CABINET MINUTES

September 29, 2009

Present: IC Green, VCs Nowak, Sehr, Tharp, and Sciame-Giesecke, AVC Stroman

CIO Van Gordon

Information Items

Enrollment update - VC Tharp

VC Tharp said IU Kokomo enrollment remains unchanged. He reported on the Indiana University Overall Enrollment Summary Report which provides a profile for each campus for the last five years. While our profile indicates we are moving up along with other campuses such as IU East. VC Sciame-Giesecke noted IUE now has athletics and online degrees. VC Tharp said their retention rate is not good. IC Green pointed out that we have new degrees in progress such as the Health Care MPM, Bachelors in Public Heath, Informatics and New Media. We are also delivering hybrid courses. VC Tharp suggested we continue to monitor our nursing program because of concerns about overcrowding and providing enough faculty to teach courses.

Budget Update - VC Sehr

VC Sehr said he had no updates at this time. He did receive the CFO agenda which didn’t have much information as to what was going to be discussed at the upcoming meeting. He did share with Cabinet how stimulus money may impact R&R. IU has been notified that the 1% ($108,000) that was held back by Governor Daniels in fiscal 08, and that will come to us using ARRA funds, must be used for R&R. There is ongoing discussions’ regarding the distribution of the rest of the ARRA funds in the IU budgets as the state has yet to distribute these funds.

Diversity – AVC Stroman

AVC Stroman said there will be a diversity meeting on Friday at IUPUI and Diversity Officers will report on Diversity proposals that were funded though the President’s University Diversity Initiative. Ogawa
Masato and Mary Bourke will attend. There is also a minority hiring event on October 23rd at IUB for AA Officers and she will be attending. The Campus Diversity committee meets every month but lately there has been difficulty scheduling meetings because of calendar issues. IC Green suggested that they could meet early in the morning before they teach or at 2:30pm when adjuncts should be teaching. She was also disappointed to announce there will be no representation from our campus at the Science Saturday at Classic IU which will take place in Indianapolis. The committee was hoping to take four or five science students from our summer program to this event but no one volunteered. The Campus Climate hourly position is still open it will be re-advertised again for 10 months.

New Business

Crisis Management – S. Green

IC Green said he attended the New Presidents Academy sponsored by ASCU last summer and one of the topics that were discussed is how to handle a crisis on campus. After reviewing our Emergency Action Plan he pointed out there isn’t a specific role for the Cabinet and Chancellor in a crisis. He asked that Dave and Tim revise and add a component the Cabinet related to communications planning and long-term crisis management so Cabinet will be on campus during an emergency and have a designated location assigned for them to meet to make necessary decisions about the crisis. Everyone was given a copy of the emergency crisis procedures flip book and each building has building wardens who have access to a first aid kits. VC Sciame-Giesecke said she will bring this information before the Deans Council. IC Green also suggested a table top crisis scenario as a prelude to running an actual practice crisis scenario.

Summer School Planning – S. Green

IC Green would like Deans to begin making plans for summer courses. He would also like them to consider opportunities other than teaching to bring in alternative sources of income. Deans need to be encouraged to schedule courses in the summer students need to finish their degrees. Most of our students only take 12 credits a semester and do not graduate in four years. Summer should be an opportunity to allow students to graduate in four years. IC Green would like a follow-up report from VC Sciame-Giesecke on the work of summer scheduling which has already begun.

HLC Report Challenges – S. Sciame-Giesecke
CRITERION ONE: MISSION AND INTEGRITY

Personnel files and student records randomly examined indicate that the University, while committed to diversity, has not been particularly successful in attracting and retaining minority students, faculty and staff.

ACTION:

Connect with our minority graduates. Use our graduates to recruit minority students. Ask our minority faculty to help recruitment. Sue will address this challenge.

Staff and enrollment data which were examined indicated that staff diversity has decreased in the past five years and that the minority student population was approximately 1.7% lower than the local minority population.

ACTION:

Create a best practice matrix from attending the System-Wide Strategic Hiring Workshop on October 23rd at IUB. Create a draft action plan to address the issues after the workshop. The plan will come from the campus Diversity Committee. If we have a Campus Climate Officer by the date of the workshop this person will attend as well. Gerry will address this challenge.

University hourly, bi-weekly, and professional staff, while not overtly critical of the University, expressed opinions that they do not feel as engaged with the mission and operation of the institution as do faculty and administration.

ACTION:
Professional and Staff council representatives need to bring agenda items to Administrative Council for discussion. The Chancellor will meet with these two councils once a year. IC Green will be meeting with Staff council on Oct. 30th to begin developing strategies to address their concerns and engage them more fully in their mission.

CRITERION TWO: PREPARING FOR THE FUTURE

Five-year enrollment goals were not met in for the fall of 2007 and fall of 2008. At the time of this review, IUUK recognized these enrollment planning shortfalls and had developed a preliminary rationale to explain them. However, the University had not yet revised its enrollment and tuition/fee projections in light of a decreasing enrollment model.

ACTION:

VC for Student Services will attend a Dean’s Council meeting and discuss the campus enrollment plans and the role of each dean in meeting our enrollment objective. Jack will address this challenge.

Administrative plans to increase undergraduate research, more widely implement a freshman experience program, and increase non-traditional student enrollments were not fully understood or supported by some faculty.

ACTION:

Campus involvement in Foundation of Excellence a yearlong comprehensive guided self-study and improvement process for first year and transfer student experiences should address this challenge. FOE committees are currently addressing this challenge.

c. The Team observed that teaching loads in the School of Nursing were unusually heavy and that nursing faculty, as a result, has little time for professional research and development. This problem was directly identified by the self-study and the Nursing program administrator and attributed to the University’s difficulty in recruiting and retaining qualified faculty. The Team concluded that the Nursing
Faculty is understaffed and in need of additional financial and physical support if it is to be successful in remedying this problem.

ACTION:

Currently there are two faculty openings. Plans are to relieve some of the pressure of nursing faculty by using the $350,000 from nursing fees which will be allocated for faculty and salary lines and other nursing priorities by next year.

CRITERION FOUR: ACQUISITION, DISCOVERY, AND APPLICATION OF KNOWLEDGE

IUK assessment data and national comparative data (NSSE, for example) considered by the Self-Study and examined by the Team indicate that IUK does have in place programs and procedures to improve and enhance diversity but that a low minority population of staff and students results in low levels of experience with diverse populations.

IUK diversity data and local demographic data considered by the Self-Study and examined by the Team indicate that campus diversity population percentages are generally about 1.7% lower than those of the local community. The minority population in the seven county areas is 10.2% and the IU Kokomo fall 2008 minority student population was 8.5%. The campus has been making steady progress with the highest minority enrollment in fall 2008.

ACTION:

Please see Criterion One a and b.

Update on the progress of Early Alert/Early Warning system - B. Van Gordon

CIO Van Gordon said that Oncourse can be used as a vehicle for an academic student early alert system. CIO Van Gordon will meet with VC Sciame-Giesecke and discuss if the campus should use the early
roster or mid-term roster of four weeks. Also discuss who should continue to serve on the task force and re shape it perhaps Kathy Parkinson and Stacey Thomas should co-chair the committee in the future but CIO Van Gordon would remain a member.

Prioritize University Major Projects – T. Sehr

The proposed projects were given to Administrative Council for ranking and VC Sehr also had Cabinet rank them as well. IC Green said the following projects will be funded.

Commons renovation, branding plan, Outreach I renovation, Nursing Sim lab, Lighting project. The classroom computer cart is on hold until further information is provided as well as the East building flooring and furniture. The ALERTUS system is mandated and he felt the Wayfinding could be left for the new chancellor. A full report will be distributed to the campus.

Meeting adjourned at 11:00am