

IU Northwest Council Meeting Notes

Meeting Held Tuesday October 13, 2015

Chancellor Lowe asked if there were comments or questions regarding the September 8, 2015 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive notes from the last meeting.

I. Enrollment Management & Student Success Update

Vice Chancellor Montevirgen reported positive news for the Fall 2016 admissions period. To date, the campus is 34% ahead in the number of applicants (316) compared with the same time last year. The current number of admits, as a result of those applicants, has doubled (156) compared with the same period last year. Indiana University Northwest was an active participant at the Urban League's College Fair on September 22, and a majority of new applicants and admits were participants at the College Fair where they were provided provisional levels of acceptance to IU Northwest. A new process this year provided Office of Admissions officers an opportunity to do an immediate, preliminary review of applicants at the College Fair, and provide them with provisional levels of acceptance, as well as preliminary information about scholarship eligibility. Fall Preview Night is scheduled on October 22. Fall admits will be contacted with the goal of getting them registered for the Spring 2016 semester. Enrollment numbers for the Spring semester look positive.

Chancellor Lowe commented that, while the campus is currently in reasonably good shape where enrollment and revenues are concerned, Indiana University is paying close attention to enrollments, student success, and revenue, which are all connected.

Vice Chancellor McPhail reported that he and Chancellor Lowe attended the IU Online Course Connect Summit, where significant Course Connect issues were addressed. Going forward, efforts will focus on getting faculty more engaged and encouraging their attendance at meetings. The information disseminated at the meetings should be managed at a different level, which will foster an academic commitment, at the ground level, to online education and recognition of its impact on enrollment. Last year Course Connect efforts were not financially beneficial for the campus, but this term the campus gained \$150,000. Examination of this initiative will continue, giving closer attention to technical and academic issues that continue to plague efforts, to enable students to realize a greater benefit.

A team from IU Northwest attended the AAC&U's (Association of American Colleges & Universities) Equity Academy, and received an "honorable mention" for a proposal submitted, with the possibility that the proposal will receive funding. Two national organizations, AAC&U and AASCU (American Association of State Colleges and Universities) are doing significant work around student success and the first-year experience.

The Student Success Fee proposal, the RedHawk Advising Fellows, was submitted to Chancellor Lowe for review. The proposal provides funding for faculty members who are exceptional advisors, to provide them with the support that they need to provide leadership in advising among their colleagues. The initiative was proposed in the Academic Advising Task Force Action Plan dated July 1, 2014.

Dr. McPhail has met with the administration at Ivy Tech, and the superintendents of Gary and Lake Ridge Schools to identify ways that IU Northwest can partner with them to connect their students more effectively with our institution. He also attended a performance by Kirk Franklin, organized by Mark Spencer at West Side High School, and was introduced to the audience, speaking briefly on behalf of IU Northwest.

II. Office of Advancement Report

October 12 – 16 was Philanthropy Week, and Vice Chancellor Gabbert encouraged faculty, staff and students to donate funds to IU Northwest. Those contributing received a tee shirt which they were asked to wear during the week. Donation forms were provided to faculty and staff, donations were also processed online, and donation stations were located throughout the campus. An appreciation event was hosted by Student Alumni and Student Government Associations on October 13.

Paulette LaFata Johnson distributed a request encouraging faculty and staff to nominate students and alumni for the Alumni Spirit Award. The awards will be presented at Homecoming festivities on November 7, to recognize a student or alumnus for contributing to the campus, either through their service or financial support.

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III. Electronic Document Management

Marianne Milich, CFO, referred to documents provided to the Council in advance regarding moving forward with the Electronic Document Management initiative. She cited changes in information security policies, and less document storage space available in the new Arts and Sciences building to be occupied in 2017, as reasons for moving forward with the initiative. The result of a successful implementation of the initiative is, there will be less paper usage/storage and lower printing costs, which will result in significant cost savings. Rocio Copado-Payne, Business Manager in the College of Arts and Sciences (COAS), began this initiative in COAS, and the COAS Strategic Summary cites that a significant number of file cabinets and other paper storage receptacles have been eliminated by electronically storing documents. Beth Van Gordon, CIO, and Marianne determined that it would be beneficial for the campus to launch an electronic document management initiative, and a team of volunteers, who serve as the initial core implementation group, was formed, consisting of Candy Bushnell, Office of the Chancellor, Rocio Copado-Payne, Karen Peterson, Office of Fiscal Affairs, Liz Romeo, Office of Academic Affairs and Carol Wood, Information Technology. They submitted a project management document which was provided to the Council in advance of the meeting. The project is slated to emanate in the Chancellor's Suite for the purpose of assessment and will be rolled out to other areas. Dean Mark Hoyert cited the success of COAS, through these efforts, with paper storage elimination at least by one-third. Electronic document management not only addresses needing less storage space, but also enhances data security and accessibility. Members of the implementation team will rotate based on the area where the project is being launched. This project will be documented in WEAVE as an institutionalized improvement project. The project will move forward, and the initial implementation team was thanked for their efforts, and for engaging in an important campus project.

IV. Facilities Planning

- a. Andy Kapocius, Executive Director for Facilities and Operations, provided the following update:**
- The Hawthorn Hall first floor renovation is very near completion, with finishing touches being added.
 - Facilities and Operations currently uses a work order system as a measurement tool, but as the campus has grown, that program has reached its limits. They are migrating to a different system, using an Excel spread system, which provides the ability to have enhanced reporting options and increased capacity to be better informed about what is happening on campus, thereby allocating resources appropriately.
- b. Arts & Sciences Building**
- The Arts and Sciences building is on track, with much of the foundation work moving forward before the winter weather arrives. Work on the building will continue through the winter season.

Dr. Bankston reported that, at the Crisis Management Team (CMT) meeting held on October 8, Bill Smith, IU Regional Director of Emergency Management and Continuity, was asked to consider campus emergency exercises that focus on classroom response and campus community response. While campus administration has participated in disaster drills and table top disaster planning exercises, it is not clear that those outside of the CMT know what to do in the case of a campus emergency or active shooter scenario. Relevant disaster planning information has not been disseminated to the campus. A suggestion was offered to have a "cheat sheet" for employees and students to make them aware of what their first response should be in case of a campus disaster scenario. It would be helpful to know how to react in advance of a disaster, and also have the information in print in case computers are not operational or cell phones are not available. Officer DeVries remarked that Campus Police conduct disaster and active shooter training at times when the campus is not occupied.

Vice Chancellor Gabbert commented that, from a communication perspective, her staff is consistently monitoring other campus disaster situations, and reviewing their communication plans, to make certain that they can communicate to the campus and community throughout the duration of a disaster situation. She encouraged all to make certain that their contact information, in the on-line campus emergency contact portal, is current and inclusive of cell phone numbers and other relevant contact information, to allow for the successful dissemination of emergency information.

Chancellor Lowe recommended that Andy Kapocius ask Bill Smith and others if Indiana University is expecting, or recommending, a particular approach when dealing with emergency situations among employees and students, or if we should rely on our IU Northwest Police Department to develop that information. He also asked that a

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presentation to the Faculty Organization, covering an active shooter scenario, be placed on the CMT agenda. The Council feels that emergency protocol and better communication is needed for the IU Northwest campus, and it was agreed that Andy will work with Bill Smith and the CMT to put together a plan to address the concerns expressed that will be presented to the Leadership Team. It was noted that the “Run, Hide Fight” active shooter response scenario is available at: <https://www.youtube.com/watch?v=5VcSwejU2D0> . The campus does not want to promote fear or panic among students and campus colleagues by randomly releasing disaster or active shooter information. Coordination and consistency with the University is also important. Consideration will be given to how best to disseminate this information, and the CMT and Bill Smith will be putting disaster plans in place.

The system-wide Earthquake drill planned on October 15 in Bloomington was canceled due to a visit to that campus by Secretary of State, John Kerry.

**V. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council
Discussion of Diversity Advisory Council Annual Report for 2014-15**

a. One Book – One Campus – One Community – One Book Committee

1. 2015-16 Reading Selection: *Operation Homecoming: Iraq, Afghanistan, and the Home Front, in the Words of U. S. Troops and their Families* by Andrew Carroll (ed.)

James Wallace announced the “Soup and Substance” event on October 15, and the book discussion at the Veterans Café and Grill on October 22. The One Book Committee is still accepting stories from those who wish to submit them. The Council reviewed the One Book schedule of activities for the Fall 2016 semester.

The One Book Committee presented to the Council several proposals for possible restructure of the Committee in July 2015. Dr. Gallmeier reported that the Affirmative Action Committee of the Faculty Organization is working on the restructure, and information shall be forthcoming.

James provided information about the visit of Halualani and Associates, an outside consultant, who is conducting a diversity assessment for Indiana University, to IU Northwest on October 13 to share their methodology and process with the campus. The purpose of the survey is to conduct a four-part assessment to include a thorough evaluation of all diversity, inclusion, and inclusive excellence efforts and programs over the last five years for each campus; a comprehensive assessment of retention-graduation/student success initiatives and efforts across each campus; a current comparative status/performance on inclusive excellence in terms of peers for IU Bloomington and IUPUI; and an evaluation of the organizational capacity, effectiveness, and impact of the Office of the Vice President for Diversity, Equity and Multicultural Affairs (OVPDEMA). Halualani and Associates will conduct the diversity assessment to ensure an objective and comprehensive valuation. A survey link will be made available to the campus, and additional information can be found and submitted at the following web link: <http://www.iun.edu/diversity/diversity-assessment/index.htm> Information provided will be used to assist with development of a revised diversity plan which has not been updated since 2008. James will provide additional information at a later date regarding the assessment. Chancellor Lowe cautioned that several surveying efforts are currently in place for this academic year, and he does not want to oversaturate or conflict with other surveys. He asked James to work with John Novak regarding timing for launching the survey.

The Office of Diversity hosted the annual Disability Employment Awareness Symposium on October 14. The Diversity Advisory Council met on Wednesday, October 21.

VI. Institutional Effectiveness Update

a. WEAVE (Web-based Analysis and Visualization Environment) Demonstration:

Vice Chancellor McPhail and John Novak provided a demonstration of WEAVE. The IU Northwest Systems Appraisal Report indicated that the campus needs to do a better job of documenting what is done on the campus, and mentioned that using WEAVE would be a benefit. WEAVE, an assessment and planning program, all online and very systematic, provides a template for establishing goals, objectives, findings,

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measures and action plans and keeps track of the data over a series of years. Additionally, WEAVE provides opportunities for a variety of reporting functions, including strategic planning, curriculum mapping, and assessment. Several IU campuses are already using WEAVE, and it has been used at IU Northwest in the past. Several projects have already been documented into WEAVE, and the IU Northwest Strategic Plan will also be documented into WEAVE, which has the flexibility of being used by any unit within the institution to document efforts related to any specific project. Units must be given access to map departmental or program information on the IU Northwest WEAVE site, and those needing access will be identified by November 1, and an appropriate level of access will be provided to respective areas by John Novak. Once access is granted, online training is available and, if necessary, John Novak will provide training for groups. The process for submitting and navigating WEAVE is not very difficult and is self-explanatory at most levels. Units are encouraged to examine existing documentation for clarity to determine if training is necessary.

VII. Discussion of Council Annual Survey

The Council discussed the results of the Council Annual Survey, with Chancellor Lowe beginning the discussion by saying that we are always looking for ways to improve the Council and make the meetings more meaningful. He went on to say that the IU Northwest Council is unique, valuable and important because it is the only forum in our governance structure that includes all constituencies, providing all a voice in campus matters. Not only does he want the Council to be distinctive, but he also wants it to be useful and substantive.

Council members commented about the meeting notes and the process for agenda distribution, remarking that the notes are released almost a month after meetings, and it would be useful for the notes to be available for distribution sooner. In most committee structures, it is customary, and in line with Parliamentary Procedure, to provide an opportunity to comment on the minutes or notes prior to them being released. Council members have the opportunity to comment about and correct the notes, and in most governance structures, including the IU Board of Trustees, notes are approved from prior meetings at the next meeting and then released. It is advisable that the campus follow protocol set for minutes because they are binding and, if a legal issue arises, what is contained in the notes is binding and the campus is held accountable. Individual Council members are responsible for taking information back to their units, and can share any information that needs to be shared prior to release of the notes. A suggestion was offered to share the agenda with constituents in units when it is distributed to give them an opportunity to comment about what will be discussed at the Council meeting, which will generate the opportunity for feedback from constituents prior to meeting.

Agenda setting for Council meetings has not changed during the seven years that the IU Northwest Council has been in existence. In the past, Chancellor Lowe has solicited ideas for other ways of setting the agenda, but Council colleagues have not shown an interest in having the agenda set differently, which could affect how the Council operates and, perhaps, how it is perceived. Participants, and the campus community, currently have the opportunity to submit agenda items for consideration. The Council encourages open dialogue and a responsive campus, and if constituents have topics that they would like the Council to consider for discussion, the IU Northwest Council Online Suggestion Box ([IU Northwest Council Suggestion Box](#)) is available for that purpose.

A suggestion was offered to reflect action items in the minutes to clearly identify the actions coming out of the Council. Further discussion centered on the Council's role in the governance structure of the campus, and the question on the survey that relates to the role of the Council in shaping the direction of the campus. The Council's Mission Statement indicates that it is a governance body, and governance is about participation, but also suggests limitations on who makes decisions. While final decisions ultimately rest with Chancellor Lowe, the Council affects decisions and serves in a consultative role, providing direction-setting recommendations to the Chancellor. Strategic direction and planning discussions have always been handled at the Council level, and these are very important roles which allow all constituencies on campus to participate in moving the campus forward and helping to shape campus direction. The Council's Spring 2015 planning exercise, which resulted in a revised and expanded *Strategic Priorities & Objectives, 2015-20* document, is a good example of the Council's impact on campus direction. The Council structure also provides a level of transparency to the campus. Questions remain as to whether the campus population understands the role of the Council. Involvement in campus deliberations would help constituents to know more about the Council and how the group affects important campus decisions.

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Additional information about the Council can be found at: <http://www.iun.edu/chancellor/iu-northwest-council/index.htm>

Based on a suggestion in the survey, a motion was made by Ida Gillis to cancel the July Council meeting, unless there is business of significance or an emergency that would require scheduling a meeting. The motion was seconded by John Novak, and passed by vote from the Council.

The Council Survey topic will be retained on the agenda for the November Council meeting for further discussion.

VIII. Student Government Association (SGA) Update

Azaz Mehmood reported the following:

- The SGA Town Hall meeting was very successful, resulting in the largest turnout ever at any SGA event.
- The new RedHawk link has been very well received and should be populated by December.
<https://redhawklink.iun.edu/>
- Parking was discussed, and it was revealed that student concerns about parking are not necessarily because there is a lack of parking, but because desired parking spots are not available. Students are aware of parking availability at Arts on Grant, with two shuttles running back and forth every ten minutes, but voiced concern about security at that location and the possibility of vandalism. Azaz was told that patrol cars monitor the area regularly, and an officer is stationed there. In the past five years, there have been few, if any, issues with parking at the Village/Arts on Grant facility.
- Students are concerned that early enrollment opportunities result in class sections filling early, and students who have financial aid issues and restrictions do not have adequate class selections by the time they are allowed to register. This situation could be problematic for seniors who need specific classes to graduate. There have not been any reported situations where these issues have occurred, and Marianne responded that numbers of students that pre-registered for most classes have not filled the classes. This topic will be discussed by the Deans.
- The SGA will be administering a bi-annual survey and Azaz asked if there is anything administrators would like to know from students. The only question requested was “what is the best way to communicate with students?” John Novak volunteered to provide advice regarding the student survey.

Council members remarked that they are pleased with how vibrant the campus is, and students seem to be very engaged, which can be attributed, in part, to Student Government promoting student life, and working to motivate students to remain on campus. There is good energy on campus, and having Student Government engaged is a benefit.

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

Audrea Davis reported that Lena Williams, Information Technology, is now on the executive board for the Communication Workers of America (CWA), and Audrea would like to have her trained to be a steward. Audrea will provide additional information at the November meeting.

X. Chancellor’s Report

The Chancellor’s Medallion and Bicentennial Campaign Launch Celebration will be held on November 12.

XI. Other Information

- a. The IU Northwest Council migrated from Oncourse to Box effective with the October Council Meeting.
- b. University Human Resources is conducting a survey on strategic planning for Human Resources for the next five years.
- c. The Office of Affirmative Action sponsored a webinar on unconscious bias on October 14.