Present: Pat Anderson (Alumni Assoc-Ex-officio); Daryl Dugas (EDU); Elisa Fredericks (COB); Kerry Freedman (CVPA); Todd Gilson (Honors Director, Ex-officio); Ed Klonoski (Acting Assoc. Vice Provost); Beth McGowan (ULIB); Rave Meyer (LAS student)

Absent: Sheila Barrett (HHS); Brianno Coller (CEET); Dhiman Chakraborty (CLAS); Beatrix Hoffman (LAS); Mike Konen (CLAS); Debbie Gettemy (HOUS-Ex-officio)

Guests: Miesha Daley, Bursar; Brian Thompson, Matt Parks, Fred Williams from DoIT; Kelly Smith, FSYE Director

I. APPROVAL OF AGENDA

A motion was made by P. Anderson to approve the agenda, seconded by K. Freedman. Motion passed by acclamation.

II. INTRODUCTION OF MEMBERS

There were a number of guests at today’s meeting as well as some new members, so introductions were done.

III. ANNOUNCEMENTS

Approval of minutes from September 12, 2016 meeting.

A motion was made by D. Dugas to approve the minutes from the September 12, 2016 meeting, seconded by K. Freedman. Minutes approved by acclamation.

IV. OLD BUSINESS

a. Forms and Rubrics for Teaching awards

McGowan brought copies of the old rubric. The revised rubric was displayed via the computer. Freedman brought up the rating range and how arbitrary it was and that the committee would address that again this year. McGowan added there is also the question of the CV. Freedman said both P2 and P3 were at issue. Dugas commented that being new to the process, that three areas stand out to him, that being pedagogy, content knowledge and awareness and dedication to student development. After further
discussion, Dugas and Freedman would meet to rewrite the rubric to be submitted back to the whole committee by October 21st.

b. David Raymond Technology in Teaching award application

McGowan indicated this is time sensitive due to the deadline and asked everyone to review the application and comment by the end of next week (October 21).

V. NEW BUSINESS

a. Report regarding copy card vending machines

B. McGowan explained that the issue of the removal of the VTS machine from Founders Library had been brought to CUAE committee by Greg Long (University Council) last academic year. McGowan had invited today’s guests to discuss the issue and answer the committee’s questions. McGowan first asked how the decision to remove the machines came about. M. Parks indicated that there were eight VTS machines across campus including at the satellite locations. Parks indicated that the main issues were that except for the library, the machines were underutilized and were costing DoIT more money than they were generating. Another issue he mentioned was the cash handling aspect that DoIT was responsible for. B. Thompson confirmed what Parks had said stating that trying to meet the Internal Audit standards was difficult. DoIT worked with Kinga and the One-card office at the time to try and identify a solution. Parks indicated that at the beginning of this fall semester that TJ Lusher again brought the issue up. There are a couple issues. One is that some students don’t have One-cards, some have cards but not Huskie bucks accounts. He mentioned one temporary solution was for the Library to procure Courtesy cards from the One-card office and have them available at the Information or check-out desk. M. Daley indicated that the Library had not procured any cards as of last week. McGowan indicated the Library had Courtesy cards which had a set value and were currently given free of charge to students. She had heard that there was going to be a new machine put in the Library that would always be $5 and nothing more.

McGowan said a major concern of hers was that the removal happened without much notice and there was never a question of service. Parks agreed and said DoIT is the middle-man here and was charged with collecting the funds. He acknowledged there was a service gap right now but indicated that he and Daley are involved with a group now that is looking at One-card and one recommendation is expanding the distribution of One-cards out to other areas on campus. He said 7-8% of the student population don’t have One-cards and 50% of the student populations don’t have Huskie Bucks accounts on their One-card.

B. Thompson indicated that the conversation about the VTS machines began more than a year before they actually took action. The satellite IT leads were involved in the conversations and again, the issue of the student not even having One-cards was an issue. An online
process to obtain One-cards was established and the IDs were delivered to the Outreach centers. During the first three weeks of the semester they sent the IDs overnight to the Outreach centers. Following that the IDs were delivered twice a week to the centers by Materials management. McGowan asked how distance students get Huskie Bucks. Daley indicated that the Huskie Bucks form is available online and that students can scan, fax or mail it to the Bursar’s office. Parks indicated the group that is meeting is discussing trying to immediately link the Huskie Bucks with the One-Card. Daley said there is currently a 24 hour lag between the time students make a Huskie Bucks deposit and when it is registered on their account. She indicated they are looking into a system that would eliminate that delay, e-accounts. Students would be able to add funds online for instantaneous access. Parks indicated that it could be operational by spring semester.

K. Freedman was concerned about access for visiting scholars who may be on campus for a conference people who would not have a One-card. There are scholars from other institutions that may come to use something that only our library has. P. Anderson mentioned that they receive calls from alumni all the time asking about access to the library and its services. McGowan said the Courtesy cards are held by the copier people not library faculty or staff and their hours do not coincide with the demand for cards. There seems to be some communication breakdown regarding the availability of the Courtesy cards. Parks suggested bringing all parties together to continue the discussion as to whether or not the gap solution is feasible.

b. Report re: mentoring and First-and Second-Year Experience

Kelly Smith, Director of First- and Second-Year Experience gave an overview of the work of that office. First year students are students in their first semester of their first year at NIU, that can be freshman or first year transfer students. UNIV 101/201 is the first year seminar course that is offered as a first year experience. This is an elective, 1 credit hour course. She provided a handout with the breakdown of the course. It is held over the first 11 weeks of the semester. During the first 5 weeks the course meets twice per week and then once per week for the remaining 6 weeks. The educators are required to meet with their students one-on-one twice. Once between week 3-6 and then once after the 11th week mark – that meeting is to ensure that the students are checking in with their advisors and checking in with them to ensure they are preparing for the next semester’s enrollment. They promote the course through Orientation as well as through academic advisors. Currently 61% of the freshman are enrolled, with about 65 sections being offered.

She stated that the mission of the office is to assist students’ transition successfully into the university, academically, socially and personally. They strive to touch every single first-year student. She added the focus of the second-year programs are to develop the students’ purpose. This happens in several different areas: leadership, career, faculty interaction and peer interaction. It is extremely important that students understand the expectations of
college and what is required of them their first semester and beyond. The course objectives strive to deliver this information and the associated skills.

The Common Reading Experience is another important part of UNIV 101/201. It is a high-impact practice. Currently rapping up the second year of reading “Just Mercy”, the selection for the next Common Read will be taking place in the spring. Smith directed committee members to their website for submission of ideas.

She talked about the training required for both Educators and the Peer Educators as well as the qualifications needed. They provide Educators and Peer Educators with weekly newsletters informing them of appropriate events occurring on campus.

Smith provided retention information. She indicated there is evidence of greater retention and student persistence among students who enrolled in UNIV than students who did not take the course. This data shows that the benefit is realized over multiple semesters and not just the first semester after enrolling.

Other things they are running in First-year experience right now include a pilot program for e-Portfolio, there are about five sections doing that. She said there are a handful of classes implementing a service learning component. In addition she said this year is the first year the textbook in an interactive, online version.

Smith spoke about First and Second Year success series. This is a series of events that are offered by departments/programs throughout campus, who they contact to build a cohesive list of appropriate events for first year students. Another thing they do, beginning this year is accept submissions for a first and second year newsletter. These go out twice a semester. They have an online submission form for that. In addition, there is a College corner section in the newsletter, which Smith says can highlight what is going on within the different colleges.

Another program they run is called REACH, which is a peer-to-peer calling program. Students that are not connected to the university in a formal way, through Honors, ROTC, UNIV or various other means are contacted to help them connect with the university. They answer questions, etc.

Huskies get connected is a peer-to-peer consultation program. Students help other students talk about their interests and how to get involved in an appropriate way.

Student-faculty links and transfer2transfer are mentoring programs that are run out of their office. Student faculty links is a 30-year-old program, very loosely organized connecting students with faculty or staff mentors. There were 43 pairs this year up from 34 last year. Transfer2transfer connects successful transfer students with new transfer students to help them. This year there are 44 pairs, there were 12 in 2015.
Smith talked about the second year experience programs beginning with the Newsletter, which goes to second year students and their families, it focuses on career planning, getting involved, academic advising, living options, engaged learning, research and community service. They have a second-year living/learning community in the residence halls, they do a leadership retreat and other activities to further connect with the second year students. They have an Y2 at NIU kick-off which has been successful. The first Monday when classes begin they do a resource fair. They also sponsor a half way there event at the end of the second year to celebrate students two successful years.

McGowan asked Smith to provide the outline of the presentation she made since there was so much information covered. McGowan asked what kind of input, support, advocacy, etc. Smith like to have from the committee; is there something specific the committee could help with? Smith indicated she would like assistance with involvement from different colleges. She wants to do a lot more partnering with the colleges and would be interested in knowing of any efforts relating to first and second year retention and if her office could get involved with advertising or assisting in any way. She also mentioned any programming, newsletters or any other information that they would like to get out to the students. Creating UNIV 101/201 specialized sections that may not look exactly like the structure she showed today, that may be paired with a departmental or college introductory course.

Lastly Smith talked about mentoring efforts on campus. She said there was a meeting in June that brought together a lot of people who run mentoring programs. She said she could share the minutes from that meeting. Her office pairs with Orientation and students are able to indicate which mentoring programs they wish to explore on a paper form. Her goal in bringing together all the mentoring program coordinators together was to be able to create a form that would enable students to be lined up with the appropriate mentoring program. They are looking at the possibility of having a more online sign up to take some of the manual work out of the process. McGowan asked how the information is gathered. Smith indicated initially a Qualtrics survey was used to collect information.

c. Discussion of Working Rules

McGowan stated she drafted a very rough version of working rules and due to time constraints that will be discussed at the next meeting. Freedman brought up the issue of the broad nature of the duties and what kind of span the committee would have. Klonoski suggested perhaps jotting down ideas of what you think is and is not appropriate for the committee. Also discussed was finding the method of discovering issues to focus on. Klonoski suggested perhaps looking at MapWorks since it surveys the students; perhaps a presentation on MapWorks would be helpful to aid the committee in deciding which topics to cover.
VI. ADJOURNMENT

D. Dugas made a motion to adjourn at 3:00 p.m., seconded by K. Freedman. Motion passed unanimously.

Respectfully submitted,
Jeanne Ratfield
Administrative Assistant, Provost’s Office