

**PUBLIC NOTICE AND AGENDA**

**Faculty Senate Steering Committee  
Wednesday, August 24, 2022, 3 p.m.  
Altgeld Hall 225  
Northern Illinois University  
DeKalb, Illinois**

- I. CALL TO ORDER**
- II. VERIFICATION OF QUORUM**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF THE APRIL 20, 2022, MINUTES – Pages 2-3**
- V. PUBLIC COMMENT**
- VI. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA –  
attached packet**
- VII. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION**
- VIII. ADJOURNMENT**

## MINUTES

Faculty Senate Steering Committee  
Wednesday, April 20, 2022, 3 p.m.  
Altgeld Hall 225  
Northern Illinois University  
DeKalb, Illinois

**VOTING MEMBERS PRESENT:** Birch, Bohanon, Chomentowski, Creed, Demir, Grund, Hunter, Marsh, McConkie

**VOTING MEMBERS ABSENT:** Collins, McGowan, Montana, Slotsve

### I. CALL TO ORDER

Faculty Senate (FS) President **P. Chomentowski** called the meeting to order at 3 p.m.

### II. VERIFICATION OF QUORUM

A quorum was verified.

### III. ADOPTION OF THE AGENDA

**D. McConkie** moved to adopt the agenda, seconded by **R. Grund**. Motion passed.

### IV. APPROVAL OF THE MARCH 23, 2022, MINUTES

**V. Demir** moved to approve the minutes, seconded by **S. Marsh**. Motion passed.

### V. PUBLIC COMMENT

### VI. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA – attached packet

A review of the draft FS agenda included the following points:

- Public comment regarding race/gender data from the Presidential Commission on Race and Ethnicity is anticipated.
- Chief Diversity Officer Vernese Edghill-Walden will present on Developing a Community of Practice for Equity and Community Partnerships.

- The Rules, Governance and Elections Committee will facilitate the election of the 2022-23 FS president, as well as several other committee representative selections. Also, a report on the cyberbullying resources project is anticipated and will be added to the draft FS agenda.
- A proposed amendment to FS Bylaws, Article 2, requiring that candidates for FS president be tenured, will be presented for a second reading and vote.
- Proposed amendments to the Student Evaluation of Instruction Policy, resulting from the recent five-year policy review, will be presented for a first reading. Although the proposal does not recommend that a bias statement be included in the evaluations at this time, it was suggested that, rather than wait for the next five-year review, the FS-Social Justice Committee be asked to conduct further review during 2022-23 with a specific focus on testing a bias statement.
- Reports are anticipated from Faculty Advisory Council to IBHE, University Advisory Committee to the Board of Trustees, Social Justice Committee, Student Government Association, Operating Staff Council, Supportive Professional Staff Council.
- Informational items will include the FS president annual report, faculty personnel advisor annual report and 2022-23 FS meeting dates.

**B. Creed** moved to approve the draft FS agenda per above discussion, seconded by **R. Grund**. Motion passed.

## **VII. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION**

## **VIII. ADJOURNMENT**

**S. Marsh** moved to adjourn, seconded by **V. Demir**. Motion passed.

Meeting adjourned at 3:23 p.m.

**PUBLIC NOTICE AND AGENDA - DRAFT**

**FACULTY SENATE  
Wednesday, August 31, 2022, 3 p.m.  
Altgeld Hall Auditorium, 2<sup>nd</sup> Floor  
Northern Illinois University  
DeKalb, Illinois**

**I. CALL TO ORDER**

**II. VERIFICATION OF QUORUM**

**III. ADOPTION OF THE AGENDA**

**IV. APPROVAL OF THE APRIL 27, 2022, MINUTES – Pages 4-7**

**V. PUBLIC COMMENT**

**VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS**

**VII. PROVOST’S ANNOUNCEMENTS**

**VIII. ITEMS FOR FACULTY SENATE CONSIDERATION**

**IX. CONSENT AGENDA**

- A. Approve Department of Management Professor Sarah Marsh to serve as the 2022-23 Faculty Senate vice president per FS Bylaws, Article 2.2.
- B. Approve Department of Communication Professor Ferald Bryan to serve as the 2022-23 Faculty Senate parliamentarian per FS Bylaws, Article 2.2.
- C. Approve the 2022-23 Faculty Senate Standing Committee membership rosters per FS Bylaws, Article 3 – Pages 8-9
- D. Approve the 2022-23 University Advisory Committee to the Board of Trustees membership roster, confirming Brad Cripe for a three-year term, per NIU Bylaws, Article 8.4.1.1 – Page 10
- E. Approve faculty candidates running unopposed to serve on committees of the university – Page 11
- F. Approve Professor Peter Chomentowski to serve as NIU’s academic representative to the [State Universities Retirement System Members Advisory Committee](#) (SURSMAC)

- G. Approve Professor Sarah Marsh to serve on the 2023 BOT Professorship Award Selection Committee

**X. UNFINISHED BUSINESS**

- A. Proposed amendment to Student Evaluation of Instruction – Pages 12-15  
SECOND READING/VOTE  
Ismael Montana, Faculty Senate President  
Chad McEvoy, Vice Provost for Faculty Affairs, FSPC Convener

**XI. NEW BUSINESS**

**XII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES**

- A. Faculty Advisory Council to the IBHE – report  
Linda Saborío, NIU representative to FAC-IBHE
- B. University Advisory Committee to the Board of Trustees – report  
Felicia Bohanon, Holly Nicholson, Ismael Montana  
Katy Jaekel, Karen Whedbee, Brad Cripe
- C. Faculty Rights and Responsibilities Committee – no report
- D. Social Justice Committee –  
David Valentiner, Chair
- E. FS-UC Rules, Governance and Elections Committee – report  
Lori Hartenhoff, FS/RGE Liaison/Spokesperson
  - 1. [Cyberbullying and Online Harassment](#) Resources Project  
Holly Nicholson, President, Operating Staff Council
  - 2. Election of 2022-23 Hearing Panel – A Qualtrics ballot will be distributed to FS tenured/tenure-track voting members following the meeting.
  - 3. Election of 2022-23 non-union faculty and staff grievance pool – A Qualtrics ballot will be distributed to FS tenured/tenure-track voting members following the meeting.
  - 4. Faculty Personnel Advisor – Call for self-nominations – Page 16

Letters of self-nomination are due by Friday, Oct. 7, and will be shared with Faculty Senate voting members via email by Monday, Oct. 10, and also included in the October 26 Faculty Senate agenda packets. Election will take place during the October 26 Faculty Senate meeting. The faculty personnel

advisor must be a full-time, faculty member, but does not need to be a member of Faculty Senate or University Council.

- F. Student Government Association –  
Raaif Majeed, President  
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council –  
Holly Nicholson, President
- H. Supportive Professional Staff Council –  
Felicia Bohanon, President

### **XIII. INFORMATION ITEMS**

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee
- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- 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. FS 2022-23 dates: Aug 31, Sep 28, Oct 26, Nov 16, Jan 25, Feb 22, Mar 29, Apr 26
- R. [2021-22 Annual Reports](#)
- S. Disclosure of Foreign Gifts and Contracts – Pages 17-20  
If you have questions or need to access the related form, contact Carrie Kinowski, in the Office of the General Counsel.
- T. Student Mandatory Fee Advisory Committee – seeking one tenured/tenure-track faculty member to serve on this committee, which expects to convene in September and complete most of its work during the fall semester. Contact Pat Erickson at [pje@niu.edu](mailto:pje@niu.edu) if you can help.
- U. [University Benefits Committee](#) – seeking one tenured/tenure-track faculty member of Faculty Senate to serve on this committee, which meets virtually on the first Thursday of the month at 1 p.m. Contact Pat Erickson at [pje@niu.edu](mailto:pje@niu.edu) if you can help.

### **XIV. ADJOURNMENT**

## MINUTES

**FACULTY SENATE**  
**Wednesday, April 27, 2022, 3 p.m.**  
**Barsema Alumni and Visitors Center**  
**231 N. Annie Glidden Road**  
**Northern Illinois University**  
**DeKalb, Illinois**

[Full transcript](#)

**VOTING MEMBERS PRESENT:** Akst, Bohanon, Books, Bradley, Chen, Cheyney, Chomentowski, Chung, D. Collins, V. Collins, Creed, Duffin, Duffrin, Engel, Gorman, Grund, Hu, Hunter, Ito, Jong, Keddie, Lampi, Liberty, Lulinski, Maki, Marsh, McConkie, McGowan, McKee, Mellon, Miguel, Montana, Montgomery, Nesterov, Palese, Penkrot, Qamar, Qin, Richter, Rossetti, Serowka, Sharp, Slotsve, Smith, Staikidis, Sullivan, Vahabzadeh, Valentiner, Whedbee, Yates (for Johnson)

**VOTING MEMBERS ABSENT:** Birch, Bujarski, Carpenter, Clark, Demir, Fredericks, Haidar, Hua, Johnson, Knoll, Sirotkin, Vaezi

**OTHERS PRESENT:** Boston, Bryan, Edghill-Walden, Griffin, Groza, Howell, Majeed, McEvoy

**OTHERS ABSENT:** Beyer, Falkoff, Ferguson, Jaekel, Saborío

### **I. CALL TO ORDER**

Faculty Senate President **P. Chomentowski** called the meeting to order at 3 p.m.

### **II. VERIFICATION OF QUORUM**

A quorum was verified.

### **III. ADOPTION OF THE AGENDA**

**F. Bohanon** moved to adopt the agenda, seconded by **V. Collins**. Motion passed.

### **IV. APPROVAL OF THE MARCH 30, 2022, MINUTES**

**B. Creed** moved to approve the minutes, seconded by **D. Collins**. Motion passed.

### **V. PUBLIC COMMENT**

### **VI. FACULTY SENATE PRESIDENT'S ANNOUNCEMENTS**

**VII. PROVOST'S ANNOUNCEMENTS**

**VIII. ITEMS FOR FACULTY SENATE CONSIDERATION**

- A. Developing a Community of Practice for Equity and Community Partnerships  
Vernese Edghill-Walden, Chief Diversity Officer
- B. Recognition of Faculty Senate members who have completed their service

**IX. FS-UC RULES, GOVERNANCE AND ELECTIONS COMMITTEE – report  
Ben Creed, FS Liaison/Spokesperson**

- A. Election of 2022-23 FS president/UC chair per FS Bylaws, Article 2

- 1. Ismael Montana

Yes – 43 votes

No – 0 votes

Abstain – 0 votes

**I. Montana** is elected.

- B. Committees of the University 2022-23 – Election of faculty candidates running opposed. Following the meeting, a Qualtrics ballot will be distributed to the tenured/tenure track faculty, clinical faculty and instructor members of Faculty Senate.
- C. Election of Faculty Senate Personnel Committee representatives for terms to begin in fall 2022. Those elected to serve on the FSPC must be tenured faculty members of Faculty Senate. Following the meeting, a Qualtrics ballot will be distributed to the tenured/tenure-track faculty members of Faculty Senate.
- D. By-lot drawing of three tenured faculty members to serve on the 2022-23 grievance panel for student grievances. Members serving on the panel could be called upon to review a student grievance should one be filed during the 2022-23 academic year.

The following tenured faculty members were selected:

Veysel Demir, College of Engineering and Engineering Technology

Elisa Fredericks, College of Business

Yasuo Ito, College of Liberal Arts and Sciences

- E. By-lot drawing of three instructors to serve on the 2022-23 grievance panel for student grievances. Members serving on the panel could be called upon to review a student grievance should one be filed during the 2022-23 academic year.



The following instructors were selected:

Meredith Stange, College of Law

Tim Sullivan, College of Liberal Arts and Sciences

Ed Miguel, College of Engineering and Engineering Technology

F. Cyberbullying Resources Project Update

**X. CONSENT AGENDA**

A. Committees of the University 2022-23 – Approve faculty candidates running unopposed to serve on committees of the university

B. Approve Department of Management Professor and Honors Committee member, Barton Sharp, to serve on the Chief Financial Officer Search Committee

**D. Valentiner** moved to approve the consent agenda, seconded by **B. McGowan**.  
Motion passed.

**XI. UNFINISHED BUSINESS**

A. Proposed amendment to FS Bylaws, Article 2, Officers of the Faculty Senate  
SECOND READING/VOTE  
Peter Chomentowski, Faculty Senate President

**V. Collins** moved to approve the proposed amendment, seconded by **R. Grund**.  
Motion passed.

Yes – 42 votes  
No – 1 vote  
Abstain – 2 votes

**XII. NEW BUSINESS**

A. Proposed amendment to Student Evaluation of Instruction  
FIRST READING  
Rich Grund, Faculty Senate Personnel Committee  
Peter Chomentowski, Faculty Senate President

**XIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES**

A. Faculty Advisory Council to the IBHE – report  
Linda Saborío, NIU representative to FAC-IBHE

B. University Advisory Committee to the Board of Trustees – report  
Felicia Bohanon, Holly Nicholson, Peter Chomentowski  
Katy Jaekel, Karen Whedbee, Greg Beyer

- C. Faculty Rights and Responsibilities Committee – no report
- D. Social Justice Committee – report  
Ismael Montana, Chair
- E. Student Government Association – report  
Devlin Collins, President  
Dallas Douglass, Speaker of the Senate
- F. Operating Staff Council – report  
Natasha Johnson, Representative  
Zac Birch, Representative
- G. Supportive Professional Staff Council – report  
Felicia Bohanon, President  
Stephanie Richter, Representative

#### **XIV. INFORMATION ITEMS**

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee
- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- 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. Summary of Service/Annual Report – Faculty Senate President
- R. Summary of Service/Annual Report – Faculty Personnel Advisor
- S. FS 2022-23 dates: Aug 31, Sep 28, Oct 26, Nov 16, Jan 25, Feb 22, Mar 29, Apr 26

#### **XV. ADJOURNMENT**

**D. Valentiner** moved to adjourn, seconded by B. Creed. Motion passed.

Meeting adjourned at 3:56 p.m.

**Faculty Senate Standing Committees – 2022-23**

<b><u>FS Steering Committee</u></b>	
Faculty-BUS	Sarah Marsh
Faculty-EDU	Lisa Liberty
Faculty-EET	Veysel Demir
Faculty-HHS	In-Sop Kim
Faculty-LAS	<b>Ismael Montana, FS President</b>
Faculty-LAS	David Valentiner, SJC Chair
Faculty-LAW	Fall- Spring-Dan McConkie
Faculty-LIB	Beth McGowan
Faculty-VPA	Todd Buck
Instructor-LAW	Jeanna Hunter
Operating Staff	OSC will select
Supportive Professional Staff	Felicia Bohanon
Student Government Association	SGA will select
<b><u>FS-Faculty Rights and Responsibilities Committee</u></b>	
Faculty-BUS	Mark Mellon
Faculty-EDU	Cindy Campbell
Faculty-EET	Veysel Demir
Faculty-HHS	Bette Montgomery
Faculty-LAS	Mike Konen
Faculty-VPA	TBD
<b><u>FS-Faculty Senate Personnel Committee</u></b>	
Faculty-BUS	TBD for Fredericks
Faculty-EDU	Jodi Lampi
Faculty-EET	Gary Chen
Faculty-HHS	Jeanette Rossetti
Faculty-LAS	George Slotsve
Faculty-LAS	Shane Sharp
Faculty-VPA	TBD

**FS-UC Rules, Governance and Elections Committee**

*This listing shows all of the RGE Committee members seated thus far.  
However, only the FS representatives require FS approval.*

UC-Faculty-EDU	Fall-Bill Pitney Spring-Katy Jaekel
UC-Faculty-EET-TECH	Kevin Martin
UC-Faculty-HHS-AHCD	Janet Olson
UC-Faculty-LAW	Marc Falkoff
FS Faculty-LAS-PHIL	Valia Allori
FS Faculty-LAS-PADM	Jaehae Jong
FS Faculty-BUS-FINA	Nan Qin
FS-Faculty-VPA-THED	<b>Lori Hartenhoff, RGE/FS Liaison</b>
FS-Instructor-UC/FS-EET-ELEC	Ed Miguel
Student-SGA/UC/FS	SGA will select
Operating Staff-UC/FS	OSC will select
Supportive Professional Staff-UC/FS	Melanie Costello

**FS-Social Justice Committee**

Faculty-BUS	Biagio Palese
Faculty-EDU	Xiaodan Hu
Faculty-EET	Sahar Vahabzadeh
Faculty-HHS	Sheila Barrett
Faculty-LAS	<b>David Valentiner, Chair</b>
Faculty-LAW	Fall- Spring-Dan McConkie
Faculty-LIB	Beth McGowan
Faculty-VPA	Chris Scanlon
Instructor-EDU	Vicky Books
Student	SGA will select
Operating Staff	Natasha Johnson
Supportive Professional Staff	Felicia Bohanon

## 8.4 University Advisory Committee (UAC) to the Board of Trustees

### 8.4.1 Composition

**8.4.1.1** The committee shall consist of the president of the Faculty Senate, the presidents of the Supportive Professional Staff Council and the Operating Staff Council, and three additional faculty members selected to represent the faculty's multiple roles in the university, particularly those in teaching, research, and service. These faculty shall be nominated by the University Council chair and confirmed by the University Council. They shall serve three-year staggered terms. In the event of a mid-term vacancy in a faculty position, the University Council chair shall nominate a person to fill the remainder of that term with the nomination confirmed by the University Council. In the nomination of the faculty representatives, the University Council chair shall consult with the Faculty Senate.

### 8.4.2 Duties

**8.4.2.1** The Board of Trustees expects the president to meet regularly with the University Advisory Committee. The president shall keep the University Advisory Committee informed of and shall seek and receive advice from it about matters coming before the Board of Trustees. The University Advisory Committee may appoint one or two of its members to serve as liaison to each of the working committees of the board. A University Advisory Committee liaison, or a spokesperson chosen by the University Advisory Committee because of expertise on a specific issue, will be recognized at a regularly scheduled point on the committee agenda.

**8.4.2.2** The committee shall be accountable to the University Council. Members of the committee shall also be accountable to their specific university organization--Faculty Senate, Operating Staff Council, or Supportive Professional Staff Council.

	2021-22	<b>2022-23</b>	2023-24	2023-24
FS President	Peter Chomentowski	<b>Ismael Montana</b>		
Faculty	Karen Whedbee	<b>Karen Whedbee</b>	Karen Whedbee	
Faculty	Katy Jaekel	<b>Katy Jaekel</b>		
Faculty	Greg Beyer for Hanna	<b>Brad Cripe</b>	Brad Cripe	Brad Cripe
SPS Council President	Felicia Bohanon	<b>Felicia Bohanon</b>		
Operating Staff Council President	Holly Nicholson	<b>Holly Nicholson</b>		

**Committees of the University – For terms to begin Fall 2022**

The nominees listed below are running unopposed to serve on various committees of the university, and they require Faculty Senate approval or recommendation. For each committee, a chart provides the constituency of the vacant seat, the person whose term is expiring, and the nominee who is running unopposed.

**CAMPUS PARKING COMMITTEE** – 3-year term – Faculty members are nominated by any college/ University Libraries for these at-large faculty seats, and are appointed by the Faculty Senate.

<b>CONSTITUENCY</b>	<b>TO REPLACE</b>	<b>NOMINATED</b>
At Large	Ehsan Asoudegi, CEET	<b>Sherrill Morris, CHHS</b>

**LIBRARIES ADVISORY COMMITTEE** – 3-year term – Faculty members are nominated by their college/University Libraries, recommended by the Faculty Senate and appointed by the provost.

<b>CONSTITUENCY</b>	<b>TO REPLACE</b>	<b>NOMINATED</b>
HHS	Cristin Sabio	<b>Arlene Keddie</b>

**STUDENT CONDUCT BOARD** – 3-year term – Faculty members are recommended by the dean of the college and appointed by the Faculty Senate.

<b>CONSTITUENCY</b>	<b>TO REPLACE</b>	<b>NOMINATED</b>
HHS	Susan Bowers	<b>Susan Bowers</b>

**UNIVERSITY PRESS BOARD** – 3-year term – Faculty members are nominated by their college/University Libraries, then recommended by Faculty Senate and appointed by the president.

<b>CONSTITUENCY</b>	<b>TO REPLACE</b>	<b>NOMINATED</b>
HHS	Xiaohui Sophie Li	<b>Lynn Hermann</b>
VPA	Sarah Evans	No nominee yet

## **Proposed Amendments to Student Evaluation of Instruction Policy**

### **Background**

An ad hoc committee to the Faculty Senate Personnel Committee (FSPC) was formed to perform the required five-year review of the Student Evaluation of Instruction (SEI) Policy, which is housed in the NIU Policy Library. The ad hoc committee included three members of the FSPC, as well as faculty, administrators and a student member.

The ad hoc committee conducted its review throughout the spring 2021 semester and presented its preliminary review report to Faculty Senate on April 21, 2021, focusing on four areas of recommended revisions to the policy:

- Evaluation instrument format – online vs. paper
- Response rate concerns
- Standardized set of evaluation questions
- Addressing bias with student evaluations

During the fall 2022 semester, the full FSPC membership reviewed the ad hoc committee's report, deliberated upon its findings and recommendations, and prepared its response report.

Subsequently, the Faculty Senate Steering Committee (FSSC) developed a draft proposal to revise the current SEI Policy, based on its review and consideration of both reports noted above.

### **Summary of proposed revisions**

Evaluation instrument format – online vs. paper: Under “Administering Procedures,” it is proposed that online student evaluation of courses be “recommended,” as opposed to the currently existing, “permitted.” This change updates the policy to reflect current practice at NIU but also provides flexibility to departments or programs.

Response rate concerns – It is proposed that students no longer be allowed to improve their grades by responding to SEI. This change recognizes that response rates can be a concern and empowers departments and programs to develop practices to improve response rates through means that do not include extra credit. Extra credit is considered problematic and inconsistent with a general goal of fairness and consistent administration.

Standardized set of evaluation questions – It is proposed that each college create one standard set of questions for use across the college, but allow departments or individual faculty to add their own small number of custom questions to that standard college set. The College of Liberal Arts and Sciences will be permitted to create three sets of standardized questions, one set for each division: humanities, social sciences, natural sciences. This change reflects the faculty survey results, which showed support for standardized questions at the college level, but also allows for flexibility in the university's largest college.

Addressing bias with student evaluations – It is recommended that more research on the effects of including, and best practices in crafting, an anti-bias statement is needed before proposing that such a statement be included in the SEI Policy. However, it is proposed that department and school personnel committees and college councils be urged to discuss and adopt policies to address student evaluation bias, including limiting, but not eliminating, the weight given to SEI in personnel processes. This change encourages college councils and departmental personnel committees to adopt policies to address potential gender and/or racial/ethnic bias, but not eliminate the role of student evaluations in personnel procedures.

## STUDENT EVALUATION OF INSTRUCTION

### Goals

The policies described here are intended to provide an opportunity for student participation in the course evaluation process. This participation will assist the university in accomplishing two goals:

- Faculty development of courses and instructional skills;
- Inclusion of data from the evaluation of instruction in the faculty personnel process.

The policies are based on the belief that individual academic departments are best suited to devise, administer, and interpret a system of course evaluations. Alignment of evaluations with the university's student learning outcomes is encouraged. Cooperation across departments or colleges is also encouraged where appropriate.

The success of the policies set forth here depends on the care with which they are implemented by students, faculty, and personnel committees. Students are asked to take a conscientious approach to their evaluating task, and to avoid confusing leniency or entertainment with sound instruction. Faculty members are obligated to consider the information gained from the course evaluations in a constructive manner, supportive of appropriate academic requirements and values. Personnel committees are charged with the responsibility of using the results of these evaluations ethically and consistently, considering other appropriate indicators of teaching effectiveness in addition to the student evaluations. Failure on the part of an instructor to administer course evaluations or the use of improper protocol in their administration shall be considered during department and college personnel processes.

### Courses to be Evaluated

All sections of courses offered for NIU credit, in which there is an enrollment of at least 5 students as of the end of the add/drop period, are to be evaluated. The inclusion of workshops, or non-credit courses is optional. Departments or instructors may also elect to evaluate some or all of those courses with lower enrollment than those listed above.

### Evaluation Form

~~Each department/program, with approval by faculty vote and appropriate student input, shall adopt a series of questions for the student evaluation of instruction which shall be filed with the college council. The decision to use online or paper evaluation forms will be determined by faculty vote at the department/program level. The college council, with the participation of the college student advisory committee, may establish a standard evaluation form (standard in both content and format) for the entire college. Different forms may be established for graduate and undergraduate courses.~~

Each college council, with the participation of the college student advisory committee, shall create a standard set of questions for use across the college; the College of Liberal Arts and Sciences college council shall be permitted to create three standard sets of questions, due to the college's size and complexity, to allow for differences across broad disciplinary areas. Each department/program, with approval by faculty vote and appropriate student input, shall be



permitted to add their own small number of custom questions to that standard college set, which shall be filed with the college council. Different forms may be established for graduate and undergraduate courses. Online student evaluation of courses is recommended, but not mandatory; The decision to use online or paper evaluation forms shall be determined by faculty vote at the department/program level.

All evaluations, written and electronic, must include the following question, normally at the end of the evaluation: My overall rating of the instructor's effectiveness in meeting the course's stated goals and objectives is:

Outstanding = 5

Very Good = 4

Average = 3

Below Average = 2

Inadequate = 1

Additional questions directed toward that same determination can, and should, be included. In constructing this series of questions, departments and colleges are referred to ~~Bylaw 5.2.1.6 of the NIU Constitution~~ Faculty Senate Bylaws, Article 9.2.1.6, which lists several aspects of effective teaching as defined for the personnel process. In addition, paper and electronic forms shall provide an opportunity for students to offer qualitative feedback on the instructor's effectiveness.

Instructors shall be provided the opportunity to ask questions for that instructor's own use, and may use any evaluation technique considered appropriate, such as adding multiple choice questions or requesting that additional comments be written on the back of the answer sheet or in space provided in electronic evaluations. Student responses to questions (quantitative or qualitative) added by the instructor will be provided only to the instructor and will not be used by the department or college in any way except with the written permission of the instructor.

### **Administering Procedures**

Evaluations shall take place during the last quarter of the semester but not during the final exam period. Each department, with the participation of its student advisory committee, shall establish procedures for distributing, completing, and collecting the paper or electronic questionnaires and then processing and evaluating them. These procedures should be designed to provide for the differing circumstances of day, evening, and extension courses. Instructors shall not be present while the evaluation procedures are taking place but may designate an observer. Online student evaluation of courses is permitted recommended but not mandatory. Departments or programs may choose to establish policy or consistent practices to enhance response rates, but may not allow students to improve their grades by responding (e.g., extra credit for submitting an evaluation).

### **Addressing Bias**

College councils and department personnel committees are urged to discuss and adopt policies to address student evaluation bias in their respective bylaws and personnel policies. This may include limiting, but not eliminating, the weight given to student evaluation of instruction results in tenure, promotion, and annual evaluation processes.

### **Distribution of Results**

No data or other material from the evaluation shall be distributed until the final exam period is over and grades have been submitted. The student responses to both the department evaluation and the instructor's additional questions shall be sent to the instructor involved not later than five weeks after the beginning of the subsequent academic term. Student responses, both quantitative and qualitative, to the department evaluation shall be sent through the department chairperson to the personnel committee of the department to be used as an integral but not exclusive component of the personnel process. The explicit written permission of the instructor shall be required for any further distribution of the raw quantitative and qualitative data beyond the department. Requests from departments for data for legitimate research/analysis purposes will be honored by Testing Services upon approval by the Provost or their designee.

### **Use of Evaluation Data**

It is recognized that determining teacher effectiveness is a difficult task. It is the responsibility of those engaged in personnel decisions to recognize the values and the limitations of student evaluations and to utilize them only in conjunction with all other available indicators. Continual efforts shall be made to enhance the validity and reliability of the evaluation instrument through periodic review.

### **Implementation of Procedures**

It shall be the responsibility of each college council to see that these procedures are being satisfactorily instituted within the college to prevent abuse and to advise departments accordingly.

### **Review**

The ~~University Council~~ Faculty Senate shall provide for a review of the above procedures at five-year intervals.

Approved by the University Council, January 31, 1979

Revised by the University Council, April 28, 1982; April 9, 1986

Reviewed by Ad Hoc Committee of the University Council, 1993-1994 [No changes]

Amended (but not reviewed) by the University Council, May 3, 1995

Revised by the University Council, May 4, 2005; March 30, 2010; April 6, 2011; Dec. 5, 2012

University Council approved revisions on April 6, 2016

## Faculty Personnel Advisor Sought

Faculty Senate is seeking a faculty personnel advisor to serve a three-year term, consisting of the remainder of 2022-23, as well as all of 2023-24 and 2024-25.

The faculty personnel advisor's role includes such activities as the following:

- Advise faculty members about the personnel policies and procedures within the university and the courses of action open to them;
- Advise and assist faculty members who are experiencing difficulties with the personnel process;
- Advise and assist faculty members dissatisfied with personnel decisions;
- Observe the workings of the personnel process and recommend needed changes or clarification;
- Advise faculty members pursuing the resolution of other concerns or issues.

The advisor must be a full-time faculty member and have experience with the personnel process at various levels, and be familiar with the administrative structure and operations of the university.

The advisor shall receive an annual stipend equal to one month of the median salary of all tenured professors.

For a more detailed description of the faculty personnel advisor role, see [Faculty Senate Bylaws, Article 13](#).

Interested faculty members should send a letter of self-nomination describing their interest and qualifications to Ismael Montana, President of the Faculty Senate, [montana@niu.edu](mailto:montana@niu.edu), by Friday, Oct. 7. Questions should be directed to Ismael Montana [montana@niu.edu](mailto:montana@niu.edu).

July 8, 2022

**VIA ELECTRONIC MAIL ONLY**

To All Academic Deans, Chairs and Directors  
Northern Illinois University  
DeKalb, IL 60115

RE: Disclosures of Foreign Gifts and Contracts  
Reporting Period - January 1, 2022-June 30, 2022

Dear Colleagues:

Section 117 of the Higher Education Act requires institutions of higher education receiving Federal funding to file reports twice a year with the U.S. Department of Education (ED) disclosing any gifts from or contracts with “foreign sources” with an aggregate value of \$250,000 or more in a calendar year. Where gifts or contracts are “conditional,” Section 117 calls for providing additional disclosures about the nature of the conditions.

As a way of background, Congress first included this reporting requirement of Section 117 in 1986, but never released regulations to implement this statute; however, the issue of foreign influence on universities came into the spotlight in 2018 in relation to national security concerns with foreign companies and foreign governments. ED then began swift enforcement action in response to the heightened tensions with other nations, and as part of that effort, it sent letters to a number of institutions reminding them of the general requirements of Section 117.

Given the increased awareness at our institution regarding the influence of foreign nations and the need for transparency relating to foreign gifts and contracts from entities affiliated with such governments, NIU needs to take steps to be in compliance with Section 117, and that we are comprehensively, carefully reviewing and accurately reporting all gifts it has received from, and contracts it has entered with, foreign individuals and entities as required by 10 U.S.C. §1011f (Section 117).

NIU is compiling a list of all foreign gifts and contracts with a value of \$250,000 or more, considered alone or in combination with all other gifts from or contracts with that foreign source. **Our current reporting period is from January 1, 2022 through June 30, 2022. NIU’s report will be submitted to ED on July 31, 2022 as evidence of our university’s compliance with Section 117.**

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July 8, 2022  
All Academic Deans, Chairs and Directors

Please complete the attached spreadsheet with the requested information and include a copy of the document(s) referenced on the spreadsheet. If you do not have any foreign gifts or contracts to report, please indicate "N/A." To aid in your review, below is a guide to help you in determining whether or not a gift/contract would meet the statutory threshold for reporting.

I would request that once all relevant information has been gathered, you provide those documents and communications to the Office of General Counsel no later than **Wednesday, July 27, 2022**. You can send these items to:

Carrie Weeks Kinowski  
Office of General Counsel  
[ckinowski@niu.edu](mailto:ckinowski@niu.edu)

If you have any questions or concerns, please do not hesitate to contact me at [bperry3@niu.edu](mailto:bperry3@niu.edu).

Sincerely,

NORTHERN ILLINOIS UNIVERSITY



Bryan L. Perry  
General Counsel

BLP/caw  
Enclosures

## GUIDE TO REPORTING A FOREIGN GIFT AND/OR CONTRACT

### Requirements and Procedures for Compliance with Section 117.

#### A. Section 117 Requirements

- (a) DISCLOSURE REPORT. Whenever any institution is owned or controlled by a foreign source or receives a gift from or enters into a contract with a foreign source, the value of which is \$250,000 or more, is considered alone or in combination with all other gifts from or contracts with that foreign source within a calendar year, the institution shall file a disclosure report with the Secretary on January 31 or July 31, whichever is sooner.

ED specifically requests that the institution report the following pieces of information:

1. Name of the foreign source.
  - a. Is the gift/contract from a foreign government, including but not limited to any agency of a foreign government<sup>1</sup>? (Y/N)
    - i. If yes, provide the name of the foreign government.
  - b. Is the gift/contract from a legal entity, governmental or otherwise, created solely under the laws of a foreign state or states? (Y/N)
  - c. Is the gift/contract from an individual who is not a citizen or a national of the United States or a trust territory or protectorate thereof? (Y/N)
  - d. Is the gift/contract from a person, including a subsidiary or affiliate of a foreign legal entity, who acts as an agent of a foreign government, a legal entity created solely under the laws of a foreign state or states, or an individual who is not a citizen or national of the United States or a trust territory or protectorate thereof? (Y/N)
    - i. If yes, provide the name of the foreign government, legal entity, individual or person.

<sup>1</sup> ED has taken the position that, "Where a legal entity (e.g., a foundation) operates substantially for the benefit or under the auspices of an institution, there is a rebuttable presumption that when that legal entity receives money or enters into a contract with a foreign source, it is for the benefit of the institution, and, thus, must be disclosed." It is explained, "We believe the plain language of Section 117 (or at the very least a reasonable interpretation of it) provides that when an institution receives the benefit of a gift from or contract with a foreign source in the covered amount, they must report it, regardless of whether it passed through an intermediary." Revised ICR Comment Response.

2. Foreign source address including country of origin.
  - a. For gifts/contract received from a foreign source other than a foreign government, the country of citizenship, or if unknown, the principal residence for a foreign source who is a natural person, and the country of incorporation, of it unknown, the principal place of business for a foreign source which is a legal entity.
  
3. Gift/contract terms.
  - a. Amount.
  - b. Date received (gifts) or date entered into (contracts).
  - c. State and end date (contracts).
  - d. Detailed description of all conditions or restrictions.
  
4. Specific restricted or conditional gift/contract provisions.
  - a. Do the restrictions or conditions concern or relate to the employment, assignment, or termination of faculty? (Y/N)
  - b. Do the restrictions or conditions concern or relate to the establishment of departments, centers, research or lecture programs, or new faculty positions? (Y/N)
  - c. Do the restrictions or conditions concern or relate to the selection of admission of students? (Y/N)
  - d. Do the restrictions or conditions concern or relate to the award of grants, loans, scholarships, fellowships, or other forms of financial aid restricted to students of a specified country, religion, sex, ethnic origin, or political opinion? (Y/N)
  
5. Recipient, including any and all intermediaries.