

## **IU Northwest Council Meeting Notes**

### **Meeting Held Tuesday December 9, 2014**

Chancellor Lowe asked if there were comments or questions regarding the November 11, 2014 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for doing a good job of keeping track of the proceedings.

Chancellor Lowe introduced and welcomed Dr. Alexis Montevirgen, newly appointed Vice Chancellor for Student Affairs and Enrollment Management.

#### **I. Enrollment Management & Student Success**

##### **a. Advising Update**

Dr. Cynthia O'Dell provided an update on the campus Academic Advising Plan. The search committee to identify a director of academic advising has met and is evaluating the candidates. The committee anticipates having a short list of candidates by mid December 2014. Skype interviews will be arranged during the first week in January 2015, and campus interviews will possibly take place in late January.

##### **1. Advising celebration update/Point of Service Evaluation demonstration**

There were approximately 60 people in attendance at the advising celebration held on November 19. A survey was sent to all who signed in at the event, resulting in a 50% response rate. Seventy-percent of those surveyed indicated that their knowledge of current advising trends increased as a result of the celebration, and 96% of respondents indicated that they had some knowledge, or extensive knowledge, of the academic advising plan. More than 50% of the respondents indicated that they liked the posters and interaction in the poster session, and 30% indicated that they liked the idea of recognizing the importance of student advising. Participants suggested that a progress report on the implantation of the Advising Plan, and more small group training and professional development, should be provided.

Mark Uncapher attended the Council meeting to demonstrate the Point of Service evaluation tool, which will be used to survey students as they are provided services, resulting in real-time feedback regarding the services they receive. Tablet computers are located in all academic departments, and the Office of the Registrar, and are used to administer the point-of-service surveys. The minimal maintenance required for the tablets is the responsibility of the unit in which the device is housed and, if more in-depth maintenance is necessary, it will be handled by the UITS staff. The survey, which is anonymous, went live on Monday, December 8, it includes seven questions, and takes less than two minutes to complete. The Office of Marketing and Communications will develop signage to encourage students to provide feedback on their experiences. John Novak will assist units with generating survey questions, and monthly reports of the data collected will be generated by John and sent to directors, deans, chairs and the Registrar. Next steps include providing the survey capability to service units.

Several efforts to increase enrollment for Spring 2015 are underway. Calls are being made to students who are academically or financially eligible to register, and were enrolled in Spring 2014, but not Fall 2014, and freshmen who enrolled in Fall 2014, but have not enrolled for Spring 2015, will also be contacted.

Academic Success Advisors have contacted all exploratory and undecided students who have not enrolled for the spring, and are scheduling advising appointments for those students.

Chancellor Lowe thanked the Academic Advising Task Force for the expeditious implementation of the advising plan and recommendations that they created. Faculty colleagues have been very involved with the recommendations and implementation, and have a prominent role in the advising structure. Faculty must recognize their role in this initiative to discharge their responsibilities effectively. Appropriate recognition and reward will be provided for faculty who are involved in advising.

##### **b. Enrollment Management Update**

###### **Dr. Malik provided several updates:**

- Current enrollment data indicates a 17% decrease in headcount. The newly instituted priority registration system, which allows upper-class students and athletes an opportunity to register first, is a contributing factor, to the decrease in headcount compared with the same time last year, and the reality

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that there is a different standard of measurement must also be considered. Additionally, students customarily wait to register until after December 19, so that they will not get billed until the middle of January, rather than getting billed right away as a result of registering prior to December 18. Student patterns of enrollment are being assessed to be better prepared to effectively serve students. Dr. Malik, and other campus colleagues, surmise that the week-long Thanksgiving break had a negative effect on enrollment progress. In the future, faculty members will be asked to remind their students to register for classes, and posting messages on Facebook is another option to get the word out. While students read text messages, a university policy exists that prohibits sending text messages to students. Matt Lawson confirmed that students receive too many email messages and do not read the volumes that they receive. The oversaturation of student email accounts has been discussed in the past, and has been an ongoing problem. Matt suggested decreasing the volume of email messages to students that are not student-related, and several possible solutions, regarding focused student communication, were discussed.

- The Constituent Management Project (CRM) system for graduate students has been implemented and will enable responses to potential graduate students to be monitored, ensuring that they receive in-depth information regarding their inquiry.
- Online course connect is progressing positively.
- Advance registration is available which allows registration for Fall 2015. Headcount is up by approximately 400 students for Fall 2015.

Vice Chancellor Montevirgen reported that Linda Templeton, Director of Admissions, is retiring, and he is in the process of reviewing/revising the current job description so that it can be posted as soon as possible. The search committee membership is being finalized.

The Enrollment Management Group will be convened during the week of December 15, and a focus is to establish enrollment priorities and a strategic plan that relates to the budget and the economic climate the campus is facing. Enrollment priorities include focusing on transfer students, adult returning students, veterans and increasing graduate student enrollments. Dr. Montevirgen has met with the Office of Marketing and Communications to ensure that they are involved in outreach efforts so that a consistent message to the campus and community is presented.

**c. Degree Map demonstration**

Cathy Hall, Director Academic Success and Achievement Programs, and Constance Biedron, senior IU Northwest student and Supplemental Instruction leader, attended the Council meeting and provided a demonstration of degree maps, with Constance providing her personal degree map for the Council to view. They demonstrated what a degree map looks like and how students can plan through the use of degree maps. Effective with the Fall 2014 semester, all incoming freshmen began using degree maps, the result of a state mandate requiring the maps. All degree maps at IU Northwest have been completed, and each major at IU Northwest has its own degree map which outlines the path students should take to graduate as quickly as possible. Work continues to make degree maps more student-friendly. Plans do not eliminate the need for students to see an advisor, but plans mapped by students at the beginning of their curriculum, if followed as mapped, will allow them to graduate in four years. Each of the maps were developed by the academic units with their recommendations about what should be taken and when. A next phase will incorporate student minors and, at some point, this process may progress to mapping graduate programs. The difference between degree audit and degree maps is degree maps allow students to make a plan and lists, in a four-year block, what is needed to complete degrees, while degree audit reports provide a list of all requirements for degrees and indicate what has been completed.

**II. Financial Status and Expenditure Review**

Chief Financial Officer, Marianne Milich, referred to information that she presented to the campus at the Town Hall meetings on December 1 and 2, 2015, and provided the comments below:

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- The year-end projection reflects that the campus will be down \$1.4 million in revenue, based on what was projected, and includes a state appropriation decrease mandate to all IU campuses of 2% (\$334,000).
- There is a student fee income shortage of over \$500,000 for Fall 2014 (included in \$1.4 million shortage).
- Usually spring enrollments decrease, which would result in another shortfall of student fee income for 2015 in the amount of \$500,000 (included in \$1.4 million shortage).

The IU Northwest Budget Committee (Chancellor Lowe, Vice Chancellors Malik, Montevirgen, Pellicciotti and Gabbert; CIO Van Gordon, CFO Milich, Faculty Organization President Gallmeier, and Chair of the Budgetary Affairs Committee, Bill Nelson), will meet to discuss the projected shortfall and what can be done to make up the difference. The campus is also looking at a budget shortfall of approximately \$1 million for fiscal year 2016 budget construction. Considering that a decrease in spending is inevitable, the Expenditure Review process will provide for a more planful approach to campus budgeting. All responsibility centers are asked to prioritize their functions in an effort to identify campus-wide saving opportunities. Increasing enrollment and student retention will help to alleviate the budget shortfall, and the campus will focus on decreasing expenditures and increasing growth.

Marianne also announced a billing system change in the Office of the Bursar that includes migrating from an overall online billing system, to the issuance of paper bills to selected populations of students. It is believed that this change will make students and parents more aware of financial liabilities and decrease unpaid debt.

Chief Information Officer, Beth Van Gordon, reported that student technology fees, which support many campus Information Technology efforts, have been reduced by approximately 25% in the last five years (more than \$200,000 per year short), while responsibilities and expenses continue to increase. As enrollment decreases, so does revenue from student technology fees.

While not General Fund based, student activity fees are also affected/decreased as a result of enrollment decreases, limiting the availability of student activities.

### **III. Update on Facilities**

#### **a. Arts & Sciences Building Project status**

Vice Chancellor Pellicciotti reported that another meeting has been scheduled, which is believed to be the final meeting before the architect's preparation of the construction documents, and the last phase prior to the project bidding process. Efforts continue to ensure that the building design and the budget are synchronized, so that the bidding process will be successful.

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

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

##### **1. Upcoming Events: Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness***

- Visit by Michelle Alexander on Tuesday, January 27, 2015

Dr. Rochelle Brock reported that several book discussions are planned for January 20, 2015, including one at St. Paul Missionary Baptist Church in Gary, and one at the prison with which Professor Monica Solinas-Saunders works. These book discussions will be beneficial with advertising efforts for Michelle Alexander's visit on January 27, 2015. The One Book Committee is finalizing plans for the visit, and Matt Lawson, Student Government President, has agreed to serve as emcee, and the Office of Marketing and Communication has planned an event advertising campaign. Faculty members are urged to inform the One Book Committee about classes that will attend the event to ensure that space is reserved for IU Northwest students. Space is also being reserved for attendance by students from local school districts. James Wallace is working with University Vice President, James Winbush, to secure funding from his office to defray expenditures, including costs associated with live streaming efforts to other IU campuses. Deans are asked to email faculty members to encourage faculty and student participation.

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2. Debrief: Council Summer Reading Discussion, Wednesday, August 13, 2014
  - Draft Action Items identified by One Book Committee for further consideration:
    - Create activities that address unconscious bias. (Incorporate in service initiative?)
    - Provide training and diversity awareness for faculty/staff (and incoming employees) that leads to multicultural competence. (Incorporate in service initiative?)
    - Develop support systems for students with felony records that facilitate their graduation and employment.

Currently, nothing more has been done regarding students with felony records, but this topic will be retained on the Council agenda. Chancellor Lowe reported that the U.S. Education Department issued new guidance declaring that inmates in local or county jails, correctional facilities, penitentiaries, and juvenile facilities are eligible for Pell Grants, but not Title IV loans.

**V. Institutional Effectiveness Update**

In John Novak's absence, Dr. O'Dell reported that, as an AQIP institution, IU Northwest will have its comprehensive quality review, or site visit, and potential dates selected are two dates in Fall 2015 (November 9-11 or November 16-18) and two dates in Spring 2016 (April 4-6 or April 11-13).

John will brief the Council on the Deloitte Market Study at the Council meeting in January 2015.

**VI. Student Government Association (SGA) Update**

**a. Letter from April Van Milligan**

Chancellor Lowe introduced and welcomed Matt Lawson, new Student Government Association President. Former president, April Van Milligan resigned for personal reasons, but she is continuing as an IU Northwest student, and her letter of resignation was provided to Council members in advance. Chancellor Lowe thanked April for her service as Student Government President and IU Northwest Council member.

Matt reported that the (SGA) has successfully organized a forum for student clubs and activities to come together to share ideas and resources, resulting in good attending at meetings, and he invited Council members to attend the SGA holiday appreciation party. The SGA is finalizing a survey to poll students about their view of campus services, including advising and athletics, and to identify projects that students want to pursue.

**VII. Updates – Professional Staff, Clerical and Technical Staff, Police Officers, and Service Staff**

Audrea Davis reported that elections are being held on December 17, and she is running, uncontested, for the position of vice president of Communications Workers of America (CWA) Local 4730, at IU Northwest, for a three-year term. She is given the title vice president because the president is on the Bloomington campus and regional campus leaders are vice presidents.

**VIII. Chancellor's Report**

- a. The IU Northwest Employee Holiday Reception is scheduled on December 11, 2014 at 2:00 – 4:00 pm.
- b. The campus is not having a semi-annual retirement reception in December because the five retirees do not want to participate. Photographs and other information about the retirees will be provided to the campus community.

**IX. Other Information**

Beth Van Gordon reported that Box has now been approved to store restricted data (date of birth, gender, home address, home phone number). A list of various university data classifications can be reviewed at the following website: <http://datamgmt.iu.edu/classifications.shtml>. If Box is eventually approved for critical data, sensitive or critical data that is allowable will be limited.