Northern Illinois University

UNDERGRADUATE COORDINATING COUNCIL
194th Meeting
Thursday, February 7, 2013
Altgeld Hall 203

MINUTES

APPROVED


Guests: Dr. Julia Spears, Director, Office of Student Engagement and Experiential Learning and Dr. Greg Barker, Director, Testing Services

I. Adoption of Agenda

A motion was made by J. Stafstrom, seconded by J. Isabel, to adopt the agenda with a change - moving the NSSE presentation to immediately following the approval of the minutes. The motion passed unanimously.

II. Announcements

A. Approval of Minutes

On a motion by A. Keddie, seconded by K. Wiemer, the minutes of the December 6, 2012 meeting were approved. Motion passed unanimously.

III. New Business (Presentation)

Dr. Julia Spears, Director of the Office of Student Engagement and Experiential Learning and Dr. Greg Barker, Director of Testing Services were present to deliver information pertaining to the National Survey of Student Engagement (NSSE). Dr. Spears began by explaining that her office was created as an outreach of the information gained from the previous survey which was conducted in 2009. NIU has agreed to participate in the survey every three years.

The survey focuses on student engagement. The two key components of engagement are the amount of time and effort students put into their studies and educationally purposeful
activities and the ways an institution uses its resources and organizes the curriculum and other learning opportunities to encourage student participation.

They also provided information pertaining to the of results from the 2012 survey to the 2009 survey. NIU is comparable to both the Great Lakes universities as well as the Carnegie institutions.

Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

No report.

B. Committee on the Improvement of Undergraduate Education

No report.

C. Committee on the Undergraduate Academic Environment

No report.

D. Committee on the Undergraduate Curriculum

No report.

E. General Education Committee

K. Wiemer stated that the General Education coordinator, Michael Kolb, has been drawing together data that can be used for the HLC visit. She indicated there is still quite a bit of discussion regarding resubmissions and submissions.

A task force has been created to revise the General Education program. Over the next few years they will ultimately revise NIU’s general education program to align with the newly revised baccalaureate goals; making the general education program more meaningful for students.

J. Stafstrom commented that he is one of the members on the task force and so far they have had one meeting. He said the task for this semester was to establish a mission statement.
K. Wiemer made a motion to receive the minutes of the November 15, 2012 meeting of GEC, seconded by J. Stafstrom. **Motion passed unanimously.**

**F. University Honors Committee**

No report.

**IV. Other Reports**

**A. University Assessment Panel**

Isabel reported that they reviewed status reports for Chemistry (B.S., M.S. and Ph.D.). They also voted on funding requests. The funding is used to assist programs needing to do revisions or help with assessment. She indicated that about half the funds were allocated.

At the January meeting, they reviewed the status reports for Biology (B.S., MS, and Ph.D.) the MA and MS in Teaching. She mentioned the assessment panel wants everyone to be aware of the Assessment Expo which will be March 1st.

**V. Old Business**

**A. Course syllabus policy**

L. Matuszewski began the discussion regarding the course syllabus policy which had been introduced at the meeting before last. It is being developed in response to the HLC visit. She indicated where some language was changed. In the section containing course information she said that course location had been added. The ad hoc committee spent a lot of time discussing what is now called course description (formerly course objective). They concluded that description was the better terminology. They also discussed how learning outcomes must be a part of the syllabus policy. It is what HLC will be looking for. #5, Student assessment was changed from course assessment. At the request of the Graduate Council ad hoc committee participants, #11 additional college or unit requirements (if applicable) was added.

Committee members discussed the inclusion of the American with Disabilities and Academic Integrity statements. They also questioned whether the religious observances language needed to be included in a syllabus. After some discussion committee members agreed that the link to the Americans with Disabilities Statement was sufficient for the syllabus. In addition, V. Demir indicated instructional personnel could create their own academic integrity statement. There was concern about the length of a syllabus which included all these items. Some committee members raised the issue of
written format. It was pointed out that the syllabus policy allows for the electronic posting of the syllabus on Blackboard.

L. Matuszewski made a motion to accept the syllabus policy with the removal of the word must from the first page of the policy (“Syllabi vary in format, but must ordinarily include:”) seconded by A. Keddie. Eleven (11) members voted for the policy, there was one (1) abstention.

VI. Adjournment

On a motion by Isabel, seconded by Wiemer, the meeting was adjourned @ 2:21 p.m.

Respectfully submitted,

Jeanne E. Ratfield