

## MINUTES

**University Council Academic Policy Committee  
Friday, October 25, 2019, 10 a.m.  
Altgeld Hall 125  
Northern Illinois University  
DeKalb, Illinois**

*Not Approved – This draft reflects only the work of the drafter  
as the committee was dissolved before these minutes could be approved.*

**VOTING MEMBERS PRESENT:** Ballantine (for Ledgerwood), Burton, Chmaissem, Collins, Ghrayeb, Kushnick (for Block), Newman, Polansky, Rooney, Schatteman, Siegesmund (for Chen), White

**VOTING MEMBERS ABSENT:** Block, Chen, Ledgerwood, Wilson

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

UC-Academic Policy Committee chair, **V. Collins**, called the meeting to order at 10 a.m.

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

A quorum was verified.

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

**D. Ballantine** moved to adopt the agenda, seconded by **O. Chmaissem**. Motion passed.

### **IV. APPROVAL OF THE APRIL 22, 2019 MINUTES**

**J. Burton** moved to approve the minutes, seconded by **A. Newman**. 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 III, 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 period review stipulation should be added – such appears only in the undergraduate policy

**V. Collins** provided a brief summary of review work completed during the 2018-19 academic year.

- B. Review comments on the proposed Policies for Online and Hybrid Courses Offered by Northern Illinois University using attached worksheet

The committee members reviewed and discussed the feedback received from the Policy Library 30-day open comment period, as well as feedback provided by the Graduate Council and by others directly to the committee chair. Minor changes to the title and four of the general policy statements (4, 6, 11, and 14) were made. See below for specific consensus based changes:

Title of Policy Document

- Title was changed from “Policies for Online and Hybrid Courses Offered by Northern Illinois University” to “Online and Hybrid Course Policies”.

Policy 4

- Language recommended by IT Accessibility Officer, Katy Whitelaw was added: “...and the Illinois Information Technology Accessibility Act 2.0”

Policy 6

- The APPM section number and item pertaining to copyright were corrected – going from Section VI, Item 4 to Section I, Item 6.

Policy 11

- Language pertaining to student-at-large status for graduate students was added: “... or (for graduate students) be a student-at-large”.

Policy 14

- Additional language, “... by NIU” was added to clarify NIU’s responsibility for making best practices available to students, regardless of whether that responsibility is contracted to another provider.

Revise (as needed) the proposed policy document

Per above discussion and committee consensus, **V. Collins** will make the necessary updates to the proposal.

Discuss UCAPC recommendations to share with the University Council  
Recommendations related to the proposed policy document were discussed and updated. See below for consensus based decisions:

- The faculty handbook recommendation is not necessary, because the resources are already being made available through Faculty Development and Instructional Design Office, as well as the Quality Matters resources.
- Update the course coding (W, WF, P, etc.) system to align with the proposed policy, and enhance NIU's course finder to explicitly indicate the course delivery mode. Jerry Montag, Director of Registration & Records, was suggested as a contact for this recommendation. Online = 100% online with no face-to-face meetings. Hybrid = any percentage of mix between online and face-to-face meetings. Face-to-Face = all course meetings and content are face-to-face in the classroom (even if some extra online interaction beyond course content/meetings is offered).
- No policy review cycle notation is needed since the Policy Library will now assume this responsibility.

## **VII. NEW BUSINESS**

## **VIII. ADJOURNMENT**

**D. Ballantine** moved to adjourn, seconded by **A. Polansky**. Motion passed.

Meeting adjourned at 11:17 a.m.