

IU Northwest Council Meeting Notes

Meeting Held Tuesday, October 8, 2013

Chancellor Lowe began the meeting by asking if there were comments or questions regarding the September meeting notes. Hearing none, he thanked Kathy Malone for keeping a good record of what goes on at Council meetings. He introduced Beth Tyler to the Council, who is serving as Interim Vice Chancellor for Student Affairs.

I. Enrollment Management & Student Success

a. Enrollment Management Group Update

Dr. Malik reported that there have been several recruitment events targeted for pre-professional freshmen, and there will be another event in November, hosted by the Office of Admissions, the IU School of Medicine Northwest, and the College of Arts and Sciences, to recruit students for undergraduate programs and the Medical School. Ninety-percent of the students that have participated in the pre-professional recruitment events, have submitted applications for admission. The campus is reinforcing the idea that IU Northwest is a health sciences choice for students. The College of Health and Human Services is also focusing on nursing opportunities, and is considering a Masters in Nursing proposal, and other options that should attract students.

In the past, the Indiana Commission for Higher Education (ICHE) has not been in favor of doctoral programs offered at regional campuses, but the past policy could be revised to offer doctorates on regional campuses. The ICHE is slated to review a draft revised policy on this topic at their next meeting, on October 10, 2013, and will specifically discuss the possibility of offering a Doctor of Nursing Practice (DNP) degree at the regional level. The DNP degree is designed for nurses involved in any advanced practice role and is intended to prepare graduates to take on leadership positions in nursing and health care.

The Indiana Commission for Higher Education tasked institutions with the exercise of creating specific targets for a collection of performance metrics. John Novak, in consultation with campus leadership, recently completed an exercise for the ICHE regarding future performance metrics, which examines enhancing five-year completion rates from 500 degrees in five years, to approximately 650 degrees in the same time period. Increasing on-time graduation rates is also being examined. The plan extends to the year 2026. The targets set for IU Northwest were aligned with the existing campus strategic plan. Indiana University is providing an incentive for juniors and seniors at all IU campuses who are on track to graduate in four years. They will have their tuition and fees effectively frozen at last year's levels, through an on-time graduation award that will offset any increases in tuition and fees the student otherwise would have incurred in their last two years of study.

Chancellor Lowe asked John Novak to provide a briefing on the ICHE exercise at the November Council meeting.

b. Update on DemandEngine

A consultant from DemandEngine will be on campus at the end of January 2014 to advise on how to achieve the best "yield" from admitted students. The visit schedule will be finalized in the next few weeks.

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c. New Tools for Academic Advisors

Beth Tyler reported that there will be new advising tools, and increased responsibilities and expectations, for academic advisors. New advising tools include AdRx (Advising Records), Course Scheduler, Academic Planner, Academic Advisement Report (AAR)/Degree Audit, and degree maps (which are now mandated by State law), and the Student Success Collaborative (predictive analytics to help advisors and students know how well they are doing in relation to their degree objectives). There will be a series of training sessions to provide hands-on experience and training with new advising tools. Concern was expressed that too many advising initiatives/tools could be difficult to grasp, and the focus should be on doing advising well with possibly fewer tools. Dr. Lowe stated that having a variety of new advising tools will help to ensure that students are receiving an acceptable minimum of advising.

Resumes are currently being accepted for two Academic Success Advisor positions, to assist students while the advisement system is being reviewed. These positions will not replace the roles of existing faculty and professional advisors, or any advising process that is in place right now, but will be used to support current advisors and processes. The newly created positions will be authorized for the academic year, through June 30, 2014.

Lendora Johnson is working full-time on the IU Northwest campus as a 21st Century Scholars Support Specialist. She is an AmeriCorps member, and the position is funded by the ICHE. Ms. Johnson is located in Hawthorn Hall, Room 427, and her telephone number is (219) 981-4354.

In his State of the University Address on Tuesday, October 1, 2013, President McRobbie made clear that advising is a very high university priority, and the ICHE is also focused on good advising. Indiana University Northwest established an Academic Advising Task Force earlier this year to examine ways to improve the advising system to ensure that the campus is fully supporting students. The task force is working on the final stages of their report, which will include recommendations for improvement.

II. IU Northwest Council Structure

a. Proposal for Presentations

As requested by IU Northwest Council members, beginning with the November Council meeting, there will be fifteen minute presentations at meetings, covering information about schools or units, with time allocated for discussion and questions. Chancellor Lowe invited proposals from those who wish to present, and asked that proposals be sent to Kathy Malone. If more than one proposal is received, the additional proposals/presentations will be scheduled for subsequent Council meetings. Council members feel that presentations will enhance Council meetings.

The Council membership, and the constituencies represented on the Council, is being reviewed. A report will be provided at the November meeting regarding constituencies and the Council governance structure.

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III. Update on Facilities

a. New Academic Building project status: Design and partnership process meeting with Ivy Tech colleagues and IU Architects Office

Chancellor Lowe provided the Facilities update in Vice Chancellor Pellicciotti's absence. Planning for the new building is moving along, and programming for the building is close to completion. The interview process, with potential architects, will begin the first week in November at IU Northwest. The partnership with Ivy Tech is going well, and priorities identified by both campuses have, for the most part, been programmed into the building. There will be approximately 106,000 assignable square feet in the building, and approximately one-third will be designated as shared space. The possibility of sharing a Nursing simulation lab with Ivy Tech can be considered. Fine Arts and Performing Arts will be located in the building, along with several additional academic units. All are optimistic that construction will begin in Summer 2014.

b. Update: Transition of Office of Facilities Planning and Campus Services

Vice Chancellor Pellicciotti provided a written update regarding the transition of the Office of Facilities Planning and Campus Services. Kathryn Lantz, former office director, retired from the university, and the office has been eliminated. Restructuring is necessary to adequately cover services previously performed by that office, and will take into consideration unit services and enhancements as described below:

- Several of the Campus Services' functions of Facilities Planning and Campus Services, including supervision of Mail Room operations; space inventory management; campus furniture moves; filing of claims with INLOCC (University Risk Management), and classroom furniture purchases will be transferred to, and assumed by, Physical Plant. The Vice Chancellor for Administration will assume the responsibility of serving as liaison with food services, the shuttle service provider, and various other vendors.
- Facilities-related functions of the office will be assumed by the Vice Chancellor for Administration and the Director of Physical Plant, depending on function and after discussion (e.g., the VC for Administration will chair the Campus Facilities Planning Committee).
- Physical Plant will have a new position created, an Assistant Director of Physical Plant, to assist the current director in delivering the transferred services and, importantly, with the supervision within Housekeeping. The cost of this new position (with the elimination of the Office of Facilities Planning) is expected to result in significant salary and benefit savings to the campus. The assistant director will have administrative and supervisory duties within Physical Plant, including as a priority the intensive supervision and evaluation of Housekeeping staff (directly and with the assistance of the Housekeeping team leader).

The additional supervision for the Physical Plant Housekeeping staff, and other relevant units, responds to discussions from the IU Northwest Council regarding the desire for improved campus maintenance and housekeeping services.

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IV. Posting Policy

Chancellor Lowe reminded Council members of the posting policy that was approved in April 2013, and encouraged them to review the policy. He received complaints about notices and signs still posted in restricted areas, as defined by the policy, which includes on windows, doors, walls, etc.

Alternatives for posting information were suggested, including using mobile standing signs, and bulletin boards, to house notices that have been approved by Students Activities. The policy states that infractions to the policy should be reported to the Office of Student Activities, and not the Chancellor's Office. The policy can be viewed at:

http://www.iun.edu/administration/docs/IU%20Northwest%20Posting%20Policy_Final_Approved_4_26_2013.pdf

V. Institutional Effectiveness Update

John Novak reported that he is in the process of finalizing the AQIP Systems Portfolio, which is the self-study report submitted to the Higher Learning commission (HLC) that shows evidence that the campus continues to meet the HLC's criteria for accreditation. He is making final edits to the Category Chapters, and has a target date of October 15 to have the draft document to Chancellor Lowe for review. The document must be submitted to the Higher Learning Commission by November 1, 2013.

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

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

In Dr. Rochelle Brock's absence, James Wallace provided an update on the *One Book – One Campus – One Community* initiative, and distributed a calendar of events compiled by the planning committee. The Fall 2013 kickoff events, the Salsa Class and the Youth Forum, were held on September 25. Scheduled fall events can be accessed at the following website: <http://www.iun.edu/onebook/events/index.htm>. Indiana University Northwest students in the Urban Teacher Education Program (UTEP) are collaborating with East Chicago High School students on the *One Book – One Campus – One Community* initiative. Efforts to have the author of *The House on Mango Street*, Sandra Cisneros, visit the campus were unsuccessful because she will be traveling out of the country for the next year. The committee is exploring the option of a video conference with Ms. Cisneros.

b. Council Project for 2013-14

1. What can be done to advance the Campus Conversation on Diversity Equity and Inclusion?

Continuing with efforts to advance the Campus Conversation on Diversity, Equity and Inclusion, Dr. Malik reported that the faculty will engage in a reading project, using the book *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do (Issues of Our Time)*. Consideration is being given to invite the author, Claude M. Steele, to visit the campus in Spring 2014.

2. Ideas from State of the Campus discussion exercise

Dr. Malik, and the State of the Campus Planning Committee, are in the process of compiling ideas generated from the discussion exercise held at the event, and will present those ideas to the Council when the report is available.

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c. Diversity Programming Series Events

James Wallace posted a flyer on Oncouse which listed Diversity Programming Series events for the 2013-2014 academic year, and spoke briefly about the events listed. He also mentioned that a two-day conference focused on lesbian, gay, bisexual, transgender, questioning, and Intersex (LGBTQI) topics was held on October 4 and 5, which also included Safe Zone Training. Interesting discussions were held there, and some faculty members expressed interest in being trainers in an effort to continue to provide a culture where all students feel welcome at IU Northwest.

VII. Chancellor's Report

a. Chancellor's Medallion Dinner

Vice Chancellor Jeri Pat Gabbert asked all to attend the Chancellor's Medallion Dinner on Thursday, November 14, 2013 at Avalon Manor, in Merrillville. Four medallions will be awarded, and the recipients are Milford and Margaret Christenson, Garrett (awarded posthumously) and Barbara Cope, John and Betsy MacLennan, and Joseph and Joanna Thomas.

b. Attendance at Campus Events

Chancellor Lowe commented on the Youth Forum held on September 25, and stated that the four Latino students who spoke about *The House on Mango Street*, and their experiences, were excellent. He was disappointed that the small number of students in attendance at the event outnumbered faculty and staff. Chancellor Lowe reflected on the fact that so few people attended something that was so well done, and that faculty and staff oftentimes do not attend worthwhile events and programs on campus. While he realizes that people are busy, he, too, is extremely busy, but he makes time to attend as many events as possible. He has embarked on a campaign to support events, and is asking campus constituents to make every effort to attend worthwhile programs on campus, and to also invite classes to attend. If students are the focus of the programs, all should make an attempt to attend and support them.

VIII. Other Information

- a.** Carolyn Hartley reiterated that Legal Compliance Training is scheduled on the dates listed below, and anyone who is a supervisor, who has not attended in the last four years, should attend.
- EEO/ADA Training on October, 23 at 1:00 pm – 5:00 pm in Dunes 1156
 - Sexual Harassment Training on October 24 at 9:00 am – 12:00 pm in Dunes 1156