

# CABINET MINUTES

**September 22, 2008**

**Present:** IC Green, VCs Nowak, Sehr, Tharp, Sarratore, and AAO Stroman

## **New Business**

### **Update Board of Trustees – Stuart**

John Applegate gave an enrollment update to the Board of Trustees. The report indicated that the Kokomo Campus was the only regional campus that had a decline in enrollment. IU East had an increase in enrollment due largely to transfer students. There are some explanations of why our enrollment is down. The dropping of our associate degrees in nursing had a significant impact on our enrollment. We also reported the upturn in graduate enrollment and the increase in enrollment in the Masters of Public Management, as well as the rise in our minority student population.

President McRobbie announced a university-wide Diversity Initiative of one million dollars to fund proposals that support the continued development of diversity as follows:

## **Application**

### **President's University Diversity Initiative**

#### **Office of the Vice President for Diversity, Equity, and Multicultural Affairs**

The President's University Diversity Initiative is a \$1 million commitment to fund meritorious proposals that support the continued development of the racial, ethnic, and cultural diversity of all campuses of IU and improved equity of access for IU students from underrepresented communities. Any unit of Indiana University is eligible to apply for funding under this initiative.

Proposals should address at least one of the four dimensions of diversity outlined in the Campus Diversity Plans: Institutional Leadership and Commitment; Curricular and Co-Curricular Transformation; Campus Climate; Representational Diversity. Each proposal will be assessed on its own merits relative to the goals, objectives, and strategies set forth in the Campus Diversity Plan for the campus of the applying unit. The maximum time frame for any given proposal is three years. Proposals will be reviewed competitively and funds will be awarded on the basis of the proposal's priority score ranking.

This application is to be used for the submission of proposals. Additional pages may be used as necessary, but the length of the proposal, including appendices, should not exceed 5 pages.

Proposals should be submitted to the Office of Diversity, Equity, and Multicultural Affairs, Bryan Hall 115. To be considered eligible for funding, proposals must be received by November 3, 2008.

**Applying unit:**

Academic     Administrative     Support     Other (specify): \_\_\_\_\_

**Primary Contact Information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Unit: \_\_\_\_\_

Campus: \_\_\_\_\_

Total Funds Requested: \_\_\_\_\_ Project Period:  
\_\_\_\_\_

**Diversity Dimension(s) to be addressed:**

- Institutional Leadership and Commitment       Curricular and Co-Curricular Transformation
- Campus Climate       Representational Diversity

**Purpose Statement:**

Please give a short overview of how you plan to use the funding and what you expect to accomplish with the funds. What are the overall goals for your project?

**Detailed Plan:**

Goal:				
Measurable Objective	Key Action Steps/Activities	Expected Outcome	Budget Resources Required	Timeline for Completion

**Sustainability:**

Please specify how your unit/campus will sustain the proposed initiative(s) after the project award period.

**Detailed Budget Narrative:**

Please provide a detailed narrative justifying the anticipated use of the requested funds for each year of the project period.

**Provost/Chancellor Approval:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The campus needs to take this opportunity very seriously and propose initiatives in more than one area. Proposals need to be submitted by the November 3<sup>rd</sup>. Proposals will be reviewed by Ed Marshall and President McRobbie who will decide which proposals will be funded.

Advising – IC Green

Our basic task is to address the reports of the NACADA consultant and the SSC, and the ideas generated at the Administrative Council meeting in seeking a new approach to advising on the Kokomo campus. The report makes the case for campus-wide leadership in academic advising and the need to create a better and more equitable distribution of advising resources. IC Green noted that NACADA identifies a ratio of 250 students to one advisor as a standard load for a professional advisor. AAO Stroman noted that our advisors do a great deal more than advising;

she also observed that when poled, advisors indicated that on average about 50% of their time was spent advising students. If we remove “other” responsibilities from advisors to allow them to advise, we will need to address to whom these duties will be assigned, or if they will be discontinued. A suggestion was made by VC Sehr to look at advising cluster, e.g., SPEA, AHTL, and SOAS. With this arrangement the advising loads would be 800 students to 3.5 advisors. This would require disaggregating the University Division and placing those students who remained undecided under Arts and Science. This would eliminate the Director of UDIV position and allow the campus to reallocate the counselors and clerical support to remaining clusters and/or to the Director of Advising position. The new position of Director of Advising would oversee orientation and student convocations, as the role of advisors is central to these important activities. VCs Sarratore, Tharp, Sehr and AAO Stroman will work with deans and advisors to develop a model to be distributed for review and implementation. The target date for implementation is November 1, 2008.

#### CFO/CIO Search – Stuart

After listening to conversations and feedback from the Administrative Council and receiving emails from individuals as well as input from Brad Wheeler and Chancellor Bantz, IC Green asked the Cabinet if the Vice Chancellor of Administration & Finance CFO/CIO position should remain combined or should it be disaggregated? A concern was expressed at the Administrative Council 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 also noticed during the last two searches for the position that candidates expressed a concern about not having a budget officer. Should the Chief Information Officer responsibilities be added to the Academic Affairs Vice Chancellor position since IT plays an important role in academics? Tim mentioned the position is currently subsidized twenty-five percent by the University Information Technology Services and there is a feeling they would be happy to give up this subsidy. It was noted that regional campuses don't have a whole lot of say in IT's big enterprise decisions and that IU IT continues to be highly centralized. Decisions are driven by the Bloomington and IUPUI campuses; however, the CIO's do meet four times a year as a group.

Several Cabinet members stressed that we should explore ways to give IT a more independent voice short of moving it to a Cabinet level position. This would include having the IT Director serve as chair of the IT Advisory Committee and join the VC for Administration and Finance CFO/CIO at the university-wide IT meetings.

The consensus was to keep the VC for Administration CFO/CIO position in tact and to plan for the addition of a budget manager position to be added after July 1, 2009. This position would use the funds currently budgeted in the Assistant VC for Academic Affairs line associated with the fiscal management of Academic Affairs.

### Strategic Planning Administration Units – Stuart

Vice Chancellors were asked to work with their units to align their strategic plans with the campus Strategic Actions Plans and to post the approved plans to the campus' web site. Student Affairs has already finished and posted its plan.

### IU Kokomo Advisory Board – Stuart

Stephen Rowe, the chair of our HLC accreditation team who has indicated the team wishes to meet with the chairs of the Advisory Board committees. IC Green has asked that our VCs to begin meeting regularly with the committee chairs, providing them with in-depth briefings about their respective areas and seeking their input on the critical challenges we are facing.

### Classroom Utilization – Tim

Tim will be launching a new classroom utilization initiative. The names of those members who were on the past space utilization task force will be contacted and new members will be added to replace those who are no longer here.

### Professional Staff Salary Report – Tim

The campus will set attaining the lower market level as the salary standard we will work towards for all professional staff. The overall amount estimated to obtain this level campus-wide is around \$84,000.