

IU Northwest Council Meeting Notes

Meeting Held Tuesday, September 20, 2011

Chancellor Lowe welcomed to the Council Dr. Paul Blohm, representing the Center for Innovation and Scholarship in Teaching and Learning (CISTL), formerly known as CETL. He also welcomed James Wallace, Temporary Director of Diversity Programming, remarking that James will serve during the pending transition of the unit as a result of Dr. Coopwood's recent resignation. A discussion and examination of the office structure will take place.

I. Life Cycle Fund (LCF) Desktop/Laptop

Mark Uncapher provided an update on the Life Cycle Fund (LCF) Desktop/Laptop initiative. He explained that laptops are taking the place of computer towers, and are being used as desktop computers. He provided a selection of computers that will be available to faculty and staff, and encouraged the group to take a closer look, at the computers, after the meeting. Mark mentioned that eight years ago, President McRobbie, in his role as Vice President for Technology, implemented a funding model to allow computers to be replaced on a consistent basis. The funding model was revised, to allow for greater flexibility, making laptop models available for faculty and upper-level staff. Computers will be replaced, through Lifecycle Funding, every four years instead of every three years as originally scheduled. A suggestion was made to allow retiring employees the option to purchase their laptop computers. The campus is replacing Dell computers with Lenovo computers that have computer theft recovery built into the software. Mark encouraged Council members to contact him if departmental demonstrations are desired.

II. Planning

a. Revised Planning Priorities and Plan Implementation

Chancellor Lowe encouraged the group to examine planning emphases, particularly with regard to enrollment, as it relates to new, on-line learning and transfer student emphases. He has commissioned an ad hoc working group, directly involved with transfer students, to examine and frame issues regarding transfer of credit and inter-institutional agreements. The group will report back to the Council. There is a continuing emphasis on high school seniors, graduate students, retention to successful degree completion, and IU Northwest stop-outs. Chancellor Lowe announced that *U.S. News & World Report* has ranked IU Northwest as having the highest percentage of students over the age of 25 of all Northwest Indiana universities, according to the magazine's latest annual ranking, featuring America's best colleges. A press release regarding this distinction will be sent.

b. As a result of comments made at the Council meeting on August 16, revisions were made to the draft Vision statement which the Council reviewed. The statement received unanimous approval by the Council.

c. The Values statement was approved at the meeting on August 16.

d. Distribution and campus community discussion of Strategic Priorities, Revised Vision and Values Statement

The distribution process, to which the Council agreed, requires that Chancellor Lowe create a document to include the Mission, Vision and Values statements and also Strategic Priorities and distribute it to the Council. The Council will then send the document to their constituents. Ten working-days later, Chancellor Lowe will send the document to the campus for review. The campus will be informed about what has taken place and encouraged to engage in conversation, which should elicit comments and feedback. The Council, as the planning group, will take the feedback under advisement, offering the campus the opportunity for even greater input through the identification of operational plans. The campus community will be reminded of how the inclusive strategic planning process began, which resulted in the existing plan documents. John Novak will draft a succinct paragraph, describing the process, to include in documents released to the campus for review. Council members suggested distributing the planning statements and priorities in an attractive marketing package to the campus and northwest Indiana communities, also including prominent distribution on a website.

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III. Retention & Student Success

- a. The latest enrollment data indicates that the campus has more than 6,000 students enrolled for the fall 2011 semester, with credit hours generated exceeding the amount budgeted. Notably, SPEA had a 14% increase in credit hours and the School of Social Work, with the new BSW, had a 40%, one-year credit hour increase. There is a possibility that the Dental Hygiene program will be expanded to a four-year degree program, which will also increase credit hours.

Since last year, there has been a significant increase of high school students enrolled through dual credit programs. Faculty members are engaged with faculty in high schools to ensure the quality of program instruction. Students enrolled, through dual credit programs, pay \$25 per credit hour rather than the standard \$196.53 per credit hour in-state fee. While less revenue will be generated at the reduced rate, having high school students in dual credit programs could serve as a recruitment tool. Internal cost-saving efforts are being examined. Dual credit arrangements are primarily at Crown Point, East Chicago, and Lake Central high schools, and will be offered at Hammond High School in fall 2012. Other schools interested in dual credit programs include Hobart and Boone Grove high schools. The benefit of dual credit programs was explained by Chancellor Lowe as establishing relationships with high schools, and pursuing and supporting State policy, to enable students to have dual credit experiences before they graduate, which helps prepare them for college. State appropriation performance funding rewards dual credit.

b. Center for Innovation and Scholarship in Teaching and Learning (CISTL)

The Center for Innovation and Scholarship in Teaching and Learning (CISTL), is leading the charge in carrying out the strategic plan to increase the university's on-line course presence, and better connect teaching and learning experiences to faculty activities. Dr. Paul Blohm is interim director of the new center. Dr. Blohm remarked that, in serving students, he aspires to ensure that their on-line experiences "meet or beat" face-to-face instruction, and will lead students to the IU Northwest campus to attend. It was noted that instruction in on-line courses is difficult to evaluate and measure (e.g., response rates to online course/teacher evaluations is poor nationally). The Center will focus on ensuring that feedback, from student evaluations, is considered.

c. Satisfactory Academic Progress (SAP) Update

Vice Chancellor Hodges provided a final update on SAP and acknowledged that the process was a huge undertaking. Students in the SAP approval process totaled 1,649. Of that number, 970 filed appeals, 785 were approved, and 185 were denied. Her staff is in the process of contacting 679 students who did not file an appeal to determine if they plan to return to IU Northwest. Vice Chancellor Hodges thanked all involved and remarked that the process was truly a collaborative effort. Staff will continue to follow-up with enrolled students as well as those not enrolled.

IV. Benchmarking Update – Lowe

Chancellor Lowe referred to the Benchmarking e-mail update sent by Marianne Milich on September 19, and highlighted some changes from the time the project was launched to now. Student Enrollment Services (SES), is now the Office of University Student Services and Systems (USSS), under the leadership of Jim Kennedy, Associate Vice President for University Student Services and Systems. A major focus for USSS will be to enhance "one-stop shop" efforts. Another focus, as a result of the Benchmarking process, is to coordinate marketing efforts across the University, resulting in better coordination of marketing services. Changes, as a result of the Benchmarking process, are taking place.

V. Update on Facilities

a. Tamarack replacement project status: Awaiting ICHE decision

There is no change in status regarding the Tamarack replacement project. The Indiana Commission for Higher Education (ICHE) must endorse the project for it to proceed to the State Budget Agency, and funds

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previously allocated for the project have lapsed. The project must be approved again through the legislature to secure funding for the proposed IU Northwest/Ivy Tech partnership building. Indiana University administration will fund the demolition of Tamarack. The IU Northwest Police Department has moved to their new offices in Moraine Student Center, and after Performing Arts removes their remaining items from Tamarack, the building will be vacated and prepared for demolition. After the demolition, the area will be filled in, grass will be planted, and sidewalks will be installed. Vice Chancellor Pellicciotti made available to the Council the post- demolition plans for Tamarack. A suggestion was offered to provide additional parking for the Medical Center in that area. Because, topographically, the Tamarack area is the lowest point for miles, and has water underneath, the location is not being considered for development.

b. Police Station Open House

Dr. Pellicciotti announced that the Police Department has moved to Moraine Student Center and invite all to their open house scheduled on Monday, October 3, 2011, 1:00 – 3:00 p.m.

VI. Updated Campus Events Policy

Because there were no representatives in attendance at the Council meeting on August 16 from constituencies directly affected by the Campus Events Policy, discussion of the topic was deferred to the September meeting. The Campus Events Policy was written as a result of the Synchronous Time System, as a way to give employees, and their supervisors, guidance about handling the implications for time keeping when members of the campus community attend campus events. A list of specific, pre-approved events is provided in the policy as well as guidance for other events not listed. Chancellor Lowe reiterated that areas must be consistent, and this process should not hinder any legitimate event sanctioned by unit supervisors. Synchronous Time is a new level of time-keeping and accountability mandated by IU administration, and the draft policy is provided to give clear guidance for time-keeping purposes to encourage people to attend campus events.

The policy was unanimously approved and will be distributed to all employees as a reference, and also posted on the Administrative Services website with other campus policies.

VII. Parking Permit Machines

At the July Council meeting, Academic Affairs Council representatives voiced the strongest comments regarding the document provided by the Parking Group. For that reason, Chancellor Lowe asked them to provide comments and alternate suggestions in response to the document for discussion at the September meeting. The Parking Perspectives/Deans Council Group reviewed and revised the original document, which was distributed at the meeting. The content of that document is shown below:

1. Vice Chancellor of relevant area should have decision capability for approval of free parking for a qualifying event. Requirements for qualifying event for parking at no cost should include any of the following:
 - Academic events
 - Recruitment initiatives or events
 - Civic engagement events or programs
 - High level advisory boards, public figures, etc. events with limited participation
2. Mechanism for above parking permission: Distribution of PDF to scheduled or potential participants of qualifying event restricting parking to specific day. PDF's may be distributed to individuals who have registered for qualifying event.
3. Non-academic, non-university functions, or university-fee charged events will be charged a fee based on size of parking demand and day of event. The total charge can be paid by the event sponsors as a block transfer and appropriate tags issued. Parking may be limited to a specific lot or sub-lot.
4. Charges for weekend events, normally subject to a charge, should be less than the M – F rate.

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5. On demand parking should explore ticket-gate entry systems with payment upon entry. Ticket should allow exit from parking lot and options for other lots. Recommend single fee for day, e.g. \$2. Current permits can be bar coded to allow permit holder entrance into parking lot. Lots would be pre-defined for fee access, and those lots for permit only parking would not need gated access control.

The Council deliberated and offered the following suggestions:

- Take into consideration, Suggestions #1 and #2,
 - Issue “special permits” to visitors coming to campus on a regular basis (patients in the Medical Center, weekly visitors to campus, etc.). Units can consider purchasing special parking passes. Vice Chancellor Pellicciotti was asked to further explore the option of PDF’s and the effect, if any, this process would have.
- Substitute the “special parking permit” statement for suggestion #3.
- Suggestion #4 has already been addressed. Ticketing will be suspended on the weekend.
- The Parking Perspectives Committee will further deliberate suggestion #5.
 - One objection voiced to suggestion #5 is the cost of installing gates and machines, and staffing for the gates. The possibility of parking machines malfunctioning and causing traffic backups exists.
- There should be a change in the process through which disability permits for visitors are issued. The Parking Perspectives Group did not address this issue.
- Have a flat rate for visitor parking (e.g., \$2.00, as proposed by the Academic Affairs group).

Until the parking policy is worked out, parking exemptions can be requested from the Chancellor’s Office for upcoming events. *After further discussion in the Agenda Committee Meeting, it was decided to continue sending requests for parking exemptions to Parking Services until the Parking Committee submits their recommendations.* Philosophically, several members did not endorse either proposal, but understood the need to provide a consistent policy and generate revenue. Chancellor Lowe thanked the Deans Council for their thoughts, and asked that a revised document be provided for review at the October meeting.

VIII. Institutional Effectiveness Update

a. Degree Audit

John Novak and his staff have been trained on degree program audits, and 12 degree programs are complete or in the audit process. Four programs have minor issues that are being addressed. They are optimistic that one-half of the programs can be audited by 2012. John asked that accurate course lists be maintained to assist with the audit process.

b. Institutional Effectiveness Assessments

John Novak described two assessment survey instruments that he will review with the Institutional Effectiveness Committee to determine which instrument is desired. He asked the Council to let him know how the Institutional Effectiveness Committee can better serve the campus.

IX. Council Survey Results & follow-up

Chancellor Lowe thanked all for their responses to the annual Council survey. One recurring theme that he took away from the responses is that members feel there is a great deal of discussion in the Council meetings. Comments offered questioned if the Council is too large, and if the correct mix of staff, administrators, and faculty are at the table. Comments revealed that many faculty colleagues do not know the workings of the Council. Most feel there is accountability among Council members to their constituents, to make them aware of Council deliberations. A suggestion was offered to add students to the Council.

Chancellor Lowe remarked that the Council has been in existence four years, and asked that a sub-committee look at the structure, membership and operation, in the spirit of refinement and improvement, focusing on how

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the group can work more effectively while using meeting times more efficiently. The review will support the campus commitment to continuous improvement through AQIP. Volunteers for the sub-committee include James Wallace, Tim Weidmann, John Novak, and Ellen Szarletta. Dr. Gallmeier will recruit faculty volunteers external to the Council, but will serve as a member of the review committee if necessary. Volunteers are encouraged to serve on the committee, and John Novak will convene the group.

An e-mail announcement will be sent to the campus when Council agendas and notes are available on the Chancellor's website.

X. Chancellor's Report

- Indiana University Northwest is a sponsor of the Indiana Civic Health Index Report. Dr. Ellen Szarletta and Chancellor Lowe contributed to editing the report, which revealed that Indiana ranked 48th in voter turnout. Sponsored by the Indiana Bar Foundation, and the IU Center on Congress, co-chairs are former U.S. Representative, Lee Hamilton, and Chief Justice of the Indiana Supreme Court, Randal Shepard. The campus will be invited to a town hall meeting on Thursday, October 27, 2011, where the report will be presented by the co-chairs.
- Another town hall meeting will be scheduled to discuss planning documents. Chancellor Lowe suggested October 11, 18, or 20 as possible dates.
- Personnel representing Tripp Umbach, a consulting firm hired to conduct an economic impact study for Indiana University, specifically examining each individual campus, will conduct meetings at IU Northwest on the afternoon of September 20. They want to hear ideas specific to the Northwest Indiana region.

XI. Other Information

- In compliance with the Tobacco Free Initiative, Dr. Pellicciotti will determine if electric cigarettes can be used on campus.
- At a recent financial compliance training session, presenters stressed not storing social security numbers. Dr. Delunas questioned if the mandate is from a certain point forward, or if past documents are included in the mandate and must be discarded. Human Resources will address this topic and inform Council members. Beth Cate, IU Legal Council, and the Bloomington Central Library, were suggested as resources for information regarding how long records should be kept.
- Chancellor Lowe has asked the Search Committee for Vice Chancellor for Student Affairs to reconvene to identify additional candidates, with the goal of having someone hired in the position by January 2012. The prior search identified candidates, with one job offer extended, but was not successful.