MINUTES

University Council Academic Policy Committee
Monday, April 22, 2019, 10 a.m.
Altgeld Hall 125
Northern Illinois University
DeKalb, Illinois

VOTING MEMBERS PRESENT: Burton, Chen, Chmaissem, Collins, Ghrayeb, Henry (for Block), Ledgerwood, Newman, Sariol (for Zamora), Siegesmund (for Staikidis)

VOTING MEMBERS ABSENT: Block, Mershon, Staikidis, Zamora

I. CALL TO ORDER

UC-Academic Policy Committee (UC-APC) chair, V. Collins. Called the meeting to order at 10:05 a.m.

II. VERIFICATION OF QUORUM

A quorum was established.

III. ADOPTION OF THE AGENDA

A. Newman moved to adopt the agenda, seconded by J. Chen. Motion passed.

IV. APPROVAL OF THE MARCH 29, 2019 MINUTES

J. Sariol moved to approve the minutes, seconded by O. Chmaissem. Motion passed.

V. PUBLIC COMMENT

VI. UNFINISHED BUSINESS

A. Review Policies for Distance Education Courses Carrying Undergraduate Credit

APPM Section III, Item 23 and Approved Review Process

Establish a plan for addressing topics/themes/considerations from survey data in our review of the current policy

Review guidelines for online courses carrying graduate credit offered by NIU

APPM Section II, Item 22

Review policies from other institutions
Review updated draft of combined policy (including operational definitions of online and hybrid courses) and determine whether a periodic review stipulation should be added – such appears only in the undergraduate policy.

V. Collins introduced the most recent draft policy updated per feedback from the March 29 committee meeting, input from Financial Aid, and input from Graduate School Dean Brad Bond. The committee reviewed it, and consensus was reached regarding two additional edits:

- When operationally defining online courses at NIU, use language from the Online Learning Consortium’s definition of online courses instead of from the Higher Learning commission’s definition.
- Use “must” in policies 1-3, 6-9, and 11-14, and “will” in policy 5.

V. Collins will refine the draft policy per today’s discussion.

Next steps include:

- Present the proposed policy to the Graduate Council on May 6.
- Submit the proposed policy to the NIU Policy Library Committee for its review process, which includes a 30-day open comment period (comment period to take place in early fall 2019).
- Present the proposed policy to University Council in fall 2019.

VII. NEW BUSINESS

VIII. ADJOURNMENT

O. Chmaissem moved to adjourn, seconded by J. Burton. Motion passed.

Meeting adjourned at 10:55 a.m.