

1. **College of Business** – *No Curricular Items*
2. **College of Education –**
   * Doctor of Ed in Higher Ed *– Program Change*
   * ETT 524 *– New Course*
3. **College of Engineering** –
   * Lean Six Sigma (12) – *Program Change*
   * MS in Industrial and Systems Engineering – *Program Change*
4. **College of Health and Human Sciences –**
   * Doctor of Audiology – Program Change
   * Family Nurse Practitioner – Program Deletion
   * Nursing Education (10-12) – Program Deletion
5. **College of Liberal Arts and Sciences –**
   * CYBR 505 *– New Course*
6. **College of Visual and Performing Arts** *– No Curricular Items*
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
9. **ADJOURNMENT**

**Under NOTICES**

# Leave of Absence

Graduate students may need to seek a leave of absence for personal, family, financial, or other compelling reasons. Students may request a leave of absence from the university, to be approved by the graduate program director. An approved leave of absence is required for any degree-seeking student who has been previously enrolled and will be away for one semester or more and wishes to return. ~~A leave of absence, which relieves students from~~ ~~the continuous enrollment requirement, may be granted to any student who has been~~ ~~enrolled in a course numbered 699 or 799.~~

~~Graduate students who are ineligible for a leave of absence because they have not enrolled~~ ~~in thesis or dissertation hours may cease to enroll for up to three terms (Fall, Spring,~~ ~~Summer) before their admission is revoked.~~

Graduate students must have completed one full term of enrollment prior to the leave, must be in good academic standing, and must be within their degree time limit in order to request a leave of absence. To request a leave of absence, students must complete the form available at the Graduate School website. Students may request a leave of absence for up to six terms (including Fall, Spring, and Summer). ~~T~~The request should be received and approved ~~before the end of the first term for which the student plans not to enroll~~prior to start of the leave of absence.

When a leave of absence is granted, the leave does not exempt a student from the Limitation on Time policy. (See “General Requirements section of this Catalog.)

**Under GENERAL REGULATIONS**

# Continuous Enrollment

~~Most students, both full- and part-time, prefer to pursue an advanced degree without~~ ~~interruption in time.~~ Degree-seeking students should enroll each Fall and Spring term in order to maintain continuous enrollment. Those students who interrupt their studies for one term or more should ~~especially~~ note the maximum time period allowed to fulfill all requirements for the degree sought~~. (S~~(see the sections entitled “Limitation of Time” elsewhere in this catalog.) Students who need to take one term or more away during their studies should request a leave of absence (See “Leave of Absence”).

Students availing themselves of the services of the academic staff or the facilities of the university in any way that directly or indirectly relates to fulfilling degree requirements or receiving course credit must be enrolled. For example, a student must be enrolled in the term in which a comprehensive examination is taken. Also, once a student has begun work on a thesis, dissertation, or other activity under course number 699 or 799, it is expected that such work progress each academic term, and enrollment must be continuously maintained in course number 699 or 799 until a final grade is received for the activity and the required documentation of the activity is formally approved by the [Graduate School](http://www.niu.edu/grad) (if

applicable), unless a leave of absence is obtained, as described in the section “Requirements for Graduate Degrees.”

If ~~such~~ continuous enrollment ~~in courses numbered 699 or 799~~ is not maintained, and a leave of absence is not granted, then the student will be discontinued from their program ~~student’s admission to the program will be canceled~~. ~~(See “Readmission/Reentry” in this~~ ~~catalog.)~~

A student who has not been enrolled in any course credits for three consecutive terms (Fall, Spring, Summer) and who does~~e~~ not have an approved leave of absence must submit a reentry request to return to their degree program with approval from the program (see “Reentry”).

A student is not required to be registered in the term of graduation simply in order to graduate, if the student is not otherwise required to enroll under the policies of the previous paragraph. However, in order to make use of academic or nonacademic services of the university, a student is required to be enrolled for the corresponding term.

Rationale:

* Currently, continuous enrollment is only required for students registering for 699/799. Thus, the leave of absence request form is currently utilized only for students enrolled in 699/799 credits.
* To encourage progress toward degree and to support communication between program and student about planned leaves of absence, the revision makes continuous enrollment required for all students and makes the “leave of absence” request available to any graduate student requesting a leave from a program. With an approved leave of absence, students are able to return at the conclusion of the leave without additional approval.
* The revision also clarifies that any student who has not been enrolled in any course credits for three consecutive terms (Fall, Spring, Summer) and does not have an approved leave of absence will be required to obtain an approved Reentry request prior to returning to the program.

|  |  |
| --- | --- |
| **~~Readmission/R~~Reentry** | [^](https://catalog.niu.edu/content.php?catoid=61&navoid=3200&hl=%22reentry%22&returnto=search&top)  [TO](https://catalog.niu.edu/content.php?catoid=61&navoid=3200&hl=%22reentry%22&returnto=search&top)  [P](https://catalog.niu.edu/content.php?catoid=61&navoid=3200&hl=%22reentry%22&returnto=search&top) |

If a student who was previously enrolled in a graduate degree program at NIU and has had no enrollment in three consecutive semesters and has no approved leave of absence wishes to resume study in the same degree program ~~within 12 months of the term for which~~ ~~they were admitted~~, they must submit a reentry request form to the Graduate School and secure permission from the program to re-enter. Reentry requests may be made within nine terms (three years) of previous enrollment, after which time a new application for admission will need to be submitted. A previously enrolled degree-seeking student who wishes to change programs must submit a new application for admission. ~~A degree-seeking student~~ ~~who does not register for course work in a 12-month period must submit a new application~~ ~~for admission.~~ If the student no longer wishes to pursue a degree, but does wish to undertake further graduate course work, they should apply as a student-at-large. A student who has been academically dismissed while a degree-seeking graduate student or student- at-large at NIU ~~is not eligible for admission or reentry but~~ must petition the Graduate Council Appeals Committee for academic reinstatement prior to reentry (see “Academic Standing”). At the discretion of the program, the reentering student would return under the current *Graduate Catalog*. Limitations of time for degree completion still apply and are based on the initial enrollment date and not the reentry date (see “Limitation of Time”).

**Rationale**

Revision defines re-entry and allows for use of a reentry form rather than a new application for

* + degree-seeking students who wish to return within 3 years of last enrollment
  + degree-seeking students who are reinstated after academic dismissal.

Online Course and Program Policy

## Policy Narrative

Northern Illinois University recognizes distance education, also called distance learning, e- learning, and online learning, as an educational modality in which the instruction takes place online and is supported by technology. Below are general policies governing online courses and programs carrying undergraduate and/or graduate credit at Northern Illinois University (NIU). As online courses and programs are a type of course or program, all applicable university course and program policies still apply unless otherwise stated or superseded below. While this policy is specifically about online courses and programs, all courses and programs which have online learning components should adhere to the online learning policies outlined below.~~can be informed by this policy.~~

Key Definitions

**Online Students:** NIU defines online students as students enrolled in online programs and/or who only take online courses in which there are no required in-person ~~face-to-face~~ sessions within the course and no requirements for on-campus activity. \*For specific program outcomes, there may be non-course-related program requirements that are not completely online.

**Online Course:** Online courses are those in which 100% of course activity is done online; there are no required in-person~~face-to-face~~ sessions within the course and no requirements for on-campus activity.

**In-Person Course:** In-person ~~(or face-to-face)~~ courses are those in which there are required in-person sessions and/or some ~~requirement for~~  in-person activities~~on-campus~~ ~~activity~~. In-person courses range from all required sessions and activities being in-person to only a portion of sessions or activities being in-person.

**~~Hybrid Course:~~** ~~Hybrid courses are those in-person courses in which online activity is~~ ~~mixed with classroom meetings, replacing a significant percentage, but not all, required in-~~ ~~person (face-to-face) instructional activities.~~

**Online Program:** Online programs are those in which all course credit hours required to complete the program are offered as fully online courses. Admitted students can complete the program coursework completely at a distance, with no required in-person class meetings. \*For specific program outcomes, there may be non-course-related program

requirements (e.g. licensure exams, clinical practicums, etc.) that are not completely online.

*Types of Online Programs*

* Asynchronous – Asynchronous learning means instruction is available for students to access at a time that works best for them. Asynchronous programs do not require live virtual sessions. Students have weekly due dates to keep them on track with their coursework.
* Synchronous – Synchronous learning means instruction takes place in real-time and requires students to attend live virtual sessions at scheduled times.

**In-Person Program:** In-person programs are those in which some required component is in-person. In-person programs can range from all required credits being completed in- person to those programs where a significant percentage of credits are offered fully online.

**~~Hybrid Program:~~** ~~Hybrid programs are a type of in-person program in which a significant~~ ~~percentage, but not all, of the credits required for program completion are offered fully~~ ~~online. Typically, more than half of the curriculum is offered as online courses.~~

*~~Types of Hybrid Programs~~*

* ~~Asynchronous – The online portion of the program does not require students to~~ ~~attend live virtual sessions at pre-scheduled times.~~
* ~~Synchronous – The online portion of the program requires students to regularly~~ ~~attend live virtual sessions at pre-scheduled times.~~

## General Requirements for Online Courses and Programs

1. Online courses must have an official instructor of record.
2. Online courses must be academically equivalent to the same course offered through other instructional delivery modes in terms of rigor and learning objectives.
3. Online courses must have the appropriate instructional delivery mode (online) in the NIU course finder.
4. Online programs must have the appropriate instructional delivery mode (online) designated in the undergraduate and/or graduate catalogs.
5. Online courses must adhere to the university’s academic calendar and related rules (drop/add, withdrawal, refund policies, etc.). Online courses should be scheduled within the start and end dates of the term to which they are associated but may vary in duration. Online courses must never overlap with~~at~~ a different term than the one to which they are associated.
6. Persons receiving academic credit for online courses must be admitted to NIU or (for graduate students) be a student-at-large.
7. Proposals for online courses must include a rationale as to how the number of credit hours per course was determined, in compliance with NIU’s definition of a credit hour as articulated in the Curricular Definitions Policy.
8. Ownership of online courses (faculty, university, shared) must comply with stipulations of copyright description as specified in university policies related to research ethics, intellectual property, and which govern in person course ownership.

## Regular and Substantive Interaction

**Definition:** Regular and substantive interaction refers to frequent, meaningful, and academically engaging communication between instructors and students.

1. Instructors must initiate interaction with online students on a predictable and scheduled basis.
2. Interaction must be academic in nature, such as providing direct instruction, assessing coursework, providing feedback, and facilitating discussions.
3. Instructors must be accessible to online students through office hours, scheduled meetings, and timely responses to inquiries.

## Design and Delivery of Online Courses and Programs

1. Online courses must be designed following best practices in online education, including clear learning objectives, engaging content, and varied assessment methods and students are adequately informed of the nature and expectations of online learning through the course syllabus.
2. Professional development opportunities featuring best practices in designing, delivering, and maintaining quality online courses must be made available by NIU to faculty on a regular basis.
3. Online courses will be evaluated for quality on a regular basis using appropriate methods that include but are not limited to student course evaluations. Online courses are included in the regular cycle of program review.
4. Faculty are full participants in decisions regarding curricula and program oversight.

## Institutionally Supported Technology

1. Online learning platforms will have secure access controls to protect the integrity of course content and student information.
2. The identity of faculty, staff and students participating in online courses must be verified by NIU to ensure that persons registered in the courses are the ones participating in them.
3. Online courses must use the institutionally supported learning management system.
4. Technical support staff must be available to faculty and online students regularly and actively work to prevent and quickly resolve technology-related problems.
5. The university will ensure that student data is protected in accordance with applicable privacy laws and institutional policies.

## Compliance with State and Federal Requirements

1. To ensure accessibility to persons with disabilities, instruction in online courses are subject to requirements that may be imposed by the Americans with Disabilities Act, Section 508 of the Rehabilitation Act as amended, the Illinois Information Technology Accessibility Act 2.1 and other state and federal regulations for digital content.
2. Online programs are authorized to offer online education in member states through participation in NC-SARA.
3. Online programs must comply with all NC-SARA reporting requirements, including distance education enrollment and out-of-state placements.
4. Online programs must adhere to NC-SARA consumer protection standards, such as proper disclosure and notifications.
5. Online programs will adhere to U.S. Department of Education distance education federal requirements.

## Student Support Services

1. Online students will have access to academic advising, library resources, and other support services equivalent to those available to on-campus/hybrid persons.
2. Online students will have access to services available to assist people with technical issues related to online learning platforms.
3. Online students will have access to resources on how to be a successful student in an online environment.

Approved by Graduate Council ??/??/2025 Approved by Baccalaureate Council ??/??/2025 Replaces Online and Hybrid Courses 12/04/2019

**Background to Revision of Current** [**Online and Hybrid Course Policies**](https://www.niu.edu/policies/policy-documents/online-and-hybrid-course-policies.shtml)

Considerations:

1. Overall layout: Expandable areas, like [Conflict of Interest policy](https://www.niu.edu/policies/policy-documents/conflict-of-interest.shtml). Move existing requirements into expandable areas.
2. Add general definitions, including the definition of an online program.
3. Minor change for language clarity
4. Change any reference to the APPM with the new existing policy name
5. Change requirements sentence structure for consistency
6. Add more requirements to protect student’s privacy and data protection to Institutionally Supported Technology
7. Add Institutionally Supported Technology requirements to also enhance student and faculty support.
8. Add Compliance with State and Federal Requirements to inform, but also as evidence of NIU’s commitment to federally mandated distance education compliance.
9. Consider any additional general requirements for online programs.

*This table below is a map of how the old policy was incorporated into the new one and will not be part of the policy.*

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| **Current** | **Suggestions for Revision** |
| Policy: Below are general policies governing online and hybrid courses carrying undergraduate and/or graduate credit at Northern Illinois University (NIU). NIU defines online courses as those in which 100% of course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity. NIU defines hybrid courses as those in which online activity is mixed with classroom meetings, replacing a significant percentage, but not all required face-to-  face instructional activities. | Section moved to Policy Narrative section |
| 1. Online and hybrid courses must have an  official instructor of record. | 1. moved to General Requirements |

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| 2. Online and hybrid courses must be academically equivalent to face-to-face versions of the same course in terms of rigor, learning objectives, and material  coverage. | 2. moved to General Requirements |
| 3. Online and hybrid courses must include significant interaction between persons and instructor, and among persons, when such opportunities would normally be part of the course if offered in traditional on-  campus mode. | 3. moved to Regular and Substantive Interaction – Expanded and more specific due to Title IV federal regulations |
| 4. To ensure accessibility to persons with disabilities, instruction in Online and hybrid courses is subject to requirements that may be imposed by the Americans with Disabilities Act, Section 508 of the Rehabilitation Act as amended, and the Illinois Information Technology  Accessibility Act 2.0. | 4. moved to Compliance with State and Federal Requirements to update accessibility standards, including updating IITAA to 2.1. Generally added other regs that changed. |
| 5. Online and hybrid courses will be evaluated for quality on a regular basis using appropriate methods that include but are not limited to student course  evaluations. | 5. moved to Design and Delivery |
| 6. Ownership of Online and hybrid courses (faculty, university, shared) must comply with the stipulations of copyright described  in APPM Section I, Item 6. | 6. moved to General Requirements , replaced APPM reference |
| 7. The instructional delivery mode (online,  hybrid, face-to-face) must be indicated in the NIU course finder. | 7. moved to General Requirements |
| 8. Online and hybrid courses must adhere to the same academic calendar and related rules (drop/add, withdrawal, refund policies, etc.) as traditional courses. Fall and spring courses must occur within the  established start and end dates for the | 8. moved to General Requirements |

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| term, and summer courses must fall exclusively between the last day of spring and first day of fall to maintain federal financial aid eligibility under term rules. Within term boundaries, courses may vary in duration. For modest exceptions to this  scheduling policy, contact Financial Aid. |  |
| 9. Proposals for Online and hybrid courses must include a rationale as to how the number of credit hours per course was determined, in compliance with credit hour policies articulated in APPM Section III,  Item 2. | 9. moved to General Requirements, replaced APPM reference |
| 10. Current rules regarding the number of credit hours students can take in an  academic term apply to these courses. | 10. moved to General Requirements |
| 11. Persons receiving academic credit for Online and hybrid courses must be admitted to NIU or (for graduate persons)  be a student-at-large. | 11. moved to General Requirements |
| 12. The identity of students participating in online and hybrid courses must be verified by NIU to ensure that people registered fin the courses are the ones participating in  them. | 12. moved to Institutionally Supported Technology |
| 13. Professional development opportunities featuring best practices in designing, delivering, and maintaining quality online and hybrid courses must be made available by NIU to faculty on a  regular basis. | 13. moved to Design and Delivery |
| 14. Best practices in completing online and hybrid courses successfully must be made available to students by NIU on a regular  basis. | 14. moved to Student Support |
| 15. Technical support staff must be  available to faculty and students on a | 15. moved to Institutionally Supported  Technology |

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| regular basis, and must actively work to prevent and quickly resolve technology-  related problems from occurring. |  |

*Resources to align with the Broader educational landscape (not included in policy)*

Adelphi University New York, Policy Library – [Distance Learning Policy](https://www.adelphi.edu/policies/distance-learning/) Online Learning Consortium [Updated E-Learning Definitions](https://onlinelearningconsortium.org/updated-e-learning-definitions-2/)

Penn State, Penn State Policies – [AD55 Role of the Department of Distance](https://policy.psu.edu/policies/ad55) [Education/World Campus](https://policy.psu.edu/policies/ad55)

The Ohio State University, Teaching and Learning Resource Center – [Policies for Online](https://teaching.resources.osu.edu/teaching-topics/policies-online-teaching) [Teaching](https://teaching.resources.osu.edu/teaching-topics/policies-online-teaching)

University of Central Florida, About the Center for Distributed Learning - [UCF Distributed](https://cdl.ucf.edu/about/cdl/distributed-learning-guidelines/) [Learning Guidelines](https://cdl.ucf.edu/about/cdl/distributed-learning-guidelines/)

**Proposal to amend FS Bylaws, Article 4.4.1.3 Graduate Council Administration Representation**

**Proposal Summary:**

* Specify that the Dean of the Graduate School is a nonvoting member of Graduate Council except when voting is necessary to break a tie vote.
* Remove “ex officio” language since the University Libraries representative is an appointed position and not “by virtue of the office.”
* Add assistant vice provost for assessment and accreditation as an ex officio nonvoting member for the purpose of sharing information on assessment and accreditation regulations and processes as they relate to curricular and policy proposals.

**Article 4: Academic Councils and committees of the University**

* 1. **The Graduate Council**
     1. **Composition**
        1. **Administrative Representation**
           1. The dean of the Graduate School shall serve ex officio as a nonvoting member of the Graduate Council except when necessary to break a tie vote.
           2. A representative of the University Libraries, appointed by the dean of the University Libraries, shall serve ~~ex officio~~ on the council, but shall vote only on matters pertaining to the University Libraries.
           3. The assistant vice provost for assessment and accreditation shall serve ex officio as a nonvoting member of the Graduate Council.