

IU Northwest Council Meeting Notes

Meeting Held Tuesday, September 10, 2013

The IU Northwest Council meeting began with a special breakfast event to say farewell and thank you to Vice Chancellor Georj Lewis, who is leaving IU Northwest to take a position as Vice President for Student Affairs at Armstrong Atlantic State University. Chancellor Lowe acknowledged that Dr. Lewis made a significant impact on the campus during the time that he was at IU Northwest, and that he wished that he was not leaving, but wished him well. Vice Chancellor Lewis thanked all for welcoming him and embracing him at IU Northwest. He continued by saying that his departure had nothing to do with dissatisfaction, but more to do with personal circumstances.

Chancellor Lowe asked if there were comments or questions regarding the August meeting notes. Hearing none, he thanked Kathy Malone for a good job of keeping track of what goes on at Council meetings.

I. Enrollment Management & Student Success

a. Enrollment Management Group Update

Vice Chancellor Malik acknowledged IU Northwest's record enrollment, and provided specific information regarding contributing factors to the increase in enrollment. He cited that there are more than 1,000 students enrolled in the Dual Credit Program; 80% of the students are IU Northwest students, and the other 20% are ACP (Advance College Project) students. There was a large increase (over 10%) in the number of Hispanic students enrolled for the Fall semester. It appears that the Dual Credit Program helped with enrollment increases, particularly with Hispanic students, considering that East Chicago Central High School is largely populated with Hispanic students, and many students from EC Central have been involved with the Dual Credit Program for the last three years. Dr. Malik reported that there was a decline (more than 11%) in African American student enrollment.

Vice Chancellor Lewis reported that freshman and transfer applications are up 9% and 5% respectively. Freshman and transfer admits are up 20% and 14% respectively, and freshman and transfer beginning student enrollments are up 14% and 4% respectively. DemandEngine, an enrollment consulting, marketing automation software, and digital marketing services company supporting higher education, will be on campus October 1-3, 2013, to "secret shop" the campus. Their follow-up work should take approximately 90 days.

Several other factors contributed to the increase in enrollment this semester, including the new recruiting/marketing piece, efforts of the Office of Marketing and Communications, the streamlined admissions processes, and enhanced enrollment efforts for a longer period of time. While enrollment has increased, the campus revenue status is still volatile.

Helen Harmon expressed concern that students are still being enrolled after the second week of classes, and that the units have to be the ones to turn them away. Chancellor Lowe asked the Enrollment Management Group to look into this situation and remarked that data on students who enroll late indicates that they do not have a positive outcome.

b. Advisement Back-up Initiative

Following up on recommendations received from a consultant last year, a campus task force is examining the advisement system currently in place, and working to identify how student advisement can be improved. Relevant data indicates that student success is directly related to academic advisement, and the campus wants to make certain that a concerted effort is being made to help students be successful. Dr. Lowe reported that, in consultation with the Enrollment Management group, a decision has been made to create two, full-time 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 process that is in place right now, but, instead, will be used to support current advisors and processes. The focus is to retain students and help them succeed by making certain that they feel connected and know about options available to them. Providing social and emotional support is also important and necessary. The newly created positions will be authorized for the academic year, through June 30, 2014, to provide additional support for students, and will be assessed in 2014, at the end of the academic year.

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II. Institutional Effectiveness Update

John Novak reported that he is working on the AQIP Systems Portfolio, and second drafts of the Category Chapters are due Monday, September 16. The portfolio will be assembled and will undergo a final edit prior to the November 1, 2013 deadline. Chancellor Lowe added that he will be very busy during the month of October, and he would like to receive a well-edited copy of the portfolio as soon as possible. Community Engagement and Assessment of General Education will continue as AQIP Action Projects. The Office of Institutional Effectiveness and Research (OIER) will initiate a new action project using WEAVE (tool available through UITS), an online tool to manage institutional effectiveness and continuous improvement.

John reported that the Indiana University Blueprint Metrics team has been going through a transition, and metric dashboards have not been posted, and final approvals have not been provided. Barb Bichelmeyer, Interim Chancellor at IU Southeast, is getting acclimated with the project as the Chancellor advocate.

There have been a number of updates made possible by the Institutional Research Council, which includes heads of Institutional Research offices throughout Indiana University. The group was reconstituted last year, and is moving forward with the following updates, provided by John:

- New update procedure for IU Fact Book (available through University Institutional Research and reporting{UIRR}); Online version will be updated with new information as it becomes available, instead of all at once at a later date.
- Financial Aid reporting has been restored to the UIRR web pages. It was on hiatus since past VP of finance believed the information was too sensitive. Can only be accessed with an IU login.
- Indiana Commission for Higher Education pushed back performance funding target submission to October 1st. Worksheets for updates will be available in about mid-September, and we will have about a week to submit our targets. Not much time, but Blueprint Metric target setting will hopefully make it easier.
- All campuses now signed up for the Student Achievement Measure (SAM)...some association with the Voluntary System of Accountability (VSA). UIRR will be providing data for the initiative using National Student Clearinghouse (NSC) info regarding progress and success of our transfer outs.
- Student Success Collaborative with the Educational Advisory Board (EAB) has been mining the IU data, working with UITS. UIRR and OIER have not been involved. Hopefully they will bring us into the project soon.
- Summer Tuition Incentive: UIRR has provided a detailed summer incentive report to John Applegate's office, and a new committee has been created to determine if the 25% discount is something that should be continued.
- New information tools...New retention and time-to-degree files available, Tableau online enrollment tool available through UIRR.

A number of other new reports will be brought on line.

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 reported that the new academic building has been approved, and there have been meetings, which seemed to go well, with counterparts from Ivy Tech. A consultation framework will be put in place to allow colleagues to participate in discussions, and an advisory group will be structured, under the leadership of Vice Chancellor Malik. Chancellor Lowe will review Dr. Malik's proposal for the group structure during the week of September 16. A follow-up meeting will be planned with Ivy Tech to discuss programming. After programming for both IU Northwest and Ivy Tech has been determined, the building architects will be chosen, and then work on the building design will begin, with the hope that by Fall 2014 construction will have started. Currently the building is slated to be located at the corner of 35th and Broadway, and will be an IU building, with space and operating costs shared. Because parking will be lost and Ivy Tech students will also attend on campus, a study is being conducted, which will be a companion study to the building design, to consider alternate parking strategies. Original building plans from a few years ago have been retooled and updated, and are being

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used with current work and designs. Chancellor Lowe confirmed that the campus is interested in an attractive, functional building.

Dr. Pellicciotti provided an update on the Dunes project which will be a phased in process, with work beginning on the roof and then moving to the windows, which will be repaired or replaced.

IV. Behavior-Based Training

Ida Gillis distributed a flyer about campus Behavior-Based Training sessions, conducted by Mary Ellen McCann, on Friday, September 27 and Friday, November 8. The sessions have a wide-range of benefits for staff and faculty members, and Ida asked Council members to “lead the pack” by attending and encouraging their colleagues to attend.

V. Debriefing on the State of the Campus Report

The inaugural State of the Campus Report event was held on Friday, August 23. Dr. Malik reported that there was great participation, and the event was viewed by most as a success. The planning committee was very positive about the response to the event, and planning for next year’s event has already started. Wednesday, August 27, 2014, is being considered as the date for the next Campus Report. The committee is considering a live-stream of the event for employees who cannot leave their office areas during the event, with a mechanism for feedback. The sound systems in Moraine Student Center and the Gallery for Contemporary Art will be enhanced to provide a better sound quality for events. Themes and action items identified at the 2013 Campus Report event have been collated, and the committee will examine the documents and determine what can be brought forward as possible action items. The IU Northwest Council will be involved in determining outcomes, and there is also a group working to develop an assessment structure for the event.

Dr. DeLeon remarked that the week before classes is one of the most intense weeks of the year, and is a crucial time for advising. He and others feel that having the Campus Report at a time other than the week before classes begin would be more accommodating to faculty, staff and students. While concerns about the timeframe were reported prior to the event, it attracted a significant number of people, and the overall consensus is that the week before classes begin is a good time to have the Campus Report event.

Most Council members agreed that they found the discussion during the event useful, but the discussion time allocated should be decreased, which would keep people engaged throughout the discussion. Chancellor Lowe concluded the discussion by saying that we are looking to create a tradition, going forward, with the State of the Campus Report, and he thanked the planning committee, and those who attended and participated, particularly Larissa Dragu and the other students.

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

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

Dr. Brock reported that an exciting program has been planned for the Fall and Spring semesters, and she shared information about a few of the events.

The *One Book – One Campus – One Community* Fall 2013 kick-off events are scheduled on Wednesday, September 25. Salsa dance lessons will be offered at 1:00 – 2:30, followed at 3:00 with a panel discussion, “Voices of Latino Youth – Identity, Dreams and Challenges.” Eve Gomez will be the moderator for the panel, and several IU Northwest students will participate.

On October 9, 2013 a movie night is planned, and the movie shown will be “When Worlds Collide.” At the conclusion of the movie, Dr. Contreras will host a discussion.

A book discussion, in conjunction with a “Soup and Substance” event, is planned at noon on November 12. Also in November, a spoken word competition, and a video competition, conducted

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by Paul Sharpe, is planned. All events will be available to IU Northwest students, faculty, staff, high school students and the greater Northwest Indiana community.

On September 11, 2013, short video clips will be produced of campus constituents discussing *The House On Mango Street*, to provide promotional information for the *One Book – One Campus – One Community* initiative. Dr. Brock encouraged participation in the video sessions, especially by students. Information has been included on the relevant website, and will be updated throughout the semester. To determine how extensively the book is being used in campus course offerings, Dr. Brock will send a questionnaire to faculty asking if they are using the book, or if they will use it next semester.

b. Summer 2013 Council Reading Groups: Continuing discussion of significance of readings for IU Northwest

Continuing with the Summer 2013 Council Reading Initiative, the Council discussed the two books that were read, *Whistling Vivaldi* and *The House On Mango Street*. Dr. Bankston, read both books, and while he thought that both were very good, he really liked *Whistling Vivaldi*, and feels it would be great to bring the author, Claude Steele, to the campus. Included in *Whistling Vivaldi* are a list of things to do to mitigate stereotypes, and Dr. Bankston remarked that he sent the list to his faculty, noting that a lot has to do with the psychology of the students.

A suggestion was offered to have a faculty reading project which, Dr. Malik reported has been done in prior years, culminating with a campus convocation. He has considered moving the convocation to Spring 2013, and having a faculty reading project include the book *Whistling Vivaldi*, possibly bringing Claude Steele to campus.

To get students more involved, Larissa is planning to contact all of the student clubs to see what is on their agenda, and to determine which ones are working and what can be done to make them more successful. She commented that heightening the awareness of stereotypes does not mean that all are on the same page, or agree with what has been identified as stereotypes. She agrees that faculty should be made aware of stereotypes, with students benefiting by any changes made as a result of their awareness.

Reflecting on the themes identified at the State of the Campus event, Chancellor Lowe and Vice Chancellor Malik discussed examining the various themes and identifying a range of doable actions. Having AQIP action projects based on the themes was suggested. A plan for reacting quickly to some of the themes identified was discussed, and academically-related themes will be sent to the Deans for a response, and the Enrollment Management Group will also respond to themes.

Dr. Brock remarked that conversations should challenge a person's own biases, and should not be easy to have, noting that conversations can be uncomfortable. Conversations with the entire campus community should be ongoing throughout the year. Dean Baily commented that preferences have to be uncovered, and that there are fully-developed curricula, based on best practices, that help with having uncomfortable conversations, and ends with an agreement that biases must be uncovered to help students succeed. She referenced the Southern Poverty Law Center, Teaching Tolerance website at <http://www.splcenter.org/what-we-do/teaching-tolerance> and encouraged all to view the website.

c. Council Project for 2013-14

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

The Council embraced Chancellor Lowe's suggestion to have the faculty reading initiative, and the suggestions made at the State of the Campus event, serve as follow-up to advance the Campus Conversation on Diversity Equity and Inclusion. Based on what has already been done, Chancellor Lowe

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asked Dr. Malik to bring back ideas to address helping IU Northwest students succeed, from the Enrollment Management group and the State of the Campus group, for the Council to review.

VII. Chancellor's Report

- **Board of Advisors Luncheon/Meeting on Wednesday, September 18 at 11:30 a.m.**
 IU Northwest now has a Board of Advisors, and the first meeting of the group is Wednesday, September 18, 2013. There have been Boards at IU Northwest in the past, but not in the recent past, and this campus was the only IU campus without a Board. The Board roster was approved at the June Board of Trustees meeting, and Trustee Phil Eskew sits on the IU Northwest Board. Having a Board is another way of strengthening our connections with NWI communities, and the Trustees see it as a way to stay in touch with regional constituencies. The Board roster will be posted on Oncourse.
- Chancellor Lowe mentioned a recent report that appeared on a web site called the Northwest Indiana Gazette and mentioned proposals, going back to when Mitch Daniels was governor, that suggest IU Northwest and Purdue Calumet should not exist, and Ivy Tech should do what IU and Purdue regional campuses are currently tasked to do. President McRobbie released a message that was clear and unequivocal about Indiana University's commitment to the mission, purpose and future of the regional campuses, including Indiana University Northwest. Chancellor Lowe forwarded the statement to the IU Northwest campus constituency.

VIII. Other Information

- **Carnegie Classification for Community Engagement Initiative – E. Szarleta**
 Dr. Szarleta reported that Indiana University Northwest will apply for the Carnegie Classification for Community Engagement in April 2014, with a decision being made in 2015. A task force has been created to guide the application process. The task force consists of Dr. Szarleta and the following individuals: David Malik, Jennifer Anderson, Nelson DeLeon, Scott Fulk, Mary Hackett, Donna Krause, John Novak, Erika Rose, James Thomas, James Wallace, and Kelly Zieba. All are encouraged to view the videos referenced, and avail themselves of the information provided. Additional information about the application process can be found at the following link:
http://classifications.carnegiefoundation.org/descriptions/community_engagement.php
- Dr. Szarleta also mentioned Constitution Day which will be held on Tuesday, September 17, 2013. The Affordable Care Act will be the topic.
- **Legal Compliance Training scheduled for October 2013 – C. Hartley**
 Carolyn Hartley announced the following campus training sessions:
 - EEO/ADA – Oct. 23, 1:00 pm – 5:00 pm, Dunes 1156
 - Sexual Harassment – Oct. 24, 9:00 am – 12:00 pm, Dunes 1156
 Carolyn reminded the Council that the sessions are mandatory for all staff supervisors, and they can register to attend by contacting Crystal O'Brien in Human Resources at (219) 980-6775 or clobrien@iun.edu. Chancellor Lowe underlined the importance of attending the workshops, stating that it is very important that staff and faculty attend, and encouraged all to ask their constituents to attend.
- James Wallace announced that the Diversity Landmarks ceremony will be held on September 24, 2013, in the Savannah Lobby.