

Academic Council Minutes
May 25, 2006

Present: Calhoun, Pati, Kintzele, Aniskiewicz, Cass, Green, Sciame-Giesecke, Roales, Stachacz, T. Sehr, Stroman

Guest: Damler

1. A. Damler presented on the status of the IU Integrated Image Initiative: go to www.indiana.edu/~vpur/image/ to see the proposed marks and information on timelines.

There will be handbooks with guidelines on how to use the marks. The Board of Trustees and the President through Vice Presidents will use the Indiana University seal on their letterhead. Everyone else will use the Indiana University Fork. We hope to have the marks approved in June.

If you must order letterhead, business cards, etc., before the new marks are approved, order a minimal amount through Anne-Marie Damler. We must use up and phase out all old items within three years. After that everything must have the new marks.

2. VC Green led a discussion about summer enrollment: Our headcount and credit hours are down for Summer I. What can be done to increase enrollment in summer? Some suggestions were:
 - Have some classes stop meeting on Fridays and do more on-line work. (This won't work for all classes.)
 - Meet a half hour longer on classes through the week and have no Friday classes. High gas prices may be a deterrent for some students.
 - Offer more hybrid classes
 - How do we help students make progress towards graduation? We could offer more required courses in the summer.
 - Should offer J101 and V170 in the summer.
 - Build a connection from summer to summer.
 - Talk to advisers about building next summers schedule.
 - Look at special needs – grouping of courses that complete a certificate.
 - Let's make summer a strategic means for students to meet their goal to graduate in four years.
 - A portion of our advertising budget should be used to get students to want to enroll in our classes.
 - Have a one-night-per-week class.

The deans and chairs will address these options and get back to VC Green with a revised set of recommended courses and scheduling adjustments, if, appropriate, for summer 2007. It was also noted that in future summer sessions, the campus will adhere more strictly to the summer school policies on required enrollment in individual courses and cancel low enrolled courses.

Personnel Policies: A new state law goes into effect July 1, 2006. It requires greater protection of personnel data. In particular, access to or views of files or paperwork with social security numbers on them must be protected from unauthorized access. Failure to comply could result in prosecution for a Class C felony. Anything with social security numbers should be shredded ASAP or kept under lock and key and viewed in such a way as to avoid inappropriate access.

Conflicts of Commitment: There was a good deal of discussion on the recently revised IU policies for faculty and staff (this has been shared with all the deans and chairs). Conflicts or potential conflicts should be discussed and submitted in writing. The policy may be found at www.indiana.edu/~ufc/docs/AY04/circulars/U13-2004.approved.htm This policy does cover faculty teaching over the summer as their non-IU activities may conflict with their with their IU Kokomo duties.. The first step in determining a conflict is disclosure. Once a potential conflict is identified, then it may be determined if a conflict exists.