

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

**Action Items**

**I. Policy for Campus Memorials**

The Council approved the Policy for Campus Memorials.

**II. Action Plan for Institutional Effectiveness/Continuous Quality Improvement Plan**

The Council approved the Action Plan for Institutional Effectiveness/Continuous Quality Improvement.

**Informational Items**

**III. Update on WIGs and Lead Measures**

**a. Retention and Recruitment Update**

Vice Chancellor Hodges reported that “Welcome Back” activities are scheduled on September 8, 9, 10.

**i. Report on current registration and admissions status for Fall 2009**

Dr. Hodges reviewed the Fall Enrollment Report from the University Planning Office which indicates that Fall enrollment numbers continue to reflect positive enrollment increases.

**ii. Update from Retention/Recruitment Coordinating Group**

Dr. O’Dell reported that the tentative date of the first meeting of the Advisors Council is Friday, September 25.

Focusing on situations that may arise as a result of increased enrollment, the “Plan B Committee” (Drs. Malik, Hodges, O’Dell and Linda Templeton) is monitoring capacity loads of entities such as labs, the Bookstore, classes, the Cafeteria, etc. Classes and personnel will be added if needed and hours extended if necessary. Furniture needs are being assessed, and Dr. Pellicciotti is working with campus police regarding parking issues and providing assistance to students who use the parking lots across Broadway. Helen Harmon and others remarked that a more permanent solution to provide safety crossing Broadway should be initiated. Helen also advised that many desks need to be replaced and placement of directional signs when exiting elevators would be helpful. Linda Templeton has organized a welcome back initiative for students and is soliciting volunteers to serve as greeters. Deans observed that new students seem to be better prepared. Tim Sutherland stated that frustrated students are requesting use of library books because they cannot afford to purchase them from the Bookstore. Chancellor Bergland announced that pavers on the front and back plaza areas of the Library will be removed and will be replaced by cement. That project will begin next spring.

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

**b. Academic Affairs Update**

**CHHS**

Dr. Bankston provided the following remarks/update regarding the College of Health and Human Services:

- He staffed CHHS Day at the county fairs. The campus should reevaluate having faculty staff the booth and use staff members instead.
- TJ Stoops has been invited to attend the CHHS Program Directors meetings to inform them of help needed to coordinate student visits.
- University Relations/Marketing has generated an ad for CHHS.
- Enrollment in Nursing is up significantly.

**SOE**

Dean Wigle reported that the School of Education has submitted a grant for urban teaching.

**COAS**

Dean Hoyert reported that his unit continues to tour vacant properties for use as temporary housing for Fine and Performing Arts. The Village Shopping Center in Gary is one location being considered.

Several Arts and Sciences faculty have proposed and submitted grants this summer including grants to renovate research spaces, purchase equipment, and populate areas with students. Grants submitted total just under four million dollars.

**LIBRARY**

Tim Sutherland announced that the Library Information Commons will be completed and ready for use in time for the Fall semester.

**c. Marketing WIGs/Lead Measures Update**

Associate Vice Chancellor Lieteau submitted the WIGs report in advance and it was placed on Oncourse.

**d. Office of Administration WIGs/Lead Measures Update**

Carolyn Hartley reported for Dr. Pellicciotti who was absent. Human Resources has attained a 92.6 % return on Performance Management documents. She urged Council members to encourage their employees to attend the Professional Development Series which is an integral part of performance management and was suggested by staff during Campus Climate sessions. To date, only nine clerical employees and seven supervisors have registered.

**e. Information Technology WIGs**

Beth Van Gordon reported that her unit has almost completed computer replacement on campus and computer placement in the Information Commons. She is consulting with the Technology Committee and the Classroom Technology Committee to identify and provide campus

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

technology enhancements and improvements. In one day, the Support Center in Hawthorn Hall handled 60 calls and 40 walk-ins making that a “landmark day.”

**IV. Discussion of suggestions to improve the IU Northwest Council**

The Council discussed the results of the recent Council Survey and discussed items that should be considered to make meetings more effective. (Survey results can be found on pages 5 and 6 of this document.)

- The group agreed that meetings should be moved to one time per month beginning in Fall 2009. A suggestion was made to use the Oncourse discussion forum feature if more frequent interaction is necessary. Kathy Malone will gather feedback from members on preferred day of week and time for monthly meetings.
- Notes and meeting agendas should be placed on a website so that the campus can refer to them. The site is on the Chancellor’s Office Homepage and the link is: [http://webdb.iu.edu/iun/Chanc\\_Council/](http://webdb.iu.edu/iun/Chanc_Council/)
- Survey responses reflected uncertainty about the Council’s role. Chancellor Bergland clarified that the Council serves as a leadership/teambuilding body and also serves to enhance campus communication.
- Responses also reflected uncertainty about Council decision making capabilities. Chancellor Bergland referred to the Council Mission Statement which states that the Council makes recommendations to the Chancellor. The Mission Statement is on the Council’s Oncourse project site and was distributed to the Council in October 2008.
- WIGs reporting should be incremental and not just reports about what people are doing. Dr. Reed remarked that discussions about progress should take place in individual units to ensure that employees are being held accountable.

**V. Budget Update**

- Marianne Milich reminded the group that this is the last year for two-tier undergraduate fees. All undergraduate students will pay the same rate beginning in Fall 2010.
- A 45 million dollar budget was approved by President McRobbie and the Trustees. A portion of the budget for the IU Northwest campus (\$817,000) for this fiscal year is stimulus funding. For next fiscal year, the amount of stimulus funding for the Northwest campus will be \$294,000. The group was reminded that the budget will be reduced by 6% (in excess of 1.1 million dollars) in two years when stimulus funds are no longer available. The campus must prepare for that occurrence.
- Some concessions have been made with regard to recent travel restrictions, and a more understandable and reasonable travel policy may be forthcoming. Marianne encouraged Council members to inform her, Chancellor Bergland or the Vice Chancellors if travel issues arise.
- When asked if increased enrollment will help the current budget situation, Chancellor Bergland explained that the Budget Office will allow use of cash generated as a result of increased enrollment but requested that campuses refrain from using the funds until after the start of the Spring 2010 semester. If increased enrollments continue into Spring 2010, as next year’s budget is developed, base budgets can be constructed using enhanced enrollment expectations.
- The hiring freeze will not affect the new Institutional Effectiveness position because the hiring freeze policy pertains to non-academic positions. The campus must wait until October to review

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

targets and determine how to achieve them before a decision can be made regarding recovering positions/funding affected by the hiring freeze.

- Chancellor Bergland reiterated that the campus is migrating to RCM (Responsibility Centered Management)

**VI. IU Northwest Campus Policies**

Carolyn Hartley discussed the need for a campus location to house campus policies. She is working to develop a policy website.

**VII. AQIP/Continuous Improvement Monthly Update**

Dr. Linda Delunas announced that the AQIP webpage has been updated and a link for Institutional Effectiveness has been added. Action Plan updates are due to AQIP on September 14. Two are complete and two are not. Work on the Portfolio is continuing and is due to AQIP on November 1, 2009.

**VIII. Information Technology Presentations**

- A presentation, “Migration of the IU Northwest Website to Web Content Management System” (WCMS) was provided by Kathy Horvath and Paul Blohm. They explained that content information behind each webpage will be updated, and individual units will be responsible for updates within their units. One point of contact within units to approve and update information must be identified. There are over 250 accounts to review with a goal of completion by the end of Spring 2010. The URL for WCMS templates is <http://www.iun.edu/~media/index.shtml>
- Will Radell and Paul Sharpe provided a demonstration on the “Turning Technologies Student Response System.” The goal is to incorporate this system into Oncourse, and documents previously used with E-Instruction can be migrated to the new system.
- The Council previewed “Learning Technologies Partners and Faculty Survey,” which is a survey to obtain the opinions of faculty about the different classroom technology tools they currently are using, technology they want to see in the classroom and their preferences in faculty training. The survey results will be used to enhance campus IT initiatives. Council members were encouraged by Beth Van Gordon to take the survey if they have the opportunity.

**IX. Other Information**

- Salary letters will be sent beginning Friday, August 21. Even though there are no salary increases, letters will list employee salaries for the year.
- Chancellor Bergland will find out when Campus Climate Survey results will be available and inform the Council.
- Dr. Charles Gallmeier announced that the Chancellor’s Search Committee will be charged by the middle of September.

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

**IU Northwest Council Annual Survey Results**

**July 8, 2009**

*Eighteen completed surveys were returned (60% of Council members). Numbers shown below represent individual responses per section.*

Question	Excellent	Very Good	Good	Fair	Poor	Comments
Timeliness of information presented.	6	8	4			<ul style="list-style-type: none"> <li>Information provided before the meeting.</li> </ul>
Opportunity for questions.	5	8	4	1		<ul style="list-style-type: none"> <li>Chancellor's "tone" can be intimidating at times.</li> <li>That would depend on who was presenting. We would spend a very disproportionate time scrutinizing some reports, but limited in our questioning of others.</li> </ul>
Ease of understanding what is being communicated.	6	7	3	2		<ul style="list-style-type: none"> <li>Sometimes discussion gets off track and into areas which are not for general discussion.</li> </ul>
Information/materials presented help disseminate useful information to others in units.	4	9	3	2		<ul style="list-style-type: none"> <li>Burdensome materials at times to take back to units.</li> </ul>
Meeting frequency.	1	6	6	3	1	<ul style="list-style-type: none"> <li>Too often – monthly would be better.</li> <li>Every two weeks may not always be necessary.</li> <li>Too often.</li> <li>Meetings are too frequent to be able to get work done.</li> <li>Meetings should be cancelled if they are not completely necessary.</li> <li>If anything, they are too frequent.</li> </ul>
Ease of referring to items on Oncourse project site.	5	7	2	3	1	<ul style="list-style-type: none"> <li>Good example of campus going "green" (less printed paper).</li> <li>Cumbersome at times to access – only because Ocourse itself is not user friendly.</li> <li>Need better organization of items; I would arrange Resources so there are folders for each date and the agenda and supporting documents in it instead of one folder for agenda and one for documents. It is hard to know what documents go with what agenda.</li> <li>Perhaps a better organization would involve folders associated with each meeting. That is, all of the info for the June 24 meeting in one folder instead of the agenda in one folder and supporting documents in another.</li> </ul>
Value of information presented.		13	4	1		<ul style="list-style-type: none"> <li>Although still questioning purpose of group – no votes taken; simply lots of discussion and moving items to discuss again at the next meeting.</li> </ul>

**IU Northwest Council Meeting Notes**  
**Meeting Held Wednesday, August 19, 2009**

**IU Northwest Council Annual Survey Results**

2

- **Identify any additional information that you feel is needed to make these sessions more productive:**
  - In my view, scheduling meetings every two weeks is simply too frequent
  - The Council is generally not well read of material submitted to support the agenda. Perhaps having a screen in the meeting for general viewing during discussions might enhance the quality of questions from those in attendance.
  - I have worried about decision making in such a large group, but this seems not to be a problem. I also worried about voices at the table who have no responsibility and sometimes little understanding of the issues faced by those with academic responsibility. David's leadership has ameliorated that worry. Bruce moves the discussion forward at an adequate pace and everyone is heard. The meetings usually get done early. It seems to be working.
  - We need to congratulate each other more frequently for accomplishments, strong efforts, etc.
  - WIGs reporting is TOO LONG per individual/unit and is becoming an overdone endeavor at times; a simple sharing of updates via the project site could suffice.
  - I don't think the Council in general is a decision making body nor very productive. Some areas could be more efficiently determined at the unit level or supervisor level rather than discussing in Council.
  - Someone needs to be a decision maker instead of bouncing ideas back and forth.
  - Follow the guidelines of the training and keep WIG reports to a minimum. Perhaps ask, "What is the one thing you are most proud of that your unit did this week to meet your WIG?"
  - Clarify the actual role of the Council. I have come away with very mixed messages. One time our feedback seems to count and the next I am not sure.
  - There is a room full of staff with only 1-3 people always responsible for reporting on their work – what about the others? I do not think it is cost effective for others to sit for 2-3 hours without having to also be accountable for what they are responsible for doing at the University.
  - Perhaps we should assess how each Council member communicates the info to their units/constituents.
  - I was able to attend the meetings about 50% of the time due to a conflicting teaching schedule. However I did notice that in order for the meetings to be more effective it might be useful to save some time during a meeting to ask members if they have important issues to bring up that are not on the current agenda. Some interesting thoughts and discussion might emerge as well as agenda items for the next Council meeting. Sometimes an important issue could emerge during a meeting that might not otherwise make it on the agenda.
  
- **Other Comments:**
  - It seems that participants are still trying to understand the mission of the group beyond information sharing. If that is the value of the group, could we not submit information to Oncourse every two weeks and convene this group monthly, to allow discussion.
  - I appreciate the opportunity to come together as the Council and share information and work toward common goals.
  - Too many unrelated conversations taking place – very distracting and difficult to hear the speaker.
  - In some ways, the large group size is beneficial because so many areas/units can be represented, but also at times the large size can be a little unwieldy.
  - It is a good media for exchange of information, but does not lend itself to strategic planning and decision making of crucial issues. It was also good base for goal setting although not all were on board at once.
  - The Council meetings were generally very interesting. I liked the "open" communication of information the meetings engendered.