

FACULTY SENATE MEETING AGENDA
Wednesday, October 4, 2017, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE SEPTEMBER 6, 2017 FS MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

V. ITEMS FOR FACULTY SENATE CONSIDERATION

- A. Undergraduate Recruitment Plan Discussion
[Reference material](#) – Pages 3-11

Sol Jensen
Vice President for Enrollment Management, Marketing and Communications

- B. The Green Team and [Campus Sustainability](#)

Melissa Burlingame, Green Team Chair
Asst. Director, Institute for the Study of the Environment, Sustainability and Energy

Melanie Costello, Green Team Member
Director, Lorado Taft Field Campus

[Proposed resolution regarding sustainability](#) – Page 12

VI. CONSENT AGENDA

VII. REPORTS FROM STANDING COMMITTEES

- A. Faculty Rights and Responsibilities Committee – Katy Jaekel, Chair – no report
- B. Academic Affairs Committee – Clanitra Stewart Nejd, Chair – no report
- C. Committee on the Economic Status of the Profession – Laura Beamer, Chair – no report
- D. Rules, Governance and Elections Committee – Keith Millis, Liaison/Spokesperson – no report

- E. Resources, Space and Budget Committee – Sarah McHone-Chase,
Liaison/Spokesperson - no report

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Approve Faculty Senate Vice President George Slotsve to serve on the
General Counsel Search Committee

X. REPORTS FROM ADVISORY COMMITTEES

- A. FAC to IBHE – Paul Stoddard – report
- B. University Advisory Committee to the Board of Trustees – no report
Barbara Andree, Cathy Doederlein, Alex Gelman,
Mark Riley, Linda Saborío, Kendall Thu

XI. COMMENTS AND QUESTIONS FROM THE FLOOR

XII. INFORMATION ITEMS

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Athletic Board
- C. [Minutes](#), Baccalaureate Council
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- G. [Minutes](#), General Education Committee
- H. [Minutes](#), Graduate Council
- I. [Minutes](#), Graduate Council Curriculum Committee
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Supportive Professional Staff Council
- M. [Minutes](#), University Assessment Panel
- N. [Minutes](#), University Benefits Committee
- O. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- P. [Minutes](#), University Committee on Initial Educator Licensure
- Q. [Nominations for Honorary Degrees](#) – Page 13

XIII. ADJOURNMENT



STUDENT RECRUITMENT DIALOGUE



Dear Campus Partners,

Thank you for your willingness to collaborate in the recruitment efforts of the university. This guide was created in an effort to support and aid in our recruitment dialogues. We value your contributions and are excited to learn more about what you do to recruit students and we are eager to share what we do in the Office of Admissions. I think there is much we can learn from one another.

Never before has the collaboration of faculty, enrollment management and marketing been more critical to the success of our future enrollment than now; we are all responsible for enrollment. Strategically, each staff and faculty member plays an essential role in the overall success of our enrollment initiatives.

Please note that this is a working document that needs your expertise and feedback. We look forward to today's session and future discussions.

*Sincerely,
Katy Saalfeld*

Office of Undergraduate Admissions
Division of Enrollment Management, Marketing and Communications
Williston Hall | DeKalb, Illinois 60115
815-753-8305 | ksaalfeld@niu.edu
admissions.niu.edu



Northern Illinois University
Your Future. Our Focus.

Day-in-the-life: Off-Campus Recruitment

Off-Campus Recruitment Basics

1. **Track visits.** Share your visit information with Lynn Slater who will coordinate with Admissions.
2. **Share student contact information.** Once you have returned from your visit, submit your cards to Lynn Slater who will coordinate data entry with Admissions for the students you have met with.
3. **Be friendly.** This may be the student's first and last impression of the university.
4. **Dress appropriately and be professional in your words and manner.** Remember – you are representing the university.
5. **Identify yourself.** Make sure the students know you are a faculty member. Wear your NIU badges and pins.
6. **Encourage students to come and visit campus;** visiting a college in person is the best way for students to decide if it's a good fit. Offer a free sample lesson here. Lynn can assist with their day (tour the Music Building, visit rehearsals, lessons with other faculty members, etc.)
7. **Be willing to admit if you don't know an answer.** Take contact information, and tell them that the Office of Admissions will be in contact soon to answer any lingering questions.
8. **Be positive.** Speak positively about the NIU, campus or experiences. Avoid speaking negatively about other universities or colleges.
9. Avoid guaranteeing admission or scholarships to the school or to programs.
10. **For high school visits, please be on time (early).** Respect the time of the high school teachers you are visiting. If you are late, do not assume they can still fit you in their schedule. Perhaps they need to reschedule for a later date. Their time is just as valuable as yours.

What are other off-campus recruitment best practices?

On-Campus Recruitment Basics

Studies indicate that students consistently state that the campus visit is what convinced them to enroll at their respective college or university. It was during the campus visit that they discovered information that is usually not in written form and got a true “feel” for the campus culture. The presence of friendliness, accessibility of faculty members, and attitude of administrative officials during the campus visit are highly valued and under constant scrutiny. Whether students are doing a formal visit through a program or other, the interactions and experiences can have a huge impact of their perception of our institution, so it's important that we all put our best foot forward to represent our campus. Here are a few simple ways that you can ensure that recruitment is part of your everyday life at NIU:

Smile and say hello! You can generally identify prospective students and their families, but it never hurts to smile and say hello to current students too. If you see Lynn or a student giving a tour to a prospective student or family, feel free to say hello and introduce yourself. If you are busy, a smile will do!

1. **Make campus beautiful.** We often hear new students and families say how beautiful campus is in the summer. Campus facilities does such a great job at helping keep campus clean, but if you happen to see trash/litter laying around, please take a second to throw it away.
2. **Make new students and families feel valued.** If you happen to see a new student and/or family member looking confused or lost, don't be afraid to introduce yourself and offer to help point them in the right direction. Better yet, feel free to walk them to the correct location if you are able to do so.
3. **Discuss NIU in affirming ways.** As you talk with prospective students and families, please share with them why you love NIU. This includes not only talking about your specific role on campus, but also about other units/colleges.
4. **It's always someone's first day.** Do you remember what it was like on your first college visit? Or maybe, your first day working at NIU? You were probably nervous, but didn't want to show it. Prospective students and families most likely feel the same way. Always try to keep this perspective in mind as you see and talk to prospective students and families.

What are other on-campus recruitment best practices?

Communication Basics

Coordinate communication. We often get questions about the amount of information we are sending students; whether we are sending too much or not enough. Trying to find the right balance can be difficult. One challenge that we are working to overcome is tracking the communication by sharing the same CRM (constituent relationship management) system, Hobsons Connect. Within Connect you will be able to see every touch point that student has had with NIU whether it is through your department specifically or otherwise. You would be able to see all emails, phone calls, mailers, etc. that the student has received as well as if they have visited campus. (Training in Connect to follow!)

What are some other best practices or concerns about amount, type and frequency of contact?

FAQs

What is the admission criteria for freshmen students?

990 SAT OR 19 ACT Composite AND 2.75 (on a 4.0 scale) OR top 50% of class.

OR

1140 SAT OR 23 ACT Composite AND 2.5 (on a 4.0 scale) OR top 66% of class.

Students that hold a GED or do not meet the posted criteria can contact Admissions.

What is the admission criteria for transfer students?

- If you've attempted **more than 12 semester hours, but have earned fewer than 24 semester hours** of transferable credit at the time of application, you must:
 - Meet current freshman admission requirements.
 - Be in good standing at the last college/university attended.
 - Have a GPA of at least 2.00 on a 4.00 scale (C average) from all colleges/universities attended (as computed by NIU standards).
- If you've **earned 24-59 semester hours -OR- earned 60 or more semester hours** of transferable credit at the time of application, you must:
 - Be in good standing at the last college/university attended.
 - Have a GPA of at least 2.00 on a 4.00 scale (C average) from all colleges/universities attended (as computed by NIU standards).

How long will it take to process my application?

For general admission applications are processed as soon as all supporting documentation and fees are received. The admission process can take two to four weeks from time of receipt of all required documents during peak processing periods. Discuss specifics of applying to the School of Music.

Does NIU accept AP credit?

Yes. NIU accepts AP, CLEP and IB credit. Students need to have their scores sent to the Office of Testing Services to have their scores evaluated. The evaluation information is available from the NIU Office of Testing Services.

Are there non-music scholarship opportunities?

Yes. AcademicWorks is NIU's campus-wide scholarship application system. In AcademicWorks, you will be able to apply for multiple competitive scholarships. While the majority of NIU's scholarships can be found on AcademicWorks, you should check with your academic department to see if they have any other opportunities not available on the system. A common deadline for scholarships for the 2018-2019 academic year is January 31, 2018. Some scholarships may have later deadlines; however, students are encouraged to complete a general application prior to January 31 to be considered for the majority of NIU scholarships for which you meet the minimum criteria.

How do I find out what courses I should register for?

Every new NIU undergraduate student must attend New Student Orientation where they will meet with an adviser and receive priority registration. Music students will meet with their music advisor during summer orientation, after they have been accepted into the School of Music.

What kind of career planning services are offered to prepare students for life after graduation?

NIU helps students secure internships and full-time employment by offering job and internship fairs, career counseling, resume and cover letter reviews and an online job search database. For more information, see our Careers & Employment page. Also speak specifically about what your college/department offers.

What are my next steps as an admitted student?

- Accept your admission
- Schedule your audition
- Register for new student orientation (required for all new students)
- Apply for scholarships (in addition to scholarships that may be received via your audition)
- Apply for financial aid
- Sign-up for housing
- Register for testing *Music coursework does not require placement testing*
- Attend orientation
- Submit Immunization Records (required)
- Discuss student health insurance with family (automatically billed unless waived)

What are other FAQs that would be helpful?**For example:**

What music degrees do you offer?

How long does it take to graduate with each degree?

May I double major?

What does it cost to go to NIU?

What does it cost if I am out of state? In a neighboring state?

Housing – Where do we live? Lynn Slater encourages our music major freshmen to live in the Fine Arts House – live with their peers, their lifelong friends. Transfers, live in Gilbert, which is very close to the Music Building.

(Other FAQs, continued)

Handling Difficult Questions: CPR

Clarify – Clarify the question to make sure you know what they're asking.

Personal Experience – Share your experiences or someone you know that has dealt with that situation.

Resources – Share appropriate resources that you know about (remember it is okay to not have all the answers).

Examples of difficult questions:

- 1) Is NIU a safe school? What is security like on campus?
- 2) I hear everyone goes home on the weekends. Is that true?
- 3) What is diversity like on campus?
- 4) What is the best residence hall on campus?
- 5) I heard that (College's) program is better. Is that true?
- 6) Why is NIU so expensive?
- 7) What are the parties like on campus? Is there a lot of drinking on campus?
- 8) This is my GPA and ACT. Will I be admitted?
- 9) Is it true that NIU is closing?
- 10) Why is enrollment down?

What types other challenging questions have you gotten or do you think you might get?

NIU Facts

Date Chartered: 1895

Location:

DeKalb
population **44,098**
65 miles west of Chicago



Alumni of Record: 225,000

Total Faculty/Staff: 4,648

Instructional faculty: 1,135

Administrative and professional staff: 1,000

Operating staff: 2,463

Student/Instructional Faculty Ratio: 16:1



Student Housing Capacity:

approx. **5,000**
(on campus)

Radio Stations:

WNIJ 89.5 FM,
50,000 watts;
WNIU 90.5 FM
(National Public
Radio); WKDI
93.5 FM (student
operated)



Campus Size:

DeKalb main campus: **756** acres; **64** major buildings

Lorado Taft Field Campus (near Oregon, Illinois): **144** acres

NIU Rockford: **10** acres

NIU Hoffman Estates: **3.93** acres,
plus an additional land donation of 20 acres

NIU Naperville: **11.2** acres



International Students

719
international students from
122
different countries

College Structure:

7 degree-granting colleges—
Business, Education, Engineering
and Engineering Technology, Health
and Human Sciences, Law, Liberal Arts and
Sciences, and Visual and Performing Arts

Enrollment

Undergraduate: **15,814** Graduate: **5,020** College of Law: **304** Total: **21,138**

Average Student Age

Undergraduate: **22.6** Graduate: **32.63**

College of Law: **27.79**

**Degrees Awarded, 2012-13
Academic Year**

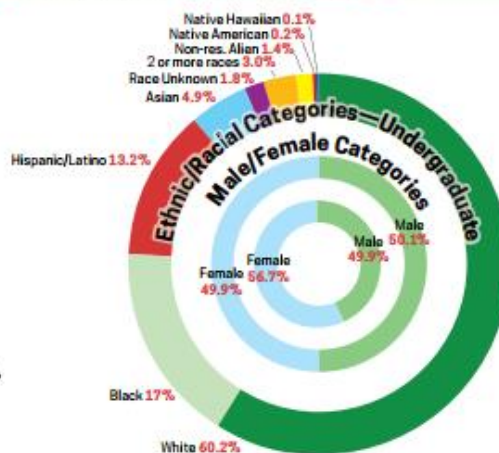
Undergraduate: **3,893**

Graduate: **1,364**

J.D. Professional/Law: **116**

Doctorate: **181**

Total: **5,554**



Are there other facts that would be helpful to have on hand?

Campus Contacts

Undergraduate Admissions
815-753-0446
admissions@niu.edu
www.niu.edu/admissions

Transfer Center
815-753-0446
transfercenter@niu.edu
www.transfercenter.niu.edu

Graduate Admissions
815-753-0395
gradsch@niu.edu
www.grad.niu.edu

International Admissions
815-753-8276
isfo@niu.edu
www.niu.edu/international

CHANCE 815-753-0201
chance@niu.edu
www.chance.niu.edu

Housing and Dining
815-753-1525
housingdining@niu.edu
www.niu.edu/housing

Testing Services
815-753-1203
testing@niu.edu
www.niu.edu/testing

Orientation and Family Connections
815-753-1535
orientation@niu.edu
www.niu.edu/ofc

Financial Aid and Scholarship Office
Financial Aid 815-753-1395
finaid@niu.edu
www.niu.edu/fa
Scholarships 815-753-4829
scholarships@niu.edu
www.niu.edu/scholarships

Registration and Records
815-753-0681
regrec@niu.edu
www.reg.niu.edu/regrec

Military and Post-Traditional Student Services
815-753-0691
veteranassistance@niu.edu
www.niu.edu/militaryservices

Division of Information Technology
815-753-8100
helpdesk@niu.edu
doit.niu.edu/doit

School of Music
Lynn Slater
815-753-1546
lslater@niu.edu
www.niu.edu/music/

Are there other campus contacts that would be helpful?

The Faculty Senate of Northern Illinois University

Resolution Regarding Sustainability

October 4, 2017

Whereas Northern Illinois University (NIU) has an existing and growing commitment to protecting the environment for present and future generations with the Environmental Studies undergraduate degree, the Director of Environmental Affairs for the Student Association, infrastructure improvements from office-scale to entire sections of campus, and as a signatory of the American College and University Presidents' Climate Commitment (ACUPCC) in 2014;

Whereas every Illinois state university and benchmark institution outside of Illinois (ie: Mid-America Conference schools) has some form of strategic plan to address institutional sustainability efforts;

Whereas NIU has a strong record of energy efficiency and recycling initiatives that are largely unknown to constituents and lack cohesive coordination;

Whereas previous projects to install energy-efficient infrastructure have resulted in significant fiscal savings for NIU;

Whereas better planned and publicized sustainability efforts have a positive effect on recruiting and retaining students; and

Whereas the NIU Green Team develops socially-conscious citizens, in alignment with the NIU mission and vision, by engaging faculty, staff, and students in experiential learning opportunities that provide critical thinking skills and content knowledge important to long-lasting civic engagement; now, therefore, be it

Resolved, that in light of Northern Illinois University's commitment to sustainability, the Faculty Senate:

1. urges the NIU Green Team to facilitate efforts to develop and implement a plan for coordinated sustainability initiatives at the university;
2. urges the NIU community to participate in drafting and adopting sustainability practices;
3. urges the NIU Green Team to continue current efforts to collect information about completed and ongoing NIU sustainability initiatives and publicize these efforts;
4. urges NIU to seek state and national recognition for these initiatives and to capitalize on the long-term budget savings and student recruitment and retention potential gained through appropriate planning, coordinating, and publicizing of sustainability initiatives; and
5. urges the NIU community to use sustainability initiatives as a way to mentor students in becoming socially-conscious citizens concerned about the ongoing success of sustainability at NIU, in the community, and across the globe.

Movers:

Seconders:




**Northern Illinois
University**

The Graduate School

DATE: September 12, 2017

TO: University Faculty; Senior Cabinet; Council of Deans; Selected Directors;
Presidents of Faculty Senate, Supportive Professional Staff Council, Operating
Staff Council, and Student Association

FROM: Bradley Bond, Dean of the Graduate School and Associate Vice President for Graduate Studies 

RE: Nominations for Honorary Degrees

By this correspondence, I am issuing the annual call for nominations for honorary doctoral degrees to be awarded from Northern Illinois University. Please share this with interested parties.

Awarding an honorary degree is an opportunity for the University to recognize someone especially outstanding in a field of interest to the University. It is necessary, though not sufficient, for a nominee to be accomplished and renowned in his or her field; an honorary-degree recipient should be clearly exceptional among other outstanding persons in that field. While a connection to Northern Illinois University or to the State of Illinois is not a requirement for nomination, any such relationship should be noted and will be considered during the selection process.

A nomination must be accompanied by:

- A supporting narrative that clearly indicates the nominee's distinction, as mentioned above, in business, education, the liberal arts and sciences, technology, the fine arts, other professional fields, or public service.
- One or more standard biographical statements from appropriate reference sources (these are not substitutes for the narrative indicated above).
- Current contact information for the nominee should also be included.

Any person affiliated with Northern Illinois University may submit a nomination, indicating the nominator's identity and connection with the University. The Honorary Degree Committee encourages nominations by groups as well as by individuals. Nominators should alert all university departments and divisions related to the area of the nominee's accomplishments and invite those units to provide the Committee with input regarding the merits of the nomination.

As the University does not intend to award more than two honorary degrees in a year, the selection process is stringent. Furthermore, as the Committee recommendations subsequently pass through several other approval steps, the process is lengthy. **This year's nominations, with the required supporting information, should reach me by Wednesday, November 1, 2017.**

Names of past recipients of the NIU Honorary Degrees are available on the Division of Academic Affairs website: <http://www.niu.edu/academicaffairs/awards/degrees-recipient.shtml>.

cc: Graduate Council
Honorary Degree Committee