

The Council business portion of the meeting was abbreviated to allow time for two presentations.

Bicentennial 2020

Kelly Kish, Deputy Chief of Staff, Office of the President, and Bicentennial Director, attended the meeting to provide information about Bicentennial 2020, the events planned to celebrate the 200th anniversary of Indiana University, in the year 2020. Kelly provided an overview and commented that the program leading to the 2020 anniversary was started in 2016 with 25 signature projects from the faculty/staff steering committee. Currently, there are 28 projects that will be university-wide in their focus, and these projects represent a multitude of different approaches to celebrating and commemorating the university's history.

Kelly noted that President McRobbie has made it clear that the activities and initiatives will not only be celebratory, but will be commemorative, critical and reflective about the history of Indiana University. The academic year 2019-2020 will be the year to celebrate the bicentennial year, with the actual 200th anniversary on January 20, 2020, and the ending gala celebration planned on June 6, 2020. IU Northwest Council member, Timothy Jackson, won free tickets to the gala because he answered correctly the most historical quiz questions. President McRobbie wants to focus on the original mission of IU as being "the people's university," focusing on things that are uniquely IU. The commemoration is university-wide with all campuses and constituents participating. Indiana University is the 15th oldest public university, and the third oldest in the Big Ten. Kelly highlighted the Bicentennial Signature Project categories listed below:

- Public Art and Campus Beautification
- Public Programs and Outreach
- Recognition
- Lectures, Reunions, and Conferences
- Heritage and Legacy
- Academic and Extracurricular

Also available are internship and grant programs. Additional information about the [Bicentennial](#) can be found on the web, and the Bicentennial staff can be contacted at (812) 855-1347 or by [email](#).

IU Northwest Bicentennial Planning Committee members include: Subir Bandyopadhyay, Ron Cohen, Raoul Contreras, Chuck Gallmeier, Scott Fulk, Earl Jones, Paulette LaFata-Johnson, Jim Lane, Mary Lee, Kathy Malone, Erika Rose, Linda Sharma, Mandel Smith, Monica Solinas-Saunders and Ellen Szarleta. Steve McShane and James Wallace are IU Northwest Bicentennial Committee Co-Chairpersons. Members of the committee attended the Council meeting to hear the Bicentennial presentation, and an information session was offered, after the Council session, for the campus community.

Council Agenda

Chancellor Lowe asked if there were comments or questions regarding the September 12, 2017 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive meeting notes.

I. Enrollment Management and Student Success

- **Enrollment Management Update**

No new enrollment data were available because the report provided at the September Council meeting was the end of the Fall enrollment cycle. An enrollment summit was planned on November 1 to focus on non-reenrolled students, to strategically examine that portion of the student

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population and why they are not returning, and determine what can be done to stop the migration of non-returning students. Due to focused retention efforts, progress is being realized. IU Northwest's freshman to sophomore retention rate, at 79%, was the highest among regional campuses. The campus does a great job with new students, but the challenge is keeping them.

II. Updates – Finance and Human Resources

Michelle Dickerson reported that the draft budget calendar, for the next fiscal year, is available and will be provided to the Council. Requests to review fees will begin in December, with fee information due in mid-January.

Mianta' Diming corrected a statement that she previously made regarding a change in the monthly pay schedule for monthly-paid employees. She corrected that the pay change would not be effective in 2017, but in 2018. Since the Council meeting, where the correction was made, the university heard from IU employees who expressed concern regarding the potential negative impact on their government benefits, student loan repayments, and taxes. Based on their review, they concluded that the best course of action is to leave the pay calendar unchanged. Therefore, the December monthly pay date will continue to fall on the first business day of January, and the December 2018 monthly pay date will be January 2, 2019.

Mianta' was appreciative of the great response rate, from IU Northwest employees, to the Employee Engagement Survey. This campus had one of the highest response rates.

III. Update – Facilities and Operations

• **Backfill Study update**

Chancellor Lowe provided an update on the status of the Backfill Study, which is now complete. Considering the moves that have occurred, an analysis of the space yielded has been conducted, and Chancellor Lowe shared a diagram of the limited available space, primarily in Hawthorn Hall, on the second floor. He and others toured the areas available, to familiarize themselves with the vacated spaces, and determined that most of the spaces will need work before they are occupied. While there was optimism that Lindenwood Hall would be closed this Fall, it is likely that the 18 people remaining in the building will not be moved, and the building closed, until the Spring semester. Closing Lindenwood Hall remains the main priority, and other preliminary priorities are being established to fill the available vacated areas. The Facilities Planning Committee will be convened by Andy Kapocius, to review and comment on the proposed initial moves, which will help inform the facilities decisions that Chancellor Lowe must make. Initial consultations with those affected are being conducted, and he will meet with the committee as soon as practicable.

The \$6.67 million R&R (repair & rehabilitation) funds, for the renovation and repair of the Library Building, will not be released until FY19, with a majority of the funds (perhaps 90%) allocated for mechanical and structural repairs. Any substantial funds for repurposing in the Library must be appropriated in the next biennium, which is, at the earliest, FY21, which means that nearer-term projects must be financed with campus funds. Consolidation efforts are taking place in the Library, with the space made available possibly used to enhance student success and retention. Updates required prior to FY 20-21 must be funded with campus funds.

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IV. Updates – Advancement

Vice Chancellor Jeri Pat Gabbert reminded the Council that October 9 through the 14th was Philanthropy week, and encouraged all to participate in the associated activities and giving opportunities planned. She also thanked Dr. Susan Zinner for serving as the faculty chairperson.

The Bill and Leslie Nelson Trading Floor Naming Celebration was held on October 17 in the School of Business and Economics.

Vice Chancellor Gabbert announced the Chancellor’s Medallion Celebration, scheduled on Thursday, November 16 at the Avalon Manor in Merrillville, and encouraged all to attend. Award recipients honored this year will be John & Ann Barney, Dr. William & Leslie Nelson, BP Corporation North America, Inc.

V. Updates – CISTL

Dr. Christopher Young, Director of CISTL (Center for Innovation and Scholarship in Teaching and Learning), provided an update about several initiatives:

- The Course Development Grant Program is in its fifth year, and this year the program has been retitled “Blueprints for Success.” Currently, there are seven people in that course who are developing online courses to be offered in Spring or Summer 2018 and, in Spring 2018, seven additional faculty members will take the course to develop online courses to be offered in either the Summer or Fall 2018. One purpose for the course is to provide more online options for our students, to interest them in taking IU Northwest online courses, which will assist with retention and enrollment efforts. The Online Course Certification Program will begin in November, and faculty are invited to participate.
- The CISTL Teaching Fellows program is a way to include faculty in faculty development and encourage faculty publication. The deadline for applications was in October.
- There is a new and exciting collaboration between Web Services and CISTL. Web services has been working to bring IU Northwest websites in compliance with ADA regulations by making all documents accessible. Web Services and CISTL plan to establish a course on how to make accessible anything sent or featured electronically, including preparing documents to be read by a screen reader, and the course should be available in November. There will be three phases for the rollout, with the first phase focused on instructing content managers and faculty teaching online courses. The second phase will include staff in Enrollment Services and faculty in general, and the third phase will focus on instructing remaining staff.

VI. Council Annual Survey Results – Improvement Initiatives

In response to the Council Annual Survey, a discussion was held at the September Council meeting regarding changing the agenda structure and meeting approach. Suggestions offered are listed below, and a draft schematic will be discussed at the November meeting. The new structure will be effective January 2018.

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Council Improvement Initiatives

- Enrollment data beforehand in Box
- University Advancement Standing Agenda Item
- Connect reports/comments to *Strategic Priorities & Objectives*
- Rotate dean/division/office/program updates/profiles at alternate meetings

VII. IU Northwest Council Strategic Planning

● **Strategic Planning Group Status Reports (beginning in January)**

- Importance of documentation of action steps in WEAVE
 - Focus on a priority each meeting/strategic planning theme (beginning in January 2018)
- Chancellor Lowe reminded Council members to document planning activities relative to strategic priorities and objectives in WEAVE. He shared information provided by Dr. Ellen Szarleta regarding the Carnegie Community Engagement Classification application process and the purchase of software for application. IU Northwest will be the first regional campus to use the new software, in addition to IUPUI, that parallels what we do in WEAVE, and alignment and similarity between AQIP and the Carnegie programs was noted, with both documenting process improvement. It is important to achieve objectives set, but equally important and critical to document individual improvement steps in WEAVE, to transparently show process in achievement of objectives, which will be the framework for the systems portfolio. John Novak added that transparency and decision-making are key. Information used to make decisions, and identify actions taken to improve the campus, must be provided. John plans to offer additional sessions on WEAVE instruction before the end of the Fall semester.

● **Vision/Public Narrative Draft for discussion in November**

A tracked version of the draft Vision/Public Narrative statement was provided to the Council, which reflected the conversation about the document with the IU Northwest Board of Advisors at their meeting in September, and this document will be discussed at the November Council meeting. Overall, the Board liked the ideas and what was presented in the document.

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

One Book – One Campus – One Community – One Book Committee

2017-18 selection: *Conflict is Not Abuse*, by Sarah Schulman

- The One Book committee has met and is moving forward with scheduling for the remainder of this year and next Spring.
- **Black Minds Matter – A public course examining black boys and men in education**
 James Wallace provided information regarding Black Minds Matter, a free public course offered by Dr. Luke Wood, a Distinguished Professor of Education at San Diego State University, to explore the national discourse around issues facing Black boys and men in education. The course draws parallels between issues faced by Black males in society and the ways that Black minds are engaged in the classroom. The eight-week public course began Monday, October 23, 2017 in Anderson Library Conference Center, Room 105 at 6:00 p.m., with a livestream viewing of classroom activities with Dr. Wood and other notable thought leaders. After the livestream, locally, there is discussion with invited community content experts, who lead in the debriefing after the

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livestream. James will have access to the collection of livestream sessions. This initiative is in partnership with the Office of Diversity, Equity and Multicultural Affairs, School of Education, Office of Equal Opportunity and Affirmative Action Programs, Academic Affairs, and the Center for Urban and Regional Excellence (CURE).

IX. Student Government Association (SGA) Update

Gabriela Jaimes, SGA President, remarked about the success of the Fall Student Leadership Banquet, held on October 5, and commented that students appreciate having administrators attend events. This event will be held again in the Spring Semester.

The SGA is reviewing initiatives at other universities, in an effort to identify successful initiatives to inspire and empower IU Northwest students. Prairie State Community College hosts “Meet My Major,” an event where students have an opportunity to speak with current and former students to examine the pros and cons of various majors. SGA would like to initiate that program at IU Northwest, with students and alumni speaking about their experiences with majors at IU Northwest. Partnering in this endeavor will be Student Government, Career Services, Student Activities and the Office of Alumni Relations. They aspire to have the program in place by Spring 2018, and suggestions about the program, and how to implement it, are welcome.

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

- Audrea Davis announced that she will be retiring in a few months, and the November Council meeting may be her last. Elections for CWA Local 4730 will be held soon, and Tameka White, who has attended Council meetings in Audrea’s absence, is running for Vice President. Tameka will probably serve as Staff representative to the Council replacing Audrea.
- Detective Sean Liesenfelt attended the meeting representing Police Officers, and will be attending when work schedule conflicts prevent Council member Rene Zamora from attending. Chancellor Lowe welcomed Officer Liesenfelt and commented that he, and the campus, value the IU Police Department.
- Professional Staff representative, Naomi Palagi presented questions provided to her by Professional Staff members:
 - There are rumors that Ivy Tech Community College-Northwest is closing the 35th Avenue facility within the next two years. Chancellor Lowe responded that he is not aware of any immediate plans to close the Ivy Tech Northwest campus. Additionally, Ivy Tech Northwest will not be expanding their use of space in the Arts & Sciences building, and will occupy the space that was allocated originally in the lease.
 - There have been a number of complaints about the cost and quality of the campus food service offered by Progressive Dining. Because units are required to use the catering service, they feel that they have no recourse, and have requested that a satisfaction survey be administered to faculty, staff and students, particularly targeting event sponsors, for focused feedback. Andy Kapocius, Facilities Director, will administer a survey, and he asked that any specific concerns be sent to him by [email](#). John Novak offered to assist with administering the survey.

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Phishing Workshop – UITs

Beth Van Gordon, Regional Campus CIO, introduced Thomas Mason and Jennifer Oates, IT training instructors, who facilitated and conducted an in-depth workshop on phishing. With regard to IT security, the habit of not thinking before clicking on links and attachments contained in e-mail is a habit that can have unfortunate consequences. Clicking on a bad link can result in your computer being infected with ransomware, university (and personal) information being compromised, as well as other breaches of security. The session provided instruction on how to “break the habit” of not thinking before clicking, and information about phishing schemes as well as practical advice for how to avoid them. Phishers mimic trusted senders, so all are inclined to take the bait, but you can defeat phishers by forming new habits. All are encouraged to think before clicking:

- Don’t click, if you don’t have to. Or, hover first to view and verify actuals URLs.
- Check for a valid email digital signature. Digital signatures are one way we reassure those who receive our IU emails that it is really us, and not an imposter. Certificates make the little red ribbon appear on the far-right side of the message heading.
- Verify sender and reply-to-email addresses.
- Go directly to an identified site rather than clicking on a link within an email message.

Information covered included:

- Discovering how to spot signs of e-mail phishing schemes.
- Engaging in real-world scenarios to experience possible consequences of being “phished.”
- Learning about device-specific security options.
- You can report suspected phishing emails with a single mouse click to phishing@iu.edu by clicking the **PhishMe** icon. The **PhishMe Reporter** tool appears in your Outlook toolbar for *Windows* machines and in Applications folder for *MACs*. Once you click PhishMe, a dialog box will open. Click OK. The Report Phishing application will delete the selected message, and send it with headers to PHISHING@iu.edu on your behalf. While this reporting mechanism prevents others from becoming phishing victims, only 3% of IU users report phishing in this manner.
- Do not use the same passwords for multiple sites, and change them frequently.

Contact the UITs-NW Support Center at (219) 981-HELP (x4357) or by [email](#) if you have questions or feel you have been phished. Other self-help IT Security websites are listed below:

[Think Before You Click](#)

[eTraining](#)

[Phishing Education & Training](#)