

IU Kokomo Administrative Council Minutes of Narration
Monday, September 8, 2008
1:30-3:30 p.m.
Hunt Hall

1. Current Items for good and all were share by members.

2. A summary of recommendations from the Student Success Committee response to the report on Advising was presented to the Council by Ann Cameron and Stacey Thomas. There were two options presented by the Committee:

- *Option 1 - Renewed Focus on Departmental Advising*

This model is similar to the model we are currently using, with additional allocation of resources and a modified focus. Additional resources would be allocated in specific areas, rather than creating another administrative position as suggested in the NACADA report. Advisors would report, via a dotted line, to a position that already exists but would remain in their areas for direct report. This dotted line position would coordinate advising efforts and activities such as new student orientation, an advising website, training, dissemination of information, etc. A budget would be developed for training and professional development.

Faculty would serve as mentors rather than advisors.

- *Option 2 - Advising in Units and Advising Center*

This option would combine elements from the Total Intake and Supplementary Models, with a few twists. In this model, incoming freshmen, transfer and undecided students would be assigned to an advising center. Sophomores, juniors and seniors would be assigned to an advisor in their unit. Advisors would have expertise to advise in several areas to accommodate students. Faculty would serve as mentors and would direct students to the advising center for administrative/technical support. The advising center would have a visible location on campus that could be combined with other support services such as

Career Services. It would be staffed by professional advisors and managed by a director. The director of advising (reallocated or new hire) would develop mission and vision statements for advising and the advising center; manage the advising center; supervise the development and maintenance of the advising web portal; coordinate training for advisors and faculty mentors; be responsible for the assessment of advising, student orientation, and the overall quality of campus advisement.

The members of the Council had numerous comments and suggestions, most of which called for some variation of option #2.

3. Sharon updated the Council on our progress with regard to the Voluntary System of Accountability (VSA) which communicates campus data on the undergraduate student outcomes through a common web reporting template, the College Portrait. IU Kokomo has participated in this program for about year. In four years the campus is expected to administer an assessment exam for our freshman and senior students. The exam must cover writing, critical thinking, and problem solving, demonstrating the value added dimension of student performance from the freshman to senior years. The Educational Policies Committee and Academic council can advise us on the criteria for selecting the exam. We will need to choose which exam will be most useful to asses our students and most consistent with their general education experience.

4. Should the Vice Chancellor of Administration & Finance/CFO/CIO position remain combined or should it be aggregated? A concern was expressed about a possible conflict of interest between the position of the fiscal officer and the position of chief information officer in regards to making fiscal decisions about IT. It was noticed during the last two searches while interviewing candidates that some of them expressed a concern about not having a budget officer to do the

day to day operations of budget affairs. Should the Chief Information Officer report to Academic Affairs Vice Chancellor? At this time the position is subsidized twenty-five percent by the University Information Technology Services. Interim Chancellor Green will take into consideration all the discussion points and will make a decision soon so the search may move forward.

5. There will be an effort made by the campus to improve faculty and professional staff salaries over the next two years.
6. Stuart asked members to review the Strategic Affiliations handout that was given to the Council.
7. The campus mission statement will be framed for each unit office. Please make sure your mission statement is placed in an area where it can be seen.
8. General and Emergency Communications on Campus will be on the agenda for next meeting.
9. IT policies regarding laptop options and third tier level approvals, replacements and support will be on the agenda for next meeting.

Meeting adjourned at 11:15 am.

The next meeting is schedule for Monday, October 6, 2008 at 2:00 p.m.