

## **IU Northwest Council Meeting Notes**

### **Meeting Held Tuesday, October 11, 2016**

Dr. Lowe asked if there were comments or questions regarding the September 13, 2016 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 – Enrollment Management Update**

Vice Chancellor Montevirgen reported that the Admissions cycle for Fall and Spring 2017 is already underway. The Office of Admissions is following-up with students who were admitted but have not enrolled, and are also focusing on “stop-out” students, local and from other IU campuses, to encourage them to re-enroll. Marketing outreach efforts, targeting adult learners, are underway to identify specific programs that adult learners find attractive. There are many initiatives in place to positively affect enrollment and revenues, and Chancellor Lowe remarked that he recently attended an IU Board of Trustees meeting where it was confirmed that enrollment and student success are a major focus at the university level.

Work continues with regard to RedHawk Persistence Grants, which will be announced soon. The Persistence Grant is a new, innovative initiative which has had impressive results at institutions where it has been adopted (one university is Georgia State). At IU Northwest, they will be funded using Student Success Fees, RedHawk Advising Fellows, and Summer Bridge Program fees.

Students who will be invited to apply for RedHawk Persistence Grants include those who were previously eligible for scholarships and whose GPA has fallen below the requirement and would be eligible for a one-time grant. Also eligible for a one-time grant would be students who have prior term balances between \$200 and \$1,200, who have enrollment holds and have been blocked from registration. Preference will be given to those closest to graduation. Nominations from units will also be considered. Data will be collected to assess the program, to determine if it contributes positively to graduation and retention efforts.

The campus is grateful for the service of Craig De Myer, IU Northwest Registrar, who delayed his retirement until a new registrar was hired. Peter Zachocki, newly hired IU Northwest Registrar and former Associate Vice Provost for Institutional Information and University Registrar at the Illinois Institute of Technology, began on October 25, and he brings a wealth of experience to the position. Chancellor Lowe thanked Craig for his service and wished him well in retirement.

Interim Executive Vice Chancellor Rominger reported that Academic Affairs is also focusing on various enrollment initiatives including updating websites with new degree and other relevant information, and ensuring ease of navigation for students with all electronic devices. Recruitment efforts include sharing best practices, at both undergraduate and graduate levels, and implementing high impact and data-driven practices.

She reminded the Council about the purpose of IU Online Course Connect, which enables IU regional campus students to have access to online offerings at other IU regional campuses, and serves to enable IU campuses to collectively attract a national/regional Midwest online course market, resulting in additional enrollment and funding for IU campuses. For this effort to be profitable for IU Northwest, and not result in other campuses realizing revenue that this campus could have gained, we must offer certain key courses that are in demand by online students. These courses have been identified, and will be made available when preparing schedules for Spring and Summer, 2017.

#### **The Regional Campuses of Indiana University Grand Challenges Initiative**

Vice Chancellor Rominger discussed the Grand Challenges Initiative which was announced when Indiana University convened a Regional Campus Grand Challenges Summit on January 14, 2016. This summit included regional campus chancellors, executive vice chancellors for academic affairs, deans, and faculty leaders, along with leadership from the IU’s central administration. The purpose for the Regional Campuses of Indiana University Grand Challenges Initiative is to provide seed funding for interdisciplinary applied research projects that take advantage of the collaborative nature and potential of regional campuses. Each project may be funded for up to \$25,000 in one-time seed funding, with project funding provided through the Office of the Executive Vice President for University Academic Affairs and the Office of the Vice President for Research, with the strong

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expectation that funded project teams seek external funding to expand their research. All tenured faculty members of the Regional Campuses of Indiana University are eligible to serve as principle investigators. Proposals must be submitted by 5:00 pm EST on January 17, 2017 to [wjmckinn@iu.edu](mailto:wjmckinn@iu.edu), and proposals will be reviewed by the Regional Campus Cabinet, with successful proposals announced on Friday, February 17, 2017. The Regional Campus Grand Challenges Initiative will fund up to two projects (one from each of the applied research areas) per year. Strong preference will be given to those proposals that offer specific opportunities for undergraduate research and also demonstrate the promise of external research funding. For more information, contact: William J. McKinney, Senior Advisor for Regional Campus Affairs, Office of the Executive Vice President for University Academic Affairs, Email: [wjmckinn@iu.edu](mailto:wjmckinn@iu.edu). Chancellor Lowe asked Council members to encourage faculty participation.

### **II. Salary Reviews**

Chancellor Lowe announced that salary reviews for academic appointments and non-academic employees will be updated. Previous reviews were conducted in 2011-12 and, since that time, have served the campus well with regard to making sound salary decisions. Recently, the Faculty Organization raised the issue of salary equity, particularly gender equity between men and women, and the salary review will address these issues. The review team for academic employees will be co-chaired by Anna Rominger, Interim Executive Vice Chancellor for Academic Affairs, and Dr. Susan Zinner, Chairperson of the Faculty Organization and SPEA professor, and they will identify additional faculty representation to serve on the academic salary review team. For all other employees, the salary review team will be co-chaired by Michelle Dickerson, Executive Director of Finance and Rocio Copado-Payne, COAS Business Manager. Other team members include Tameka White, CETL Program Assistant; Rene Zamora, IUPD; Tim Johnson, supervisor for Grounds; Mianta' Diming, Director of Human Resources; and Kathy Malone, Director of Executive Administration, Chancellor's Office, who served as co-chair of the 2011-12 staff salary review team. Aneesah Ali, Director of EOAA Programs, will serve as a consultant to both groups. For information purposes, final 2012 reports have been distributed to both groups. Indiana University administration has consistently commented that they really like IU Northwest's salary policy approach and he expressed the hope that, at least, initial findings or recommendations will be known for making FY18 salary determinations. Chancellor Lowe thanked all who have agreed to serve, and welcomed updates at any time from the salary groups to the Council.

### **III. Philanthropy Week**

Vice Chancellor Gabbert announced Philanthropy Week, October 10 – 14, which serves to educate and raise the awareness of philanthropy on the IU Northwest campus. She thanked Dr. Chris Young, Director of the Center for Innovation and Scholarship in Teaching and Learning (CISTL), and his wife Myriam Young, Director of Web Services, for serving as co-chairs of this year's effort. Philanthropy Week efforts in 2015 resulted in more than \$100,000 in donations. Significant employee giving progress has been made, with a 15% increase in faculty and staff giving during the last four years.

### **IV. Council Annual Survey Results – Improvement Initiatives**

Chancellor Lowe referred to a longitudinal summary prepared by John Novak that tracks Council Annual Survey responses from 2009, the year of the first survey, to the current 2016 survey. He commented that trajectories indicate that the Council has improved in several categories, but we want to continue making progress to make the Council effective, not only as a deliberative part of the governance structure, but also as a vehicle of meaningful communication with colleagues. Suggestions which would make the Council more effective are always welcome, and he mentioned the possibility of adding the annual Budget Committee recommendations that are submitted to him each Spring and provide guidance on how to structure the coming fiscal year as a formal discussion topic for the Council. He explained that, in alternate years, the budget cycle is different, and 2017 is a budget setting year in the biennium, with the legislature setting state appropriations for two years (FY18 & 19). Council members supported adding the Budget Committee recommendations as a formal discussion topic for the Council and commented that an additional layer of campus transparency and communication would be added because relevant information contained in Council minutes would supplement information provided at town hall meetings that address budget deliberations. It is anticipated that the budget topic will be added to the March 2017 agenda.

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Currently the agenda for Council meetings is set by the Agenda Committee (the Leadership Team) and, once again, Chancellor Lowe extended an offer for an alternate group to set the agenda, which drives what is discussed, and could offer roles for those who are less involved in Council deliberations. This topic will be retained on the agenda to continue to discuss ideas to make the Council as effective as possible. John Novak encouraged Council members to contact him with any questions regarding the summary or the survey.

**V. Facilities and Operations Update – Arts & Sciences Building**

Andy Kapocius reported that the building construction remains on schedule, with the outside completely enclosed, sidewalks complete, and landscaping work progressing. The traffic barriers on Broadway will be removed after the metal facade is installed on the front which is scheduled for completion by December 1. Installation of interior air-handling systems will begin November 1, and commissioning of the building is scheduled for March and April, which means checking to see that the infrastructure is in place and working like it should. Installation of FF&E (furniture, furnishings and equipment), audio-visual package, theater furnishings will occur in May and June, with the last few items prior to move-in addressed at that time. Andy continues to stress that building tenants need to purge items they do not need prior to moving because new offices are not designed to encourage papers, multiple file cabinets, etc. Tenants should be boxed and ready to move July 1, 2017.

**VI. Institutional Effectiveness Update**

John Novak reported that the university has recently updated a dashboard of metrics created for the Bicentennial Plan, in an effort to align them with Blueprint 2.0 metrics. John submitted, on behalf of the IU Northwest campus, targets that were included in a university dashboard provided to the Board of Trustees for the October meeting. As plans move forward, John will provide updates to the Council.

The Higher Learning Commission (HLC) granted IU Northwest reaccreditation during Summer 2016, and our intention to move forward within the AQIP pathway was submitted, which began our new, eight-year cycle with AQIP. New to the process, we are no longer required to submit annual action project updates, but are asked to submit quarterly documentation for a new or continuing action project. The final report for the Continuous Quality Improvement Project from last year was submitted in September, and we have a nine-month schedule in terms of new projects or updates. The Reimagining the First Year project will be the new action project submitted in Spring 2017.

Efforts are underway to develop a new way of sustaining submissions to the HLC, with the WEAVE online documentation process used to create an incubator for these projects. The Institutional Effectiveness Advisory Committee will be developing a process to “mine” that information for potential new action projects to be sent to the HLC, and John encouraged all to update their projects in WEAVE with any new plans. Additional support will be provided throughout the year, with units expected to include their own plans and projects in WEAVE to identify good practices of continuous quality improvement. John plans to host additional workshops to develop training material about WEAVE, and will work with Chris Young to possibly develop a curriculum for WEAVE in CISTL for more in-depth training. John will also provide user accounts to Student Government officers to enable them to create action projects in WEAVE, which will be an interesting addition and campus benefit from a student perspective.

The campus is in an eight-year accreditation cycle and, in year three and year seven, we are required to submit a systems portfolio, a 125-page document, outlining activities and how we meet criteria for accreditation and for the AQIP process. The next systems portfolio is due in 2018/19, and the Institutional Effectiveness Advisory Committee has started developing teams to create the new portfolio. The overarching structure of the portfolio has changed from nine categories to six, and the number of pages that can be submitted has been extended. The next submission of the systems portfolio will be totally electronic and underscores the importance of using WEAVE to document, measure and store the documentation that will be needed as evidence (e.g., documentation of the action steps that advance the campus’s planning objectives). Dr. O’Dell provided information shared at a recent AQIP meeting confirming that internal targets are needed for virtually all campus projects.

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**VII. Reimagining the First Year Presentation**

Dr. Cynthia O'Dell provided a PowerPoint presentation (information contained in the presentation is cited in this section) regarding a new campus project, Reimagining the First Year (RFY), aimed at ensuring success for all students, particularly those who have historically been underserved by higher education. The American Association of State Colleges and Universities (AASCU) has created a coalition of 44 member institutions that will work together for three calendar years (2016-2018) to develop comprehensive, institutional transformation that redesigns the first year of college and creates sustainable change for student success of which IU Northwest is a member. The goal of RFY is to dramatically improve the quality of learning and student experience in the first year, increase retention rates, and improve student success. IU Northwest's three-year RFY plan, 2016-2019, can be found at the following website: <http://www.iun.edu/academic-affairs/rfy.htm>. Currently, more than 60 faculty, staff and students belong to one of four teams working on projects with titles created by AASCU: Institutional Intentionality, Curriculum Redesign, Faculty/Staff, and Students

Vice Chancellor Gabbert applauded the good work by the RFY group and suggested that Paulette LaFata-Johnson join the Campus Traditions Taskforce to provide an Alumni perspective. Chancellor Lowe remarked that this is an extremely important initiative for enrollment management and student success, and he thanked Dr. O'Dell and other colleagues who are participating.

**VIII. Strategic Planning Discussion**

The most recent Strategic Planning discussion draft was distributed to Council members in advance of the meeting, and after discussion and minor edits, all agreed that the document is a serviceable draft that should be sent to campus constituents for review. Chancellor Lowe asked that Council members review/discuss the draft with constituents that they represent, with the goal of having responses to the planning draft submitted by December 6, 2016. He asked the working groups to give some thought to action steps, which is the next level of detail, while the document is out for review and reaction by the campus community.

- **Changing our Mission statement (reflect community-based engagement)**  
This topic will be discussed at the November 8 meeting.

**IX. Student Government Association (SGA) Update – C. Anokwute**

Chiamara Anokwute, Student Government Association President, provided the following update:

- SGA recently sent students to the National Student Government Summit in Washington, DC, and Chiamara and others look forward to hearing/sharing information gleaned from the conference.
- A “KanJam” hosted by SGA and Athletics, was held on October 11 with the food proceeds used to supply the RedHawk Nest, IU Northwest's food pantry for students, which was started by three IU Northwest students (Dee Dotson, Victoria & Alexis Morales). Participants were required to bring four food items per team of two people.
- All are encouraged to attend Homecoming, scheduled on November 5, 2016.
- Chiamara attended a conference during the summer, “Creating Cultures of Care and Compassion,” geared toward commuter campuses who do not necessarily face the problem of sexual assault or violence on their campus, but are aware that the problem exists in their communities. He would like a similar conference or awareness session of these community issues provided through RFY, or Summer Bridge programs, to impact students early about issues faced in the campus community, and encourage community service and concern. Chancellor Lowe thanked Chiamara for his report and good observation with regard to occurrences of sexual assault/violence in the community. He recalled a campus survey, conducted on campus two years ago which confirmed what Chiamara stated that, while sexual misconduct or assault is not prevalent on campus, the campus must be responsive because it does happen too often in the lives of our students.

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

Naomi Palagi reported, on behalf of the Professional Staff, that there is concern about the 2016 Federal Labor Standard Act changes. Mianta' Diming and Chancellor Lowe received information prior to the meeting which Mianta' provided to the Council.

The Department of Labor (DOL) announced in May 2016 new Fair Labor Standards Act (FLSA) rules for determining what positions are eligible for overtime to ensure that all employees are paid fairly for the work that they do. As a result, the annual salary level at which employees are considered exempt from overtime compensation was raised from \$23,660 to \$47,476, effective December 1, 2016, and the DOL will review this salary threshold every three years. The FLSA is a federal law that addresses, among other things, the minimum wage, overtime pay, and recordkeeping requirements associated with non-exempt employees. The FLSA determines whether a position is exempt or non-exempt, and a non-exempt position must record time and is eligible for overtime pay for all work hours over 40 in a workweek.

Current IU Northwest exempt PAE staff and faculty whose salary is below \$47,476 will be moving to non-exempt effective November 20, 2016. At IU Northwest, this change affects approximately 15 employees who will be reclassified as PAS employees and, effective November 20, employees will have to clock in and out. These impacted employees will be reclassified to a newly created professional staff pay plan called PAS and will be paid bi-weekly. For other current Professional Staff employees, their current professional classification level (Ex: 2AD, 3SA) will not change. Impacted faculty will move to a new staff classification level specifically created for this transition (RNC). These employees will track hours worked and time off using a university designated timekeeping system. For most employees this is the Quali Time system. These employees will be eligible for overtime compensation at the rate of time and one-half in the form of pay or compensatory time for all hours worked over 40 hours in a work week. Benefits and time off will not change, and supervisors were notified of the impacted employees in their departments. Town hall meetings will be scheduled to answer questions and concerns and to discuss the recent changes to FLSA. Additional information about this change can be found at: <http://www.iu.edu/~uhrs/salary/flsa2016.html>

**XI. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council  
*One Book – One Campus – One Community – One Book Committee* (<http://www.iun.edu/onebook/>)**

2016-17 selection: Rebecca Skloot, *The Immortal Life of Henrietta Lacks*

- Currently there are eight classes on campus using the book *The Immortal Life of Henrietta Lacks* this term.
- Chancellor Lowe announced the World Bioethics Day events, which were held on Wednesday, October 19. On Thursday, November 10, at noon in the Bergland Auditorium, there will be a film screening and discussion of “The Way of All Flesh” which addresses the historical and scientific dynasty of Henrietta Lacks.
- Dr. Crystal Shannon joined the Council for a brief discussion/overview of the book, *The Immortal Life of Henrietta Lacks*. She provided information about the One Book initiative stating that the opportunity is provided to explore many of the things that relate to diversity, inclusion and common themes, offering insight to people from any background, on how to go about exploring these issues as we interact with one another. Feedback is collected from the campus community each year prior to selection of the common reading, and, this year, the Henrietta Lacks book was chosen. Dr. Shannon shared the names of committee members and highlighted two student members/student champions, Dee Dotson and Gabriela Jaimes, who actively represent One Book efforts and initiatives in the student population, and are committed to the initiative. At the conclusion of the overview, she provided the Council with a reading guide and discussion questions. A subsequent book discussion will be held with the Council on January 26, 2017 at a campus “Soup and Substance” event.