

UNIVERSITY COUNCIL MEETING AGENDA
Wednesday, October 7, 2015, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE SEPTEMBER 9, 2015 MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

- A. Appropriate Use Policy – presentation
Brett Coryell, Chief Information Officer, and
Drew Bjerken, Chief Information Security Officer
[Policy on Privacy in the Electronic Environment](#) – Pages 3-6
[Policy on Appropriate Use of the NIU Network](#) – Pages 7-10

V. CONSENT AGENDA

VI. UNFINISHED BUSINESS

- A. Proposed revisions to NIU Bylaws, [Article 17.1](#), Athletic Board – Pages 11-12
SECOND READING – ACTION ITEM
- B. Proposed revisions to NIU Bylaws, [Article 2.2](#), Rules, Governance and Elections
Committee – Pages 13-14
SECOND READING – ACTION ITEM
- C. Proposed revisions to NIU Bylaws, [Article 15.8.1](#), University Assessment Panel –
Pages 15-17
SECOND READING – ACTION ITEM
- D. Proposed revisions to NIU Bylaws, [Article 15.3.1.3\(B\)](#), Academic Planning Council
– Pages 18-20
SECOND READING – ACTION ITEM

VII. NEW BUSINESS

- A. Approval of [Proposed University Holidays for 2016](#) – **ACTION ITEM** – Page 21

VIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

- A. FAC to IBHE – Sonya Armstrong – [report](#) – Page 22

- B. University Advisory Committee to the Board of Trustees
Greg Long, Dan Gebo, Rebecca Shortridge, Leanne VandeCreek
Deborah Haliczzer, Holly Nicholson – no report
- C. Academic Policy Committee – no report
- D. Resources, Space and Budget Committee – Mark Riley, Chair – no report
- E. Rules, Governance and Elections Committee – 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 – Deborah Haliczzer, President – [report](#) –
Page 23

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. [Alternate Policy](#) – Pages 24-25
- U. University Council triennial faculty membership [reapportionment](#) – Page 26

XI. ADJOURNMENT

Policy on Privacy in the Electronic Environment

Overview

NIU provides a multifaceted environment where the university is home to some, workplace to others, and research/academic center to others. As such there are varying levels of privacy that are afforded to the multiple different member groups that comprise NIU's ecosystem.

NIU recognizes that as faculty, staff and students create, use and store more information in electronic form using NIU's network and resources (NIU-N), there is growing concern that information the user or creator considers private may be more vulnerable to invasion than information stored in more traditional media.

Purpose

This policy addresses Privacy issues specific to Northern Illinois University community. It is intended to highlight some general principles that should help to define the expectations of privacy of those in the NIU community.

While no document addressing the fluid issue of technology can be exhaustive or inflexibly dictate outcomes in all circumstances, this policy attempts to articulate current practices and provide guidance, so that individuals may make informed and appropriate decisions.

Scope

This policy applies to all:

- Students
- Faculty
- Staff
- Trusted Partners
- Contractors

Regulations

- Illinois Freedom of Information Act
- Illinois Unemployment Insurance Act
- Family Educational Rights and Privacy Act 1974 (FERPA)
- Health Insurance Portability and Accountability Act of 1996
- Electronic Communication Act of 1986
- Fair Credit Reporting Act Gramm-Leach-Bliley Act
- 5 ILCS 179/ Identity Protection Act

Underlying Principles

NIU affirms that the mutual trust and freedom of thought and expression essential to the academic mission of NIU rests on an expectation of privacy, and that the privacy of those who live, work, study, teach, and conduct research in a university setting will be respected.

Various departments within NIU accumulate information about members of its community, e.g., for purposes of payroll, employment, enrollment, and investigations. Data are also created, though not necessarily compiled or retained on a personally identifiable basis, as a necessary

byproduct to the use of technology, e.g., the ability to do account charge downs at various establishments with the One Card, the borrowing of library books, and attendance tracking systems. It is the intent of the University to protect personal information stored or transmitted through NIU-N from being disclosed or released, except for legitimate University purposes. NIU employees and departments are to safeguard all data containing personally identifiable information (PII) as defined by the Information Security Policy.

DoIT, Admin, 3rd Party Vendors, & Leadership are responsible for maintaining the confidentiality, integrity, and availability (CIA) of NIU-N, as such they have an important and special responsibility to recognize when they may be dealing with sensitive or private information. They may access such information without the user's consent and without obtaining higher level approval, but only when necessary to fulfill their official responsibilities, and they are expected to carry out their duties in a manner that is not unreasonably intrusive or that jeopardizes CIA service level agreements. They will be subject to disciplinary action if they misuse their access to sensitive data, personal files, personnel files, e-mail and voice mail or otherwise knowingly act in ways counter to NIU's AUP or any other policies and applicable laws.

NIU provides computers, e-mail accounts, networks and telephone systems to faculty members, staff and students for the purpose of furthering the University's academic mission, fostering student life, and conducting University business. While incidental and occasional personal use of such systems, including e-mail, voice mail, and web surfing is permissible by staff and faculty, personal communications and files transmitted over or stored on University systems are not treated differently from business communications; there can be no guarantee that such personal communications or web traffic will remain private or confidential.

Policy on Information

NIU's need for information will be first met in most situations by simply asking the author or custodian for it. The University reserves the right, consistent with this policy, to access, review and release electronic information that is transmitted over or stored in University systems or facilities. When questions arise about such access, review or release of information, NIU commits to treating electronic information no differently from non-electronic information.

In cases where issues cannot be solved at the lowest level or additional information from emails, logs, or files is needed, a senior staff member may convene a meeting (may be virtual) of the incident leadership team (Dept VP, CISO, General Counsel, HR) to determine if access is warranted. In those cases, two University officials are required to concur/authorize on proceeding with undisclosed access to e-mail, voice mail or computer accounts without the consent of the assigned user when there is a reasonable basis to believe that such action

1. Is necessary to comply with legal requirements or process, or
2. May yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of University policy (for example alleged research misconduct, plagiarism or harassment)
3. Is needed to maintain the integrity of NIU's computing systems, or
4. May yield information needed to deal with an emergency
5. With regard to faculty and Staff, will yield information that is needed for NIU to proceed with ordinary business.

Except as may otherwise be dictated by legal requirements, individuals will be notified of access to, or disclosure of, the contents of their e-mail, voice mail or their computer accounts as soon

as practical. In cases where such notification might jeopardize an ongoing investigation of suspected wrongdoing it may be delayed until the conclusion of the investigation. The Office of General Counsel and CISO is responsible for maintaining an official record of e-mail searches performed by authorized parties.

Faculty:

The University has the utmost respect for the freedom of thought and expression that are at the core of NIU's academic mission. Whenever possible, therefore, the University will resolve any doubts about the need to access a University computer or other systems in favor of a faculty member's privacy interest. Computer files, e-mail and voice mail created, stored, transmitted or received by faculty will be afforded the same level of privacy as the contents of their offices. Access to faculty records in connection with investigations carried out by any authorized NIU organization will consult with the Provost prior to searching files or materials. All items taken or copied during an investigation will be documented and a copy of that list provided to the Provost. The Provost in cooperation with the investigating organization will jointly notify the faculty member at the earliest feasible opportunity. Except as may otherwise be dictated by legal requirements, the procedures outlined in that policy will be followed with respect to a faculty member's files, computer files, e-mail or voice mail in connection with other investigations or proceedings.

Staff:

As noted above, it is not NIU policy to arbitrarily access staff members' electronically stored information. As noted above, NIU's need for information will normally be met by asking an employee for it. In cases where asking isn't prudent, the CISO in coordination with Human Resources (HR) and/or the division Vice President and always in consultation with General Counsel may authorize access, review and release of the contents of staff computer files, e-mail or voice mail transmitted over or stored on NIU-N. All items taken or copied during an investigation will be documented and secured by the CISO's office or the requesting divisions authorized official.

D. Students:

Students are provided e-mail and computer accounts for personal and academic activities. While the University does not generally monitor or access the contents of a student's e-mail, network logs, or computer accounts, it reserves the right to do so. However, access to and disclosure of a student's e-mail messages, network logs, or the contents of his or her computer accounts may only be authorized by agreement with the CISO and any one of the following: Provost, VP Student Affairs or their designee and always in consultation with the Office of General Counsel.

E. Multiple Affiliation:

Some individuals have multiple University affiliations (e.g. students employed by the University). When the need for access to information arises from a particular status, the provisions above for that status will be applied. In other cases, the provisions for the individual's primary status will be applied.

Violations

Members of NIU's community who believe that this policy has been violated with respect to their privacy should attempt initially to resolve the issue within their unit or department, if necessary

with the mediation of the leadership of their representative assembly or the University Ombudsman. Others who become aware of violations of this policy should report them to the NIU's CISO, Office of General Counsel, Division of Human Resources or the Office of Student Affairs. All University offices that substantiate such violations should report them to the CISO, who will monitor them for repeat instances and patterns. Those who violate this policy may be subject to disciplinary procedures up to and including dismissal. Cases of serious, deliberate criminal conduct may be referred to the NIUPD or other external authorities that may result in civil or criminal proceedings.

It is essential that all phases of any investigation or discovery but completed as expeditiously as possible to minimize any potential negative image impact; time is of the essence especially when users are placed on administrative leave.

Policy on Appropriate Use of the Northern Illinois University Network

Purpose

To specify the acceptable use of Northern Illinois University (NIU) information, computing, and communication resources by all users. These services, known collectively as the NIU Network (NIU-N), are part of the campus infrastructure.

This policy addresses issues specific to NIU-N usage and articulates policies regarding users of NIU-N.

Overview

NIU provides NIU-N resources and facilities to its staff, students, faculty, and associates to support the University's educational, research, and service missions as well as the administration and operation of the University.

Other university and campus policies that address specific activities and behaviors, some of which are cited later in this policy, also apply to NIU-N use.

Scope

- All users of NIU-N Resources.
- All users who are conducting NIU business using external networks.

Underlying Principles

- Use of NIU-N is a privilege, not a right.
- The principles of academic freedom apply in full to electronic communications equal to print communications.
- Privacy expectations on NIU-N are based upon NIU's Policy on Privacy in the Electronic Environment.
- In general, the University cannot and does not wish to be the arbiter of the contents of electronic communications. Neither can the University always protect users from receiving or viewing electronic messages they might find offensive.
- NIU-N resources must be used in a legal, ethical, responsible, and civil manner by all users. The use of computing and network services provided by the campus is subject to all applicable state and federal laws, as well as general University and campus policies. Individuals using campus computing and networking services should be particularly aware of policies that apply to discrimination, harassment, the use of copyrighted materials, and those that apply to the appropriate use of university resources
- All standards of behavior that govern verbal and written communications at the University also extend to electronic communications.
- Use of NIU-N resources must not cause loss of service nor risk loss of the University's reputation.
- Unless explicitly noted, these policies apply to all devices connected to the NIU-N.
- Student, faculty, and staff privacy is always considered, all issues will be handled as expeditiously as possible.

- All members of the campus community are given notice of this policy by virtue of its publication, and are subject to it on the same basis. Ignorance of this policy does not relieve anyone of his or her responsibilities under it.

Policy

Authorized Use of the NIU-N

- The use of these resources by faculty and staff, including student employees, while at work and/or performing the responsibilities of their position, should be consistent with the university mission, this policy, and the University's other use and security policies, the Employee Conduct, Accountability and Ethics in the Workplace (ECAEW), and other applicable state and federal laws and regulations, including the State Officials and Employees Ethics Act (SOEEA).
- The use of these resources by students who are not acting as employees of the university should be consistent with this policy and the University's other use and security policies, the Student Code of Conduct (SCoC), and applicable state and federal laws and regulations.
- A user is responsible for all activities originating from their account(s), including all information sent from, intentionally requested, solicited or viewed from their account(s) and publicly accessible information placed on a computer using their account(s).

Unauthorized Use of the NIU-N

NIU-N may only be used for legal purposes and may not be used for any of the following purposes or any other purpose, which is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University, or likely to subject the University to liability. Unauthorized uses include, but are not limited to, the following:

- Providing another person with their access details for any facility protected by user identification or password.
- Intentionally using NIU-N resources for purposes that interfere with NIU's mission.
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of NIU-N
- Unauthorized scanning of network nodes
- Unauthorized use of the University's trademarks, logos, insignia, or copyrights
- Violation or circumvention of NIU computer system or NIU-N network security
 - a. Using non-DoIT approved email systems to conduct NIU business
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including NIU e-mail addresses) assigned to others
- Intentionally accessing, without authorization, data stored within the NIU-N
- Use of NIU computing facilities for private business purposes unrelated to the mission of the university
- Intentional distribution of malicious software such as viruses or worms
- A user is not permitted, without prior approval, to:
 - a. Attach any device to NIU-N that extends access or provides off-campus access to NIU-N resources.
 - b. Tamper with or move installed NIU-N resources.

- c. Attempt unauthorized access to any NIU-N resources.
- A user is not permitted to copy, download, store or transmit material, which infringes copyright, such as music files, movies, or videos.
- **Responsibility to Maintain Privacy of Passwords:** Passwords associated with an individual's network ID, device or system access cannot be shared.
- **Appropriate Use of Bandwidth:** Bandwidth is a shared, finite resource. The Division of Information Technology (DoIT) will ensure there is adequate bandwidth capacity for activities in relation to the University mission.
- **NIU-N Resources:** Users are required to take due care when using resources and equipment and take reasonable steps to avoid damage.

University-sponsored External Entities

- Any University program that, in the interest of collaboration, wishes to provide an external entity with Internet access or to host non-University materials on an NIU-N connected server must first consult with the Chief Information Officer (CIO) about alternatives connections and contact the Chief Information Security Officer (CISO) to complete a security assessment.

Compliance

- The University treats misuse of its NIU-N resources and facilities seriously and will pursue and address violations.
- Anyone aware of possible violations of this Policy must report them immediately to an appropriate person (e.g. their supervisor, the system administrator, computer lab manager or Department Head/Chair, etc.).
- Alleged serious or repeated violations must be reported to the CISO.
- Anyone aware of risk to personal safety should contact 911 immediately.
- Anyone aware of unauthorized entry to a computing facility must contact the CISO.
- **Reports of violations will be treated as confidential.**

Violations:

- Faculty and staff violations will follow appropriate HR disciplinary processes.
- Student violations will follow disciplinary procedures applicable to student misconduct.
- Cases of serious, deliberate criminal conduct will be referred to the NIUPD or other external authorities and may result in civil or criminal proceedings.
- NIU may, at its discretion, temporarily or permanently withdraw user access for repeat violations.

Definition

- **User:** any person using any of the University's NIU-N resources or facilities, including, but not limited to:
 - Faculty
 - Staff
 - Students
 - Clinical and adjunct title holders
 - Associates, honoraries and visiting staff
 - Alumni

- Consultants
- Contractors
- Third parties (ex. Vendors, contractors, etc.)
- Other users authorized by the University to access its systems and/or network
- Anyone connecting non-NIU owned equipment (e.g. laptop computers) to the University network

Note: A person of the public reading public University web pages from outside the University is not by virtue of that activity alone, considered to be a user.

- **NIU-N:** All NIU resources and facilities operated by the University – whether owned, leased, used under license or by agreement – including, but not limited to:
 - Telephones (including mobile devices) and telephone equipment, voice mail, SMS
 - Mobile data devices
 - Desktop and laptop computers
 - Email, chat, facsimiles, mail
 - Any connection to the University's network (NIU-Guest, NIU), or use of any part of the University's network to access other networks
 - Connections to the Internet that are intended to fulfill information processing and communications functions
 - Communication services
 - Hardware, including printers, scanners, facsimile machines
 - Laboratories or other facilities
 - Any off-campus computers and associated peripherals and equipment provided for the purpose of University work or associated activities

EXECUTIVE:
STEERING: 09-23-15
FACULTY SENATE:
UNIVERSITY COUNCIL: 10-07-15 **SECOND READING**

The following revisions are proposed:

1. The NIU president will no longer appoint the Athletic Board chair, nor a president's second representative holding faculty rank. Instead, the NIU Faculty Athletic Representative will serve as the chair of the Athletic Board, ex officio, voting. The president's second representative will be deleted from the roster. With this configuration, faculty retains its majority voting seats on the Athletic Board.
2. The NIU president will no longer approve or appoint each constituency representative. Instead, each constituency will have full authority to select its own representative(s) to the Athletic Board.

ARTICLE 17: OTHER STANDING COMMITTEES OF THE UNIVERSITY

17.1 Athletic Board

17.1.1 Composition The Athletic Board is directly responsible to the president of the university. It shall consist of ~~a faculty chair appointed by the president, a president's representative who shall carry an academic appointment, and the following members who, with the exception of faculty members, shall be appointed by the president from at least two nominees for each position to be filled, such nominees to be submitted to the president as indicated:~~

- One faculty member from the College of Law to be selected by the faculty of that college and one faculty member from each of the other degree-granting colleges selected by the respective college councils;
- One member of the University Library faculty selected by that faculty;
- Two students ~~nominated~~ **selected** by the Student Association with two colleges represented;
- One male and one female student athlete ~~nominated and~~ **selected** by the Student Athlete Advisory Council (SAAC) ~~as needed~~;
- One member of the Alumni Association ~~from those nominated~~ **selected** by the Alumni Association;
- One member of the operating staff ~~from those nominated~~ **selected** by the Operating Staff Council;
- One member of the supportive professional staff ~~from those nominated~~ **selected** by the Supportive Professional Staff Council;

- One nonvoting member from the Huskie Athletics Support Fund ~~from those nominated~~ **selected** by the Huskie Athletics Support Fund.
- In addition, ~~the faculty representative to the National Collegiate Athletic Association,~~ the associate vice president/director of athletics, and the university general counsel shall be ex officio, nonvoting members.

With the exception of student representatives, members shall serve three-year staggered terms. Student members shall be nominated and appointed annually. All members shall be eligible for reappointment.

~~Vitae outlining qualifications for, and interest in, serving on the board will accompany all nominations submitted to the president. In making the appointments, the president shall assure equitable representation of qualified men and women on the board.~~

The Faculty Athletics Representative shall serve as the chair of the Athletic Board, ex officio, voting.

EXECUTIVE:
STEERING: 09-23-15
FACULTY SENATE:
UNIVERSITY COUNCIL: 10-07-15 **SECOND READING**

The purpose of this proposal is to consolidate the FS-Rules, Governance and Elections Committee with the UC-Rules, Governance and Elections Committee into one Faculty Senate-University Council Rules, Governance and Elections Committee.

This proposal will streamline our processes and reduce the overall number of committees on which Faculty Senate and University Council members must serve. Also, the creation of this joint committee will result in bringing Faculty Senate and University Council voices together at an earlier stage in any policy discussions thereby providing greater opportunity for collaboration.

2.2 Faculty Senate-University Council Rules, Governance and Elections Committee

2.2.1 Composition The FS-UC Rules, Governance and Elections Committee shall consist of the following members:

(A) Eight faculty members, ~~one from each degree-granting college and one from University Libraries,~~ four of whom shall be members of the University Council, and shall be appointed by the executive secretary of the University Council (with the advice and consent of the University Council). The remaining four shall be members of the Faculty Senate and shall be appointed by the president of the Faculty Senate (with the advice and consent of the Faculty Senate). No two faculty members shall be from the same department. Faculty members shall serve one-year terms and shall be eligible for reappointment.

(B) One student appointed by the Student Association. The student shall be a member of the University Council. The student member shall serve a one-year term and shall be eligible for reappointment.

(C) One Supportive Professional Staff member and one Operating Staff member who shall be members of the University Council. They shall serve one-year terms and shall be eligible for reappointment.

(D) One nonvoting member selected by and from the deans of the degree-granting colleges, who shall serve a one-year term and shall be eligible for reappointment.

The committee chair shall be appointed by the executive secretary with the advice and consent of the University Council.

2.2.2 Duties

(A) Advise the University Council or Faculty Senate on any question referred to it by the University Council or Faculty Senate involving the interpretation of the university Constitution or Bylaws, and/or Faculty Senate Bylaws, and including questions relating to the definition or application of academic freedom standards.

(B) Administer and supervise elections to the University Council and Faculty Senate. Faculty Senate representatives on the committee will administer the Faculty Senate elections; University Council representatives on the committee will administer the University Council elections.

(C) Make final rulings on the eligibility of candidates from colleges and the University Libraries and all other election matters not specifically covered by these procedures.

(D) Review, prior to the elections in those years which are multiples of three, the ratio of the faculty in each college who are on regular contract, excluding the Supportive Professional Staff and the faculty member from the University Libraries, to the total number of faculty in all colleges who are on regular contract and recommend to the University Council any needed adjustment in the number of elected faculty seats on the University Council allocated to each college.

(E) When a university committee or council requires staggered terms for its elected faculty members, determine in advance of the election which seats in each college shall be filled for one-, two-, or three-year terms. Such a determination must be made before the initial election of faculty to such a committee or council, and before the first election after each successive reapportionment of seats on the committee or council. Staggered terms shall be assigned so that, as nearly as possible, there will be an equal number of members of the council or committee elected each year and an equal number of members elected from each faculty constituency each year.

(F) Administer and supervise all referenda that require the vote of the entire faculty of the university.

(G) Monitor legislation that affects higher education and report the status of such legislation to the University Council so that appropriate actions may be taken.

Rationale for Proposed Changes:

1. Addition of Associate Vice Provost, ex officio, nonvoting: The Associate Vice Provost is responsible for overseeing implementation of NIU's general education program and NIU PLUS. Assessment is a critical aspect of these responsibilities. It is crucial that the assessment strategies adopted in these areas complement the assessment activities that occur within degree programs and the academic support programs.
2. Addition of Director of Academic Accreditation, ex officio, nonvoting: The Director of Academic Accreditation provides institutional support to degree programs to facilitate their maintaining accreditation of NIU academic programs. In order to be most efficient, the assessment processes governed by the UAP that support program review (i.e., primarily the mid-cycle status report) should also serve the requirements of accrediting bodies.
3. Associate Director, educator licensure and preparation, ex officio, non voting: For a number of years, the incumbent has been attending as a guest in an ex officio, nonvoting capacity and bringing much needed knowledge of the assessment requirements for educator licensure and teacher preparation. This change would serve to formalize the practice.
4. With the permanent addition of the Associate Vice Provost as an ex officio, nonvoting member, it is proposed that the Vice Provost appoint only one additional faculty or staff member from their academic support units.

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

15.8 University Assessment Panel

15.8.1 Composition The University Assessment Panel shall consist of the following members:

- Associate Vice Provost for academic planning and development;
- Two faculty members from each of the university's academic councils, as follows:
 - from the Academic Planning Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;

- from the Graduate Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;
- from the Undergraduate Coordinating Council, one member elected by the Council and one member appointed by the Provost to achieve balance among colleges;
- One faculty member from the College of Law, appointed by the Dean of the college;
- One staff member from student affairs units, appointed by the Vice President for Student Affairs and Enrollment Management;
- ~~Two~~ **One** faculty or staff member from academic support units, appointed by the Vice Provost responsible for undergraduate education ~~and the Associate Vice Provost for academic support services;~~
- One associate or assistant dean responsible for assessment, elected by those persons;
- One graduate student appointed by the Graduate Council;
- One undergraduate student appointed by the Undergraduate Coordinating Council;
- Associate Vice Provost for Academic Outcome Assessment, ex officio, nonvoting;
- Director of Institutional Research, ex officio, nonvoting;
- **Associate Vice Provost, ex officio, nonvoting;**
- **Director, Academic Accreditation, ex officio, nonvoting;**
- **Associate Director, Educator Licensure and Preparation, ex officio, nonvoting.**

Terms shall be one year for appointed members and two years for elected members.

15.8.2 Chair The chair shall be the Associate Vice Provost for Academic Planning and Development.

15.8.3 Duties The duties of the University Assessment Panel shall be:

1. To review the university mission statement, other statements of university objectives, and state-level policies as a context for assessment;
2. To provide advice on performance measures and benchmarks to be used in new state approval and review processes; to integrate assessment activities for undergraduate, graduate, and professional programs and academic support areas;
3. To work with the General Education Committee and the Committee on Initial Teacher Certification on assessment activities in the general education program and in initial teacher certification programs, respectively;

4. To promote campus-wide assessment activities to improve learning outcomes; to support departmental assessment activities in coordination with the academic program review schedule and advise departments preparing for program review;
5. To make recommendations for funding support for expanded assessment activities of departments and colleges;
6. To support departments and colleges preparing for the assessment component of discipline-specific accreditation reviews;
7. To review and update the university assessment plan; to help position the university for the North Central Association reaccreditation process and assist with preparation of the self-study.

Rationale for Proposed Changes:

1. The position of vice president for research and graduate studies has been changed to vice president for research and innovation partnerships
2. The position of associate vice provost for academic planning and development has been changed to vice provost for academic planning and development.
3. The position of associate vice provost for resource planning has been changed to vice provost for resource planning.
4. Addition of associate vice provost for academic outcomes assessment: The associate vice provost for academic outcomes assessment is responsible for overseeing compliance with assessment processes and procedures for all academic programs at NIU. Further, this position assists the vice provost for academic planning and development with summarizing program review reports for the Board of Trustees and the Illinois Board of Higher Education. This position has been represented on the APC as a guest for over 10 years.
5. Addition of director of academic accreditation: The director of academic accreditation provides institutional support to degree programs to facilitate their maintaining accreditation of NIU academic programs. In order to be more efficient, the processes of program review should align with the processes and cycles of relevant accrediting bodies, per the recommendations of the Program Review Process Task Force of 2013. This position has been represented on the APC as a guest for the past year.
6. Addition of the director of the office of Academic Analysis and Reporting: The office of Academic Analysis and Reporting provides ad-hoc data analysis and reporting to academic programs that complement the data provided by the office of Institutional Research. This position has been represented on the APC as a guest for the past year.

ARTICLE 15:

ACADEMIC COUNCILS AND COMMITTEES OF THE UNIVERSITY

15.3 Academic Planning Council

15.3.1 Composition

15.3.1.1 Faculty Representation

(A) Fourteen faculty representatives shall be chosen as follows: two each from the Colleges of Business, Education, Engineering and Engineering Technology, Health and Human Sciences, and Visual and Performing Arts; one from the College of Law; three from the College of Liberal Arts and Sciences (one each from the areas of the humanities, the social sciences, and the other sciences).

(B) Faculty shall be elected by the college council of the college they represent, or by the college faculty if there is no college council. They shall serve three-year staggered terms beginning in the fall semester. If no elected faculty representative is a voting member of the Faculty Senate, the Senate shall elect one Senate member to serve on the council as ex officio, nonvoting member. No department shall have more than one faculty representative at any one time.

15.3.1.2 Student Representation

(A) Two students, one undergraduate and one graduate, shall be appointed annually as voting members of the council. The appointments shall be made by the president of the Student Association from a list of nominees submitted by the college student advisory committees. Each student advisory committee shall be entitled to nominate annually one undergraduate and one graduate student, as appropriate to degrees offered in that college. Terms of office for student members shall begin at the beginning of the fall semester; no such term shall extend beyond the beginning of the succeeding fall semester. Students shall be eligible for reappointment to successive terms.

15.3.1.3 Administration Representation

(A) The executive vice president and provost who shall serve ex officio.

(B) The following, or their designees, shall serve ex officio, without vote:

- vice provost responsible for undergraduate education;
- vice president for research and ~~graduate studies~~ innovation partnerships;
- ~~associate~~ vice provost for academic development and planning;
- ~~associate~~ vice provost for resource planning;
- dean of the University Libraries;
- director of the office of Institutional Research;
- associate vice provost for academic outcomes assessment;
- director of academic accreditation;
- director of the office of Academic Analysis and Reporting.

(C) Others who may be directly involved in issues concerning academic programs may assist the committee as resource personnel.

15.3.2 Chair

15.3.2.1 The executive vice president and provost shall serve as the chair of the council and shall vote when necessary to break a tie vote.

15.3.2.2 The faculty representatives on the council shall elect from among their members a faculty representative who shall serve as the assistant chair of the council. The assistant chair shall preside over council meetings in the absence of the chair, act as a liaison between the chair and council members between meetings of the council, and perform such other duties as may be assigned by either the council or the council chair. The assistant chair shall be chosen annually at the first meeting of the council each fall semester and shall serve a renewable term of one year.

15.3.3 Duties -- Working with the college curriculum committees, the Undergraduate Coordinating Council, and the Graduate Council, and reporting to the University Council, the council shall:

15.3.3.1 Prepare and periodically update the academic mission statement for Northern Illinois University.

15.3.3.2 Develop and periodically bring up-to-date plans and strategies to fulfill the university's academic mission.

15.3.3.3 Develop and implement procedures for the periodic review of academic programs in terms of their quality and their consistency with the institution's academic mission.

15.3.3.4 Advise the executive vice president and provost on academic priorities and strategies for the achievement of those priorities, including the establishment of priorities in budgeting.

15.3.3.5 Make recommendations to the curriculum committees of the respective colleges and to the Undergraduate Coordinating Council and the Graduate Council.

15.3.4 Academic Planning Council minutes and reports are to be distributed to all University Council and Faculty Senate members and deposited in the university archives.

15.3.5 All substantive policy recommendations are subject to University Council approval.

EXECUTIVE:
STEERING:
FACULTY SENATE:
UNIVERSITY COUNCIL: 10-07-15



Northern Illinois University

PROPOSED UNIVERSITY HOLIDAYS FOR 2016

New Year's Day (Holiday)	Friday	January 1, 2016
Martin Luther King, Jr. Day (Holiday)	Monday	January 18, 2016
Memorial Day (Holiday)	Monday	May 30, 2016
Independence Day (Holiday)	Monday	July 4, 2016
Labor Day (Holiday)	Monday	September 5, 2016
Thanksgiving (Holiday)	Thursday	November 24, 2016
Floating Holiday	Friday	November 25, 2016
Floating Holiday	Friday	December 23, 2016
December 25 (Holiday)	Sunday	December 25, 2016
December 25 (Holiday Observed)	Monday	December 26, 2016
Floating Holiday	Tuesday	December 27, 2016
Floating Holiday	Wednesday	December 28, 2016
Administrative Closure	Thursday	December 29, 2016
Administrative Closure	Friday	December 30, 2016
New Year's Day (Holiday)	Sunday	January 1, 2017
New Year's Day (Holiday Observed)	Monday	January 2, 2017

Report on the IBHE-FAC Meeting, September 18, 2015

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on September 18, 2015, at Midwestern University.

IBHE Updates

The group first heard a brief update by Gretchen Lohman, the IBHE Assistant Director of Academic Affairs, regarding the formation of the Commission on the Future of the Work Force, which will formally start in January. Dr. Applegate will chair, and all three college sectors will be represented.

Also, Gretchen noted that there are a couple of new items on the IBHE web site. One involves the State Authorization Reciprocity Agreement (SARA); this establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. The second item is a federal requirement, the Online Complaint System for institutions.

Gretchen also reported that the Faculty Fellows program is on hold pending a budget resolution. Finally, she reported that a report on low-performing programs that don't meet selected thresholds (using a five-year average) will be in the works soon; institutions will be given an opportunity to respond.

Next, Candace Mueller, Interim Deputy Director of Advancement, External, and Government Relations, provided a legislative update. She reported that there has been no movement on the budget and that higher education funding and MAP grants do not fall under any court orders. The Senate Higher Education Committee will hold hearings over the next couple of weeks at various campuses. The next IBHE meeting will be October 6 at Roosevelt University.

FAC Updates

FAC Vice-Chair Marie Donovan (DePaul) informed the group that the IBHE reviewed the FAC's public comments and concerns about the new teacher licensing requirements (edTPA). ISBE is now aware and willing to investigate. Also, the continuing issue of prior learning assessment (PLA) for military personnel was noted. A report on how and what our institutions are doing will be distributed soon. A task force on this subject requires faculty and our caucuses will be asked to find volunteers.

Business Meeting

Steve Rock (Western Illinois University), who was recently elected as a Trustee for SURS, gave a presentation on the state of the retirement system and the challenges ahead.

The FAC approved minutes from the June meeting. The meeting was adjourned following the business meeting.

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 IBHE FAC Secretary, Steven Rock (WIU).

EXECUTIVE: STEERING: FACULTY SENATE: <u>UNIVERSITY COUNCIL: 10-07-15</u>

SPS COUNCIL MEETING SUMMARY

September 10, 2015

At the September meeting, SPS Council welcomed President Baker. He provided an update on the state of the university, including the enrollment picture, recruitment efforts, and the state of the State budget impasse and its impact on higher education. It was reported that the Council presidents will be talking with their council/senate members on our response to the situation through official letters to legislators, and information sent out to constituents on options for expressing their opinions and concerns to state officials and legislators, following the requirements in the State Officials and Employees Ethics Act.

The Council discussed the September town hall meetings, and heard a report on the general aspects of upcoming program prioritization. The Council reported on last minute plans for the SPSC Leadership Development initiative, and discussed speakers for the upcoming council year.

Respectfully submitted,

Deborah Haliczer. SPS Council President

FACULTY ALTERNATE POLICY

FOR MEMBERS OF THE FACULTY SENATE

Faculty Senators are elected to represent their academic departments. There is no Faculty Senate alternate list. If you cannot attend a Faculty Senate meeting, please ask another faculty member in your department to represent you at that meeting. Please avoid asking someone who is already serving on University Council, since that person represents your college and cannot vote on behalf of your department at a Faculty Senate meeting.

FOR MEMBERS OF THE UNIVERSITY COUNCIL

FOR FACULTY SENATE MEETINGS

University Council members are elected to represent their academic colleges. All University Council faculty members are automatically also members of the Faculty Senate. If you cannot attend a Faculty Senate meeting, you may ask another faculty member from your academic college to represent you. There is no alternate list for this situation.

FOR UNIVERSITY COUNCIL MEETINGS

University Council members are elected to represent their academic colleges. If you cannot attend a University Council meeting, please refer to the UC Alternate List below. Select a faculty senator from your college on the list below and ask that person to represent you at the University Council meeting.

2015-2016 UNIVERSITY COUNCIL ALTERNATE LIST

BUS	Christine Mooney, Charles Downing, Meghann Cefaratti
EDU	Todd Gilson*, Eui-Kyung Shin, Greg Conderman
EET	Veysel Demir, Reinaldo Moraga
HHS	Xiaolin Xie, Hamid Bateni*
LAS	Mitch Irwin, George Slotsve, Paul Stoddard, Diane Rodgers*, Gary Baker, Michael Konen, Jimmie Manning, Brian May, Valia Allori
LAW	Therese Arado
LIB	Sarah McHone-Chase*
VPA	Richard Siegesmund, John Novak

* Hamid Bateni will be on sabbatical during the Fall 2015 semester.

* Sarah McHone-Chase is on leave during the Fall 2015 semester.

* Diane Rodgers is serving as Brad Sagarin's alternate during the Fall 2015 semester.

* Todd Gilson is serving as Carolyn Vander Schee's alternate during the Fall 2015 semester.

2015-16 Administrator, Staff and Student Alternates for University Council

	2015-2016	ALTERNATE
President & Chair	Doug Baker	Eric Weldy
Executive Vice President & Provost	Lisa Freeman	Carolinda Douglass
Dean, College of Business	Denise Schoenbachler	Beth Towell
Dean, College of Education	Laurie Elish-Piper	Marc VanOverbeke
Dean, College of Engineering and Engineering Technology	Promod Vohra	Mansour Tahernezehadi
Dean, College of Health and Human Sciences	Derryl Block	Beverly Henry
Dean, College of Law	Mark Cordes	Kathy Coles
Dean, College of Liberal Arts and Sciences	Chris McCord	David Ballantine
Dean, College of Visual and Performing Arts	Paul Bauer	
Dean of the Graduate School	Bradley Bond	Amy Levin
Dean, University Libraries	Patrick Dawson	Ete Olson
Supportive Professional Staff President	Deborah Haliczzer	Janet Love-Moore
Supportive Professional Staff	Cathy Doederlein	Steve Builta
Operating Staff President	Holly Nicholson	John Hulseberg
Operating Staff	Patricia Liberty-Baczak	Jennifer Jeffries
Student Association President	Nathan Lupstein	
Student Association	Dillon Domke	
Student Association	Greg Lezon	
Student Association	Guiseppe LaGoia	
Student Association	Aaron Vazquez	
Student Association	Jackie Keith	
Student Association	Iggy Sto. Domingo	
Student Association	Oluwatimilehin Adeboje	
SAC BUS	Emily Carey	
SAC EDU		
SAC EET	Jorge Jemison	
SAC HHS	Kylee Wagenecht	
SAC LAS	Stuart Nissenbaum	
SAC LAW		
SAC VPA	Shawn Thomas	Nicole Chopp
SAC Graduate School	Sougata Dhar	

EXECUTIVE: STEERING: 09-23-15 FACULTY SENATE: UNIVERSITY COUNCIL: 10-07-15

University Council Reapportionment Calculations*
September 22, 2015
Calculated prior to 2016 Elections (years in multiples of 3)

College	Total Faculty	Proportion of Total Faculty	Number of Reps Apportioned	Total Representatives	Impact
BUS	56	8.35%	24 x 8.35% = 2.00 (2)	2 + 1 = 3	no change
EDU	92	13.71%	24 x 13.71% = 3.29 (3)	3 + 1 = 4	-1
EET	38	5.66%	24 x 5.66% = 1.36 (1)	1 + 1 = 2	no change
HHS	71	10.58%	24 x 10.58% = 2.54 (3)	3 + 1 = 4	+1
LAW	22	3.28%	24 x 3.28% = .79 (1)	1 + 1 = 2	+1
LAS	313	46.65%	24 x 46.65% = 11.20 (11)	11 + 1 = 12	-1
VPA	79	11.77%	24 x 11.77% = 2.82 (3)	3 + 1 = 4	no change
TOTAL	671	100%	24 total apportioned seats	24 + 7 = 31 total	

*Per NIU Constitution Article 2.2 and NIU Bylaws Article 2.2, reapportionment of seats impacts University Council faculty members from degree-granting colleges only.