MINUTES

APPROVED


Absent: W. Baker/LAS, J. Bottenberg/Student/LAS, J. Gau/EET, J. Kot/LAS, C.T.Lin/LAS

Guest: D. Smith, Catalog Editor/Curriculum Coordinator

I. Adoption of Agenda

A motion was made by K. Wiemer, seconded by M. Lilly, to adopt the agenda. The motion passed unanimously.

II. Announcements

A. Approval of Minutes

On a motion by C. Snow, seconded by K. Wiemer, the minutes of the February 7, 2013 meeting were approved. Motion passed unanimously.

III. Reports/Minutes from Standing Committees

A. Admissions Policies and Academic Standards Committee

Keddie reported that Birberick shared with the committee the plus/minus grading issue in which the students indicated they did not have sufficient input into the plus/minus grading system and the alternatives that Alan Rosenbaum related to UCC.

There was a vote on the 10-year forgiveness policy which basically tied together lose ends. It passed. Students returning after an absence of ten years or more start with a new GPA. The courses taken in the past count toward their graduation but are not counted in their GPA. A question on the policy was raised. Birberick explained that
this allows for students, who may have been dismissed and sent to a community college to return to NIU with a fresh start. Birberick indicated that the cases are few and far between, one every several years.

A number of other items were discussed Keddie stated. The College of Business introduced a minor in Social Entrepreneurship which was justified and approved as well as a few course revisions for a couple of Management courses.

She indicated there was a slight controversy with the Early Childhood Studies interdisciplinary major which is offered in the College of Education and the College of Health and Human Sciences. There was a request by both colleges to lower the admission GPA requirement from 2.75 to 2.5. APASC members felt that was a reduction in standards and it was tabled.

Other catalog change – BIOS 104 had been eliminated so that needed to be changed throughout the catalog. That motion carried. Chemistry also wanted to make some minor catalog changes regarding teacher certification. They wanted to add students must receive a C or better in all coursework specifically designated for certification. That was approved.

Visual and Performing Arts, School of Art wanted to change their admissions policy, requiring a portfolio of work and interviews, they outlined a new process that would parallel what the School of Music does; after discussion, that carried. In addition, for Art Education they have altered a little bit of the language in the catalog; students must achieve a grade of C or better in all major course requirements.

A. Keddie made a motion to accept the minutes from the November 28, 2012 meeting of the APASC committee, seconded by S. Conklin. Motion passed unanimously.

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

Aase reported in regard to old business, the APPM definitions for Certificates, Minors and Majors, they are reviewing the wording separately and not passing anything until all of them have been generated and then look at the whole package.
He mentioned there is no consistent language on double majors. He said there was very little clarity on minors.

Some new courses were purposed relating to a new emphasis for BSAM, which is technologically based but no introductory technology class was mentioned in the requirements.

G. Aase made a motion, seconded by K. Wiemer to accept the CUC February 14, 2013 minutes. **Motion passed unanimously.**

**E. General Education Committee**

C VanderSchee talked a little bit about old business, reporting that Michael Kolb, General Education Coordinator, has been working on a searchable database to allow the HLC to go back into the general education submissions and the kind of documents the HLC would like to see. They have also been working on a structured assessment plan also to be used in connection with the HLC visit.

They are also continuing to work on the working rules to further align them with the bylaws.

She also said, the coordinator’s report indicated that the General Education Task force was established and they would be meeting soon. She explained Michael said that it was a group representing many constituencies across campus. The members committed to three semesters to work on the revisioning.

A motion was made by C. VanderSchee to accept the minutes of the January 17, 2013 meeting of GEC, seconded by K. Wiemer. **Motion passed unanimously.**

**F. University Honors Committee**

The first item highlighted by W. Goldenberg was the scholarship offers made by the Honors Program. The scholarships are given to individuals who have a score of 27 or higher on the ACT and are in the top 5% of their class or have a 3.75 GPA.

There was discussion about stand-alone Honors courses. There were 36 courses offered this year increasing from 16 last year.

He reported that Honors director, Chris Jones, has been meeting with units on campus working on coordination and informing them what is going on in Honors. Goldenberg mentioned two new programs through Study Abroad to interest students. One location is Montreal and the other is The Hague, Netherlands. These
programs were designed to interest students in a Study Abroad. The Montreal program is a week long program that will be offered this summer.

He mentioned that there are slightly under a thousand Honors students now. There was a brief discussion regarding what the appropriate size of the Honors program should be. Birberick indicated that with the resources currently allocated the program is about the right size. She also indicated that with the discontinuation of the provisional admissions, the overall quality of the students is higher.

Lastly, he stated they are working on an assessment plan.

A motion to accept the Honors Committee minutes from November 2, 2012 was made by W. Goldenberg, seconded by K. Wiemer. **Motion passed unanimously.**

### IV. Other Reports

#### A. University Assessment Panel

J. Isabel said she hoped members were able to attend the Assessment Expo which was March 1st. Brian Lance actually held a workshop at the end of February called Assessment 101. Isabel stated that there are some people that have challenges with doing assessment plans and activities so if the need for this program is desired she is confident that they would offer it.

The reports for the B.S., M.S., Ph.D. in Physics and the B.S., M.S. in Mechanical Engineering were reviewed. The looked at the alumni surveys both for undergraduate and graduate.

She announced that assessment annual updates are due May 24, 2013 to the Assessment office; that office is also required to submit its assessment.

### V. Old Business

Birberick talked to the committee about the GEC bylaw revisions that had happened earlier in the year. Those minutes came to UCC and were accepted. They were forwarded to the UC. Alan Rosenbaum contacted Birberick indicating that there was a contradiction in the language of the revised GEC bylaws with the bylaws of the UCC. After conversing with the GEC committee, Birberick told Rosenbaum to table the revised GEC bylaws.
VI. **New Business**

Birberick said now that she has been in the Vice Provost role for a couple years, she is familiar with the curricular committee structure and how it works. She has heard from the curricular side. She has also had many deans come to her to discuss how convoluted the curricular process is, about how contradictory the bylaws are as well as contradictory rules and regulations. The impression is things grew up kind of organically. She pointed to the mistake of the GEC bylaws revision without looking at the UCC bylaws. She proposed getting a subcommittee from UCC to work with her to review the curriculum committee structure. She reviewed with them all the committees that roll up to UCC (APASC, CIUE, CUAE, CUC, GEC and Honors).

She indicated she had already begun some preliminary work with CUAE because over the last 18-19 months they have been having an identity crisis. They have often been frustrated with identifying who they are and what they should do. Sometimes they lack the members for a quorum. Birberick said she broached the subject of combining with the CIUE to them.

She said the group could look at inconsistencies in the bylaws. She mentioned one issue that she said needs to be worked out. That is the issue of when a substantive change is made she must notify Alan Rosenbaum as the head of the University Council in writing. She indicated that she and Alan have already had discussions on what constitutes a substantive change. She said a review of the language, ensuring it is clear and not contradictory. There could be some streamlining of the process as well as combining of committees. It will be a long process. Eventually it would require consultation with the General Counsel’s office.

Birberick asked for volunteers to assist her. When asked about the timeline, she indicated she would like to have the review done and be able to bring something back to this committee next fall. She would like to have one meeting prior to the end of the semester to outline the tasks; probably 3 or 4 to divvy up the work and then come back together. She said she would handle the conversation with General Counsel. S. Conklin pointed out that when Gip Seaver was Vice Provost, several years ago, there was discussion about the disbanding of CUAE so the minutes should be reviewed for information about that process. Stafstrom mentioned as a member of CIUE, they only had a couple tasks and that one of those is no longer necessary. He talked about a more even work flow. Birberick added it may not mean disbanding but a reconfiguration of the committees. These are some of the things that the subcommittee will look at; looking for efficient use of time and resources. Katja Wiemer, Joel Stafstrom, Alaine Coleman and Cason Snow volunteered to work with Birberick.
VII. **Adjournment**

On a motion by Snow, seconded by Stafstrom, the meeting was adjourned @ 1:55 p.m. **Motion passed unanimously.**

*Respectfully submitted,*

*Jeanne E. Ratfield*