

**UNIVERSITY COUNCIL MEETING AGENDA**  
**Wednesday, February 3, 2016, 3 p.m.**  
**Holmes Student Center Sky Room**

**I. CALL TO ORDER**

**II. ADOPTION OF THE AGENDA**

**III. APPROVAL OF THE [MINUTES](#) OF THE DECEMBER 2, 2015 MEETING**

**IV. PRESIDENT'S ANNOUNCEMENTS**

**V. CONSENT AGENDA**

**VI. UNFINISHED BUSINESS**

- A. Proposed revisions to NIU Bylaws [Article 14.5](#),  
University Faculty Senate Officers –Pages 3-4  
**SECOND READING – ACTION ITEM**

**VII. NEW BUSINESS**

- A. Proposed revisions to NIU Bylaws [Article 22](#),  
Amendment of Bylaws – Page 5  
**FIRST READING**
- B. Undergraduate Coordinating Council –  
Notification of [Substantive Changes in Policy](#) – Pages 6-10

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

- A. FAC to IBHE – Paul Stoddard – report  
[December 11, 2015](#) – Pages 11-13  
January 15, 2016 – report
- B. University Advisory Committee to the Board of Trustees – No report  
Greg Long, Dan Gebo, Rebecca Shortridge, Leanne VandeCreek  
Steve Bulta, Holly Nicholson
- C. Academic Policy Committee, Chris McCord, Chair – no report
- D. Resources, Space and Budget Committee – Mark Riley, Chair – no report
- E. Rules, Governance and Elections Committee – Therese Arado, Chair – no report
- F. University Affairs Committee – Linda Saborio, Chair – no report

- G. Student Association – Nathan Lupstein, President – report
- H. Operating Staff Council – Holly Nicholson, President – no report
- I. Supportive Professional Staff Council – Steve Builta, President – report

**IX. COMMENTS AND QUESTIONS FROM THE FLOOR**

**X. INFORMATION ITEMS**

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Admissions Policies and Academic Standards Committee
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Committee on the Improvement of Undergraduate Education
- G. [Minutes](#), Committee on the Undergraduate Academic Experience
- H. [Minutes](#), Committee on the Undergraduate Curriculum
- I. [Minutes](#), General Education Committee
- J. [Minutes](#), Graduate Council
- K. [Minutes](#), Graduate Council Curriculum Committee
- L. [Minutes](#), Honors Committee
- M. [Minutes](#), Operating Staff Council
- N. [Minutes](#), Supportive Professional Staff Council
- O. [Minutes](#), Undergraduate Coordinating Council
- P. [Minutes](#), University Assessment Panel
- Q. [Minutes](#), University Benefits Committee
- R. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- S. [Minutes](#), University Committee on Initial Educator Licensure
- T. [Annual Report](#), University Benefits Committee

**XI. ADJOURNMENT**

1. Article 14.5.1 – Research of meeting minutes dating back to 1995 fails to provide any evidence that the procedure described in the first line of Article 14.5.1 has been used in this election process. Indeed, the current language is in conflict with NIU Constitution Article 3.2. which states, “The executive secretary of University Council [who also serves as the president of Faculty Senate] shall be elected by the voting members of the University Council from the elected faculty members of the University Council...” In current practice, and in accordance with NIU Constitution Article 3.2, all voting members of University Council vote to accept or reject the Faculty Senate’s final nominee.

2. Articles 14.5.1.1, 14.5.1.2, and 14.5.1.3 – In the distant past (spring 1998 and prior) the process used by the Faculty Senate to select its final nominee for the office of President of Faculty Senate/Executive Secretary of University Council has involved a variety of formats including a one-, two-, or three-meeting procedure. In the more recent past (spring 1999 to present), the process used by Faculty Senate has consistently followed a three-meeting procedure:

- |           |  |
|-----------|--|
| Meeting 1 | Call for nominations from the floor;   |
| Meeting 2 | Letter of acceptance from each nominee included in FS agenda packets;                    |
| Meeting 3 | Vote to select final nominee to be put forward to University Council for final approval. |

The current bylaw language does not reflect this current three-meeting procedure. In addition, the current language refers to “...the March meeting...” which can be confusing during years when two Faculty Senate meetings might be held during the month of March.

3. Article 14.5.1.4 – The procedure described in this article raises the same issues raised in point number 1.

4. Article 14.5.2 – Current practice is for the election of other Faculty Senate officers (such as vice president) to take place at the first Faculty Senate meeting of the fall semester. The current language does not reflect current practice. Also, the current language is confusing as to whether the incumbent president is to call a meeting of the newly-elected Faculty Senate or the incumbent Faculty Senate body. And, finally, the time line imposed in this article can be unmanageable since the incoming Faculty Senate president would not be officially elected until the last University Council meeting of the year, often held less than two weeks prior to the May 15 faculty contract date.

5. Summary: The language revisions are proposed in order to accurately reflect the currently accepted procedure used by Faculty Senate to select its final nominee, to correctly align with NIU Constitution 3.2 in this election process, to remove the confusing reference to the month of March, and to accurately reflect the more manageable procedure used by Faculty Senate to elect its other officers.

## NIU BYLAWS

### ARTICLE 14: UNIVERSITY FACULTY SENATE

#### 14.5 Officers

**14.5.1** ~~The elected University Council faculty members of the Faculty Senate shall nominate the Executive Secretary of the University Council~~ **The executive secretary of the University Council shall be elected by the voting members of the University Council from the elected faculty members of the University Council** in accordance with Section 3.2 of the University Constitution and Section 1.3 of these Bylaws. The Executive Secretary of the Council shall also serve as President of the Faculty Senate. The Senate shall elect such other officers it may consider essential for the performance of its duties.

**14.5.1.1** The initial selection of candidates for the office of Executive Secretary of the University Council shall take place at the ~~March~~ **second spring semester** meeting of the Faculty Senate. Any faculty senator may suggest or second the suggestion of a candidate. To be qualified to serve, the candidate must be an elected faculty member of the University Council for the current and for the ensuing year.

**14.5.1.2** Suggested candidates for the office of Executive Secretary shall submit a letter of intent to be included with the agenda for the last **third and fourth (last) spring semester** regularly scheduled meetings ~~of the normal academic year of the Faculty Senate.~~

**14.5.1.3** An election of the final candidate for nomination shall be conducted by secret ballot at the last regularly scheduled meeting of the normal academic year of the Faculty Senate. All Faculty Senators present may cast a ballot for the candidate. If there are more than two suggested candidates, the final nominee must receive a majority of the votes cast. If no candidate receives a majority, subsequent ballots will be taken removing the candidate receiving the fewest votes until a candidate is selected.

**14.5.1.4** ~~Faculty Senators who are elected~~ **The voting** members of the University Council will vote by secret ballot to accept or reject the nominee **at the last University Council meeting of the spring semester.**

**14.5.2** The election of ~~officers~~ **a vice president** shall take place at ~~a meeting called by the incumbent president of the Senate as soon as possible after the composition of the Senate for the ensuing year has been determined and no later than the last Senate meeting of the academic year~~ **the first Faculty Senate meeting of the academic year.**

FS-STEERING:  
UC-STEERING: 01-20-16  
FACULTY SENATE:  
UNIVERSITY COUNCIL: 02-03-16

In order to ensure the University Council is able to conduct its business effectively and to enable the University Council to effect change it deems necessary in a timely manner, the following revision to the NIU Bylaws amendment process is proposed.

## **NIU Bylaws**

### **Article 22: Amendment of Bylaws**

Amendment of bylaws shall be accomplished as follows:

22.1 Written notice of a proposed amendment may be presented at any regular meeting of the University Council, but no action shall be taken on a proposed amendment until at least the next regular meeting of the University Council. The waiting period may be waived by a vote of three-fourths of the members voting.

22.2 **A vote on an amendment to the bylaws requires the presence of sixty percent plus one of the voting membership of University Council.** To become effective, an amendment must be approved by a vote of two-thirds of the **voting members in attendance** ~~total current membership of the University Council.~~

**ARTICLE 15:  
ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY**

**15.5 Undergraduate Coordinating Council**

**15.5.5** Substantive changes in policies under the jurisdiction of the Undergraduate Coordinating Council must be reported to the University Council. If the University Council disapproves, it shall report its disapproval, together with a written statement of its rationale, to the Undergraduate Coordinating Council. The Undergraduate Coordinating Council shall reconsider the policy changes in question and either:

- (i) agree with the University Council and rescind its prior action;
- (ii) modify the policy change and notify the University Council of its action; or
- (iii) reaffirm its policy decision. If the Undergraduate Coordinating Council reaffirms its policy position, it shall report that action to the University Council, together with a written statement of its rationale. The policy proposal shall take effect unless disapproved by a two-thirds vote of the total membership of the University Council. The University Council shall have no authority to alter, amend, or otherwise modify a policy decision of the Undergraduate Coordinating Council. Policy changes reported by the Undergraduate Coordinating Council to the University Council shall be considered approved by the University Council unless that council takes action to disapprove the proposed policy within six consecutive weeks of fall or spring semester classes after receipt of the proposal from the Undergraduate Coordinating Council.

*The following letter and documentation is provided by Vice Provost Anne Birberick in accordance with the above NIU Bylaw, Article 15.5.5.*

January 15, 2016



**Northern Illinois  
University**  
*Division of Academic Affairs*

Greg Long  
Executive Secretary of the University Council  
Altgeld 103

Office of the Provost  
Altgeld Hall 215  
DeKalb, Illinois 60115-2828  
815-753-8387  
www.niu.edu

Dear Dr. Long,

In accordance with the Bylaws of Northern Illinois University 15.5.5, this memo and the accompanying document are to serve as official notification to the University Council of two substantive changes.

The Admissions Policies and Academic Standards Committee (APASC) unanimously approved its November 11, 2015 minutes which include the changes to the catalog language on the Repeating a Course and Repeated Courses in Transfer policies as well as the catalog language for the creation of a writing-infused course baccalaureate graduation requirement.

At its December 3, 2015 meeting, the Undergraduate Coordinating Council (UCC) received and unanimously accepted the minutes of the November 11, 2015 meeting of APASC. At its January 14, 2016 meeting, the UCC approved its minutes from the December 3, 2015 meeting in which the changes to the repeat policy and the writing infused course requirement were put forward for inclusion in the 2016-17 undergraduate catalog.

Input regarding the repeat policy was sought from curricular committees, advisors, faculty, and students. The six undergraduate colleges as well as students were consulted on the criteria for the writing-infused course requirement. The proposal presented to and accepted by APASC addressed the concerns raised. At present, colleges are identifying courses to designate as fulfilling the requirement. The University Writing Center will provide support for both faculty and students with respect to the requirement.

Please find enclosed with this memo (or as an email attachment) a copy of the approved UCC minutes of December 3, 2015. This letter is to notify you that "receipt of proposal" will be considered effective the date of this letter. Should you have questions or need further documentation, please do not hesitate to contact me.

Cordially,

A handwritten signature in blue ink that reads "Anne L. Birberick".

Anne L. Birberick  
Vice Provost for Undergraduate Academic Affairs

Cc. Lisa Freeman  
Encl.

***Your Future, Our Focus***

Northern Illinois University is an Equal Opportunity/Affirmative Action Institution.

## Repeating a Course

The policy outlined here pertains only to courses taken at and repeated at NIU. Repeating a course taken at another college or university is governed by the policy on repeated courses in the section on transfer credit. The opportunity to repeat a course under this policy will end with the awarding of a degree. The NIU transcript will reflect the GPA as specified in the following policy. However, students should be cautioned that some limited admissions programs recognize all attempts for admission purposes and that when students apply to professional schools and/or graduate schools, all attempts at courses could be considered in that application process.

A student may repeat any course in which a grade of D or F was received. The **highest** grade which the student earns ~~in the repeat will replace the original grade~~ **will be used** in the GPA calculation, but both grades will always appear on the student's official transcript. In all cases, the permanent record of a student repeating a course will report each enrollment in the course. (A course withdrawal does not count as a repeat.)

A student may not repeat a course taken at NIU in which a grade of C or better was earned, unless the contrary is stated in the catalog description of the course.

A student who does not earn a C or better after two (or more) attempts in a course may petition to retake the course. The student must secure permission of the dean of his or her major college and of the chair of the department in which the course is offered.

All grades received in the course will appear on the transcript. Credit may be earned only once unless the course description in the catalog states otherwise. Exceptions to this policy may be granted only by the dean of the student's major college. In all cases, third or subsequent enrollments in a course may be allowed only if the department in which the course is taught agrees to permit enrollment. In approved third or subsequent enrollments the **highest** grade earned ~~during the last enrollment~~ will be used in the GPA calculation.

### Rationale:

Under the current policy, when a student repeats a course, the grade earned in the final attempt supersedes the grades earned in all other attempts. At NIU a grade of D counts as earned credit for a course, a grade of F does not. If a student repeats a course for which they earned a grade of D and earns a grade of F in the subsequent attempt, the credit earned for the D is lost and replaced by the F. The proposed policy change would allow the student to count the highest grade earned for the course, regardless of the grades earned in other attempts.

Course repeat policies at peer institutions both in and outside of Illinois, as well as at MAC schools, were reviewed. While there is no uniform course repeat policy among all of the schools sampled, allowing students to retain the highest grade earned in a course, regardless of the number of attempts, is the norm.

## Repeated Courses in Transfer

~~The calculation of the GPA for admission will not count repeated courses for which the student received a grade of C or better in the first attempt, nor will such courses be accepted for transfer credit. In those situations where a student has repeated a course for which a D or F grade was previously earned, the second attempt only will be utilized for the above purposes.~~

In those situations where a student has repeated a course for which a grade below a C was previously earned, only the highest grade will be utilized for transfer credit. Once a student earns a grade of C or better in a course, subsequent attempts will not count for transfer credit.

The evaluation of transfer credit will give the student the benefit of the doubt in identifying repeated courses. Courses will be identified as repeats only if they fall into one of the following categories.

The same course (by title or number, or both) has been taken twice at the same institution.

A course for which a student has been granted transfer credit is later taken at NIU. (See "Forfeiture of Credit.")

Two courses, taken at two different institutions besides NIU, are obviously identical. If a credit evaluator designates two such courses as repeats, and the student disputes the ruling, the student is responsible for providing evidence that the courses were different in content. The chair of the appropriate NIU department or a designated representative will be the final judge in any disputed cases.

When a grade of D is earned in a course taken at NIU, an equivalent course taken at another institution cannot be transferred to NIU for credit because previous credit has been earned at NIU.

### Rationale:

The original catalog language was based on the manual calculation of GPAs for admission purposes, a practice that NIU no longer does, except in limited cases. It also reflects the practice of counting the second or last attempt at a course, rather than the highest grade earned. The proposed catalog language eliminates any reference to calculating GPAs for admissions, and aligns the transfer policy of counting the highest grade earned in repeated courses with NIU's internal repeat policy.

Catalog Location:

## University Graduation Requirements

### Upper-Division Courses

A minimum of 40 semester hours of the total number must be in courses numbered at the 300 and/or 400 level. These must include at least 12 semester hours of major departmental courses taken at NIU.

### Writing-Infused Courses

Students entering NIU with 30 or fewer credit hours, excluding credits awarded through NIU's Credit by Examination Program, must earn credit in two upper-division courses that are designated as "writing-infused." These courses may be taken within the general education program, the major program, or through electives. Writing-infused courses are identified with \_\_\_\_\_.

↓

### Rationale:

Writing, when repeatedly practiced through a student's course of study, leads to the development of related skills such as critical thinking, quantitative/qualitative reasoning, oral communication, and informational literacy. NIU students who take courses where writing is a significant component perform better in the University Writing Project.<sup>1</sup> Written communication is the third most desired skill by employers.<sup>2</sup>

An implementation team comprised of faculty and staff with expertise in writing from a variety of disciplines and from NIU's Writing Center considered the writing-infused criteria recommended in the 2014 PLUS Task Force report to the Provost.<sup>3</sup> The task force recommendations reflect input from faculty, students, staff and employers. The implementation team researched national norms, criteria and best practices for writing-infused courses and proposed the criteria listed below. In order to receive input from the university community and to respond to concerns raised, a university-wide open forum was held and separate presentations were given to each of the undergraduate colleges and the Student Association Senate.

### Criteria:

Upper-division writing-infused courses may be taken within general education, within degree programs or within electives. Any existing or new upper-division course that meets the following criteria may be certified "writing-infused" by the **curriculum committee** in the department's home college:

- Caps enrollment at 35 students per section
- Counts writing as at least 25% of the grade
- Sets an overall 3,000-word minimum
  - Informal (blogs, lab notes, annotations, 1-page reviews, other informal work)
  - OR
  - Formal (at least one project with feedback and revision)
- Includes discussion of writing assignments and provides students with feedback on their writing

The University Writing Center will have resources dedicated to assist with writing-infused courses.

<sup>1</sup> NIU Office of Assessment. <http://www.niu.edu/assessment/>

<sup>2</sup> The National Association of Colleges and Employers: <https://www.ziprecruiter.com/blog/the-top-5-job-skills-employers-are-looking-for-in-2015/>

<sup>3</sup> Writing-infused criteria are on p. 5 of the report. [http://niu.edu/plus/pdf/g058\\_plus\\_tf\\_report\\_green\\_final.pdf](http://niu.edu/plus/pdf/g058_plus_tf_report_green_final.pdf)

## Report on the IBHE-FAC Meeting, December 11, 2015

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on December 11, 2015, at the Illinois Association of School Boards office in Springfield.

### IBHE Updates

Deputy Director of Academic Affairs Dan Cullen provided a brief update. First, he reminded the FAC that the IBHE took responsibility for the Private Business and Vocational Schools segment back in 2012, and that the IBHE is reviewing the operating rules for these institutions currently. Second, he commented on the status of the Associate of Science (AS) degree; the idea is to remove General Education requirements from the AS degree, with the understanding that those requirements will still be required for the Bachelor's degree for those students who move on to four-year institutions. Third, Cullen mentioned the PARCC and noted the current challenge of determining how institutions of higher learning will receive the students' test scores. Finally, he reported that Illinois is switching from universal ACT to universal SAT, based on a contract bidding over the summer that has now been completed. This will have numerous implications.

Next, Assistant Director of Academic Affairs Amanda Winters discussed the high school-to-college transition; she noted that the Private Business and Vocational Schools (PBVS) group within the IBHE staff is now studying which credentials really matter. A "Credential Transparency Initiative" is being set up with the hope of creating a useful clearinghouse for these PBVS credentials. Lumina is funding an investigation into who the third-party reviewers are for these credentials, and Illinois is serving as a pilot state for these efforts. She also discussed dual-credit activities: the rules assembled early this year have been adopted, but we still don't have a full picture of how these will work statewide. She noted that about five out-of-state institutions of higher learning are developing dual-credit programs with Illinois high schools. IBHE hopes to get more high school teachers certified as dual credit instructors. The rules suggest that these teachers will need a Master's Degree and 18 credit hours in the discipline. IBHE is suggesting the development of something similar to the Illinois Articulation Initiative (IAI) to examine curricula for the dual credit classes. Next, she noted that a website, [ilhstocollege.org](http://ilhstocollege.org), has been established to provide help with high school to college transitions in Illinois.

Assistant Director of Academic Affairs Malinda Aiello noted that the fall IAI panel meetings are over. Malinda noted a connection between the work of the IAI committees and the recently passed Advanced Placement statute, which requires public four-year and community colleges to grant academic credit for AP scores of 3 and above. Originally the AP-credit bill had IAI specifically called out as participating in this requirement, but that language was removed in the final version. Instead, the IAI has promised to have each IAI panel look at the relationship between the content of the AP exam and the content of the IAI requirement in a discipline.

Assistant Director of Academic Affairs Nkechi Onwuameze described "SARA" (State Authorization Reciprocity Agreements) (website at [nc-sara.org](http://nc-sara.org)). This effort is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside.

Associate Director of External Relations Candace Mueller affirmed the ISBE decision of replacing the ACT with the SAT, and said Senate Bill 1455 enables that. She noted that the Senate authorized an expenditure of an additional \$2 billion for lottery winners, but didn't authorize education expenditures. She briefly discussed the status of MAP funding for the public four-year, private, and community colleges. Candace noted that SB 2196 states that undocumented students should be eligible for financial aid at the four-year public universities; the bill would exclude MAP from its provisions.

### **Guest Discussions**

Marie Donovan introduced Jim Applegate, Executive Director of IBHE. He began by discussing the budget. He said that IBHE is doing everything it can to make clear what kinds of deficiencies have emerged from trying to operate without a state budget. Applegate and his staff have met with other stakeholders, including ICCB and ISAC, to develop a proposed 2017 budget based on a "foundation-level of funding." They propose an "Illinois Education Compact," containing at least a three-year plan, starting at pre-reduction 2015 funding for the public four-year universities. Meanwhile IBHE would be making some commitments on its side regarding academic outcomes. Applegate emphasized the distinction between efficiency and effectiveness, and he pledged to never sacrifice effectiveness for efficiency.

Applegate moved on to talk about non-budgetary subjects. When he first took the Executive Director position, he planned to look for funding from private foundations. Lumina has provided some help already, e.g. in its funding for the Commission on the Future of the Workforce. That group is looking into ways to change curricular materials to respond to the needs of employers.

Next Applegate noted that Illinois is one of about eight states participating heavily in the Guided Pathways to Success (GPS) program set up by Complete College America (CCA). One of the foci of GPS is co-requisite remediation. SIUC, City Colleges of Chicago, and the University of Chicago have started this; he is inviting other universities and community colleges to join. CCA argues for focusing on a small number of approaches and promoting them, rather than attempting to implement a huge number of approaches. The advisory group for the "Finish Up Illinois" initiative is proposing that four-year and community colleges expand the use of reverse transfer as one of the tools to use in targeting adults who are close to a degree but haven't completed it. Applegate emphasized that we have to do better with adult learners. He commented that 22% of Illinois adults have some college experience but no degree. We need to find ways to help them to complete their degrees, and identify what we need to offer them to make that possible. IBHE and the Council for Adult and Experiential Learning (CAEL) are looking for answers to these problems.

Applegate reported that the IBHE staff has completed the Academic Review program. It has proven useful in that the IBHE can now provide answers to legislators who might say that "program X only produces 0.8 graduates/year" without a context. The IBHE will demonstrate that a program might be efficient on the basis of return on investment.

In closing, Applegate reported that enrollment at the four-year public universities is nearly steady, and that community colleges have had a roughly 5% drop in enrollment.

## **FAC Business**

Devi Potluri (Chicago State University) reported that the FAC's new website is nearly ready to launch.

FAC Chair Marie Donovan (DePaul University) suggested that the three FAC caucuses consider several specific issues, namely a Faculty Advocacy Day, the dual-credit situation, and the Association of American Publishers' upcoming visit. At least two questions about dual credit arise, namely:

- (1) Who is on this oversight committee created by HR 477?
- (2) Who are the stakeholders? (One might expect that the oversight committee would be made up of district superintendents and university faculty, but it would be useful to know)

Finally, the minutes from the November meeting were considered; Abbas Aminmansour (UIUC) moved for approval and Shawn Schumacher (DeVry) seconded; the motion was approved unanimously.

Respectfully submitted,

Sonya L. Armstrong

Associate Professor in the Department of Literacy and Elementary Education  
NIU Representative to the IBHE Faculty Advisory Council

*NOTE: This report is based on the minutes taken at the meeting by Acting IBHE FAC Secretary's for the December meeting, Andrew Howard (Illinois Tech).*