

IU Northwest Council Meeting Notes
Meeting Held Tuesday, February 12, 2013

Chancellor Lowe began the meeting by asking if there were any changes to, or questions about, the meeting notes from the January 8, 2013 meeting. Hearing none, he thanked Kathy Malone for doing a good job of keeping track of last month's meeting. He distributed to the Council the *Quality of Life Indicators Report*, which is good reference material and provides good background about Northwest Indiana. Chancellor Lowe serves as co-chairperson of the newly-formed One Region initiative, a combination of the former Quality of Life Council and One Region, One Vision organizations.

I. Enrollment Management & Student Success

a. Enrollment Management Group Update: Spring 2013

b. Summer Session and Fall Semester 2013 Enrollment & Retention Initiatives

Vice Chancellor Lewis reported that campus enrollment trends are pointing in a favorable direction, which he attributes to changes in processes. He cited changes, including a quicker turnaround time in the Office of Admissions, release of informative messages in various social mediums by Marketing and Communications, and shifting to a year-round enrollment/recruitment effort. There is an increased effort by the university to consolidate admissions and other relative operations, which would make desirable enrollment data more readily available from a central source.

For Summer 2013, undergraduate applications are slightly up (2%), admissions are up, and beginner undergraduate applications are down. For Fall 2013, undergraduate applications are up 15%, and admits are up 50%. For summer and fall, transfers and out of state student enrollments are up significantly. Vice Chancellor Lewis also reported about new recruitment/enrollment initiatives currently underway:

- A pre-med conference is scheduled on April 13th that will focus on current students in their quest to attend medical school, and for this year, high school students will be invited.
- Deployment of the Constituent Relationship Management (CRM) Campaign- mailings to all prospects
- Relationship Building events – Lake County counselor visits to campus; Illinois high school and transfer counselors visits to campus
- Summer recruitment – Visits to community colleges, some targeted mailings to rising high school seniors, Work One office visits, etc., extensive efforts by the Marketing Department.
- The Advisement Task Force, under Cynthia O'Dell and Beth Tyler's leadership, will be hosting a Consultant, Dr. Susan Campbell, to campus February 25 and 26, 2013.
- The Retention Office has sent 520 emails to students for FLAGS (Fostering Learning, Achievement and Graduation).

Vice Chancellor Malik reported that the Enrollment Management Group is looking strategically at what can be done to improve not only enrollment but student success. He reported the following strategies:

- **New Sources for Traditional and Adult Students:** Explore improving relationships with high school counselors, especially raising enrollments from Porter County schools; identify "pipeline organizations" and relationships to address increasing enrollments; more effective recruitment of early college students
- **Attract more highly qualified students:** Pre-Med (-Dent) Initiative Group (COAS, CHHS, IU Northwest-Med) of Pre-professional counselors. Improve experience while students are at IU Northwest and reconsider branding to make IU Northwest Health Choice One. Graduate student recruitment under review now.

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- **More Enrollment Opportunities:** Online options (more options to allow increased schedule flexibility), Monday, Wednesday, Friday courses increased (over 80% increase from last fall)
- **Augmenting Student Success:** Cooperation with Education Advisory Board (Academic Affairs Forum and Student Success Collaborative), seeking advice through outside consultants on advisement and on improved external relationships.
- **Good News:** IU Northwest's first and second semester retention rate has achieved two consecutive years of improvement 84% - 87% (exceeds IUSB and IUS). Year to year retention rate improves from 63% to 67%, our six-year graduation rate maintained (22-23%), and 4-yr graduation rate improves 50% in two years (6% to 9%: comparable to several regional campuses).

Chancellor Lowe thanked faculty colleagues for complying with the need to schedule more class sections on Friday, and thanked Vice Chancellors Lewis and Malik for good reports.

Dr. DeLeon inquired about the availability of data to track the success of IU Northwest graduates. In the past, efforts have been made to track future plans of graduating seniors, but efforts have not been successful due to a lack of data submitted by students. John Novak reported that a mandatory survey to compile success data from graduating senior students prior to graduation is being considered.

II. FY14 Pre-Budget Process Briefing

Chancellor Lowe reviewed the budget information presented at town hall meetings held on February 5 and 6, 2013. While campus enrollments are at record highs, the enrollment picture is less stable, as a result of missed Spring 2013 targets. The loss of appropriated state funds and the inability to raise tuition are two major, and related, factors impacting the less than desirable budget situation. It is a sobering situation, as the campus proceeds forward into FY14. Chancellor Lowe emphasized the urgency of continuing to grow. The campus will not look at many new investments and expenditures in the immediate future. One exception will be the goal of expansion in the University Advancement area, to increase fundraising potential from private sources. Chancellor Lowe asked Council members to be conservative with spending for the remainder of the fiscal year, not spending on anything that is not absolutely necessary, which will build our reserves and prepare our thinking for operating in a tighter FY14. The campus is preparing to begin the budget process, and Chancellor Lowe is looking forward to ideas, innovations and the ability to reallocate.

III. Update on Facilities

- Tamarack replacement project status: Re-request resubmitted to Legislature for 2013 Session and Endorsed by Indiana Commission for Higher Education (ICHE)**
 Chancellor Lowe stated that the Tamarack replacement building is still being considered, and all hope that the campus is successful in getting it approved.
- Tamarack Green Space Task Force Design Recommendation**
 The Tamarack Green Space PowerPoint slides presented at the town hall meetings were distributed. Next, the task force will update the design recommendation and submit it to the Council, for discussion at the March 5 meeting. Dr. Bankston remarked that the performance venue/pavilion was one of the most popular items requested in the green space, and he was disappointed to hear that it is no longer being considered. Chancellor Lowe responded that the decision has been modified, and the performance venue/pavilion has not been ruled out.

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The task force will address this issue at the March Council meeting when the final recommendation is provided. The university architects will then consider what is proposed.

c. Partnership with City of Gary

The City of Gary has assigned a high priority to the University Park area, the area in which the campus is located. They have received federal grants for demolition and renewal, and has entered into a partnership with IU Northwest, using federal dollars to demolish properties owned by IU Northwest that are abandoned or no longer desirable. This effort is of significant value to the campus, and will save funds that would have been used to raze the structures.

IV. Proposal from Recognition Committee

A committee was formed in Fall 2012 to examine current staff recognition programs and options for awards. The campus community was surveyed and asked to comment about satisfaction with the current employee recognition program. There was a 32% response rate to the survey, by campus staff members, and responses revealed that a majority of those surveyed feel that the current recognition process and annual luncheon is not fair and is not treated the same by all departments. Additionally, respondents believe that the current program does not recognize employees for specific accomplishments. The Recognition Committee, co-chaired by Carolyn Hartley and Kathy Malone, revised the process, and the proposed process, as well as the survey summary, were shared with Council members. The revision provides for the campus to have an opportunity to nominate individuals and vote on the nominees, all on-line, rather than with paper ballots. John Novak assisted the committee with setting up the online process. James Wallace asked if there was a way for students to recognize staff employees with the new process. Jennifer Thompson remarked that students would like to see a process in place where faculty and staff members can be recognized by students. Due to time constraints to move forward with the revised process in time for the annual luncheon on April 24, the Recognition Committee will consider expanding the process to include student recommendations for next year. Chancellor Lowe noted that students can have their own program where they recognize faculty and staff, and advised Jennifer to speak with Vice Chancellor Lewis about a possible program. Dr. Hozo, remarked that students currently nominate faculty for awards through the Teaching Committee and various clubs on campus already give teaching awards. The Recognition Committee will work throughout the year to identify ways to recognize staff, and will share recognition information with supervisors, encouraging them to recognize their employees. Chancellor Lowe noted that a form of recognition is sending a hand-written note of thanks to staff whose work you appreciate, and is something that can happen right now.

The Council endorsed the idea of moving forward with the revised recognition process and program. Chancellor Lowe thanked the Recognition Committee for their good work.

V. Institutional Effectiveness Update

John Novak reported that an Internet dashboard of primary metrics for the IU Blueprint for Student Attainment is being created through the business intelligence initiative at IU. A prototype of the dashboard is expected by Summer 2013. Secondary metrics will be vetted by the Blueprint Metrics Subcommittee to provide additional information on the Blueprint's progress.

John also reported that the annual Higher Learning Commission (HLC) reporting takes place in March and April every year, and the information supplied the HLC provides a snapshot of

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enrollments, academic programs, and the financial profile of each institution. University Institutional Research and Reporting, and the University Budget Office provide the majority of the information needed. John Novak, IU Northwest's data representative, loads all information, including some small segments provided locally.

On January 9, 2013, a meeting of the AQIP Category Co-Chairs was held to kick off the drafting of the latest version of the IU Northwest System Portfolio which will be due on November 1, 2013, and will be a primary source document for an AQIP System Appraisal prior to the Reaffirmation Review in 2015-16. Nine category teams have been created with co-chairs in charge of each team. The Institutional Effectiveness Advisory Committee will serve as the Steering Committee for the System Portfolio Project. The last official update to the Portfolio was 2009, but a 2011 version was also completed at IU Northwest to keep the document current. The Portfolio is a maximum 125-page document that covers nine categories and the five HLC criteria for accreditation. The HLC Annual Meeting will take place April 5 – 9, 2013, Chicago, IL. There are opportunities for category co-chairs and team members to attend to find out more about how AQIP works. Participants were asked to contact Dr. Cynthia O'Dell or John Novak for additional details.

VI. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council – W. Lowe

a. *One Book – One Campus – One Community*

Wes Moore, the author of *The Other Wes Moore*, will visit the IU Northwest campus on Wednesday March 6, 2013. The event is being moved to the Savannah gymnasium, to seat as many people as possible. Mark Spencer will provide audio visual equipment in the gym for the event. Dr. Brock acknowledged the Alpha Kappa Alpha (AKA) Sorority for donating \$200 for the Wes Moore book effort. Ida Gillis is the chapter president.

Dr. Brock reported that the schools involved in the Wes Moore reading project include students participating in the local Jobs for America's Graduates (JAG) program. This program is a state-based, national non-profit organization dedicated to preventing dropouts among young people who are most at-risk. Students elect to take JAG classes, and there are currently 150 students from Gary enrolled. Students enrolled in the program from Roosevelt, Lew Wallace, West Side and Wirt are participating in the reading initiative. There will be a book discussion during JAG classes for sophomore and junior students. Other schools involved in the reading initiative include Hammond Clark and Merrillville High School. There are five IU Northwest classes using the book in their curriculum this semester.

There will be three book discussions led by Jennifer Thompson and the Student Government Association. They are scheduled on February 27, March 13 and April 17, 12:00 noon – 2:00 p.m. Jennifer reported that the Student Government Association has been very active with the book initiative, and seven other clubs also participated and provided books to distribute. Professors were asked to have their students participate by reading the book and attending student book discussions. Jennifer has been in contact with other campuses for insight into how they conducted their book discussions.

IU Northwest has collected 5,000 books for donation to the Dunbar-Pulaski library. James Wallace and the Brother2Brother College Success Program were instrumental in encouraging a donation from the Lake County Public Library, and more than 20 boxes of books were

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donated. The IU Northwest Library has collection bins located in local libraries and elementary schools, as well as on campus, to assist Dunbar-Pulaski. Jennifer offered assistance from student groups to assist the librarian at Dunbar-Pulaski with cataloging.

b. Northwest Council Ad Hoc Committee: Follow-up & Implementation plan for Campus Conversation on Diversity, Equity and Inclusion 2012-2013

Dr. Brock distributed flyers for a play scheduled on Wednesday, February 20, 2013 at the Arts on Grant facility. The play, *No Child*, is being presented in conjunction with the Urban Teacher Education Program (UTEP) and the IU Northwest Theater Department. Teachers will be offered three professional growth points for attending the performance.

• **Black History Month Flyer**

James Wallace distributed a flyer listing a number of activities planned for the IU Northwest campus during the month of February, which is Black History Month, and encouraged all to attend. He also informed the Council of events that he is coordinating with other offices to assist with student success efforts. These brown-bag luncheon events will cover the following topics:

- How to write a research paper, scheduled on February 13
- Financial Aid Information with Harold Burtley on February 18
- Effective Note Taking Skills Workshop on February 27

The Diversity Fellows Program (DFP) is a vehicle for collaboration between the Office of Diversity, Equity and Multicultural Affairs (DEMA), Academic Affairs, and the Center for Innovation and Scholarship in Teaching and Learning (CISTL), designed to provide monetary support for faculty development in the areas of diversity pedagogy, curriculum transformation, and research. It is expected that these projects will lead to the implementation of inclusive approaches to teaching, learning, and assessment at IU Northwest. The Office of Diversity, Equity and Multicultural Affairs (DEMA) has issued a call for proposals for the annual Diversity Fellows Program and extended the deadline from February 15 to March 1, 2013.

All were encouraged to attend the following Black History month events:

- Concert by recording artist, Fred Hammond at West Side High School on Saturday February 16 2013
- “A Taste of Soul Food” in the Savannah Center lobby on Tuesday, Feb. 19, including jazz sounds by a jazz group
- The second annual film festival at the Glen Theater February 22 and 23; tickets are being sold by Brother 2Brother
- Mr. Alfred Baker & The West Indian Folk Dance Company on February 28 at IU Northwest

VII. Chancellor’s Report

Chancellor Lowe remarked that February 12 is Charles Darwin’s and Abraham Lincoln’s birthday. February 13 is the annual Darwin Day celebration at IU Northwest.

VIII. Other Information