

**IU Northwest Council Meeting Notes**  
**Meeting Held Tuesday, December 14, 2010**

**I. Continuous Improvement: Strategy Forum (November 2010) and follow-up**

Council AQIP updates will be incorporated into a new agenda item entitled “Continuous Improvement.” The IU Northwest AQIP Strategy Team attended the Strategy Forum in November 2010 and spent 48 intense hours reviewing prior work done, considering various ideas and examining the thinking behind continuous improvement. The Team strategized about how to follow through on ideas and plans. Category Three, Student and Stakeholder Needs, was considered in depth, and a specific project to advance the category will be determined. The Strategy Team focused on ways within the culture of the campus to make continuous improvement better known and more participatory throughout the campus and discussed a possible campaign to engage the entire community around identified priorities. Advising was identified as a focus in relation to student and stakeholder needs because students are considered stakeholders. The Team focused on ensuring that good advising will continue to take place for students as the campus environment changes in light of enrollment increases and other recent changes.

**Institutional Effectiveness Advisory Committee**

An Institutional Effectiveness Advisory Committee has been established to ensure that continuous improvement, planning ideas and priorities are rolled out effectively to the campus community. Members of the AQIP Strategy Forum team will serve as the Institutional Effectiveness Advisory Committee. Members include Chancellor Lowe, Dr. Nelson De Leon, Dr. Linda Delunas, Dr. Chuck Gallmeier, Vice Chancellor Diane Hodges, Vice Chancellor David Malik, Mr. John Novak and Dr. Cynthia O’Dell.

**II. Planning**

**Update on plans for Stakeholder Scan/survey**

Plans for a stakeholder scan are moving forward. John Novak reported that he has received approximately 100 responses and continues to receive responses from the community. The most prevalent issue noted is employment and generating jobs in the region going forward. Stakeholder and environmental scanning are components of the strategic planning process. An external environmental scanning workshop planned on December 10 was canceled but will be rescheduled. A web-form is available to obtain input from internal constituents regarding trends going forward. The next step in the planning cycle is to refine to a core set of trends and then prepare a SWOT (strengths, weaknesses, opportunities, threats) analysis. John will ask local strategic planners to assist with the SWOT analysis and will also develop focus groups to examine trends identified and the implication of trends going forward. The goal is to determine what is most important to the institution.

John asked the Council to set aside time in April or May 2011 to examine the material from the focus groups to begin looking at formulating the strategic plan. Chancellor Lowe noted that the Gary community is very interested in the IU Northwest strategic plan, and their interest reflects the importance of IU Northwest in the community. He asked John to release an announcement to the campus community alerting them that there is a survey available for them to complete. The target for discussion of a substantial draft of the plan is April 2011, which takes account of the faculty governance cycle.

**IU Northwest Council Meeting Notes  
Meeting Held Tuesday, December 14, 2010**

**III. Update on Budget Situation**

**a. Salary Study Group**

Marianne Milich reported that the Salary Study Group is working toward the charge given by Chancellor Lowe which is to provide guidance on a structure to enable the campus to make real progress on improving salary levels for faculty and staff. Chancellor Lowe asked that recommendations from the group be submitted to him prior to the next Council meeting in January 2011.

- b. Fee approval request** and justification forms were sent to Deans and Vice Chancellors and are due on January 18, 2011. Fees being considered are lab fees, student teaching fees, etc. Vice Chancellor Malik reported that lab fees are being reviewed to identify a rational basis for lab fee proposals. Fees must be approved by Vice President Neil Theobald. There was concern expressed about the possibility of campus fees being disapproved by Vice President Theobald without knowledge of campus needs, and it appears to some that the University financial officer is determining campus needs and priorities. It was noted that there must be a balance of funds and academics.

**c. R & R Funding**

Marianne is waiting to receive instructions on how to move funds and will notify Deans when funds are moved from unbudgeted tuition accounts to Repair & Rehabilitation (R&R) accounts.

**d. Benchmark Project Update**

Kathryn Lantz, liaison from the IU Northwest campus to the Benchmarking Project, attended the Council meeting and provided an update. Four informational/training sessions have been completed, and more than 40 people attended. The deadline was Friday, December 10, to gather data, and Kathryn is pleased to report that every school submitted the data requested. The response has been great, and it appears that the goal of having data compilation completed before the end of the Fall semester will be realized. Data can be revised through January 2011, but the deadline for revisions is the end of January. The next phase of the project will take place in January 2011.

**IV. Retention & Student Success**

Regarding the Campus Student Success Initiative, Vice Chancellor Malik reported that credit hours to date for Spring 2011 are at 44, 400. He predicts a credit hour increase of eight or nine percent for Spring. Efforts will focus on improving student retention.

Vice Chancellor Hodges reported that the Retention Group is examining best practices and comparing data with institutions similar to IU Northwest. Seventy-five students and twenty-five family members attended the New Student Orientation on Friday, December 10. A reconstituted reinstatement workshop, coordinated by Jon Becker, was held on Saturday, December 11.

Vice Chancellor Hodges remarked that the campus is experiencing increased classroom management issues. If students are having difficulties, she encouraged faculty to send them to see her early in the semester so that she can intervene earlier for the student's sake and the sake of others so that the classroom environment is not jeopardized or diluted. Behavioral problems seemed worse during the

**IU Northwest Council Meeting Notes**  
**Meeting Held Tuesday, December 14, 2010**

Fall semester which prompted Dr. Hodges to develop a behavioral consultation team to assist those affected when reporting problematic issues on campus. She will have additional information about the team in Spring 2011. Dr. Charlotte Reed offered to host workshops on disruptive students and problems in the classroom. Chancellor Lowe endorsed this idea and asked Dr. Reed to work in conjunction with efforts by Vice Chancellors Malik and Hodges.

**V. Update on Facilities**

**a. Update on the Village**

Construction on the former Work One building is on schedule and should be completed during the week of December 20. Upon completion of the Work One building, work efforts will shift to the Hollywood Video building. The move from the IU Northwest campus to the Village will be done in two phases and will commence with large items being moved December 20-23. The second phase will take place January 3-4, 2011 and will involve moving offices etc. There will be a Mac Lab at the Village for student use and to support theater media use.

**b. Pedestrian Safety**

The Indiana Department of Transportation (INDOT) installed an experimental LED sign at 34<sup>th</sup> and Broadway. Safety issues are improving as a result of the campus safety education program and increased traffic enforcement on Broadway. Tim Weidmann reported that signage next to crosswalks, messages on monitors and on the website have been enhanced to encourage safety on campus. It was reported that students are having difficulty crossing Broadway during the dusk/dawn period and that assistance is needed. A suggestion was made to place an officer on Broadway during that time.

**VI. Presentation on Mediation**

Ida Gillis provided an overview about mediation stating that it offers a productive route to solving issues and is a way of looking at issues as disputes are solved and alternatives considered. She introduced Dr. Dan Griffith, Manager of Training and Organization Development at IUPUI, who stated that he wanted the Council to understand what IUPUI is doing and bring the IUPUI mediation concept to IU Northwest. The mediation training program is designed to provide skills to faculty, staff and others to assist them in addressing and resolving workplace issues long before the need for formal complaints arise. The mediation role involves supporting a civil and harmonious workplace and learning environment, irrespective of potential legal/EEO concerns. The decision to mediate is completely voluntary and is strictly confidential. Those on the IU Northwest campus who have received mediation training are Dr. Dorothy Ige, Ida Gillis and Dr. Ken Coopwood. Ida is working with Bill Gregory, Executive Director for the Center for Management Development in the School of Business and Economics, to bring the IUPUI mediation concept to the IU Northwest campus. Mr. Gregory remarked that the Center is interested in using this initiative as a revenue generating resource providing training to those in the surrounding community and modeling the training program at IU Northwest.

**VII. Update on the Web Content Management System and Portrait Project**

Beth Van Gordon reported that the difficulty previously experienced by campus constituents with the preview function has been corrected, but there is still a problem with a coding issue. Correct solutions should be implemented by April or May 2011. Professional portrait sessions

**IU Northwest Council Meeting Notes**  
**Meeting Held Tuesday, December 14, 2010**

will begin in January 2011, and Information Technology is working with Marketing to have photos taken. An online form to schedule appointments will be available. Portrait sessions should be completed by February 2011, and digital photographs will be available after that time to faculty and staff for their use. The portrait service will be provided periodically.

**VIII. Chancellor's Report**

**a. Synchronous Time Workshops**

Synchronous Time Workshops were conducted during the week of December 6, 2010, and more than fifty people attended the six workshops. A report on synchronous time since its inception in July 2010 revealed that there were a significant number of areas where supervisors responsible for approving time records needed help in understanding how the system worked and how to correctly approve timesheets. The progress of the system will continually be monitored. Chancellor Lowe thanked all who attended the workshops and asked good questions which provided good information about errors experienced.

**b. Holiday Schedule for 2011**

The 2011 holiday schedule was approved and will be posted. In response to questions asked about levels of closure on the campus, it was noted that faculty members have keyless access to buildings and can access their offices or areas at any time but are asked to inform University Police when they leave campus offices. Those who do not have access to offices and buildings must obtain prior approval from supervisors to be allowed on campus. Chancellor Lowe asked the Council to consider levels of coverage for office areas during times when the campus is open but activity on campus is diminished.

**IX. Other Information**

- a.** Projection and sound equipment is being replaced in Savannah Center during the week of December 13.
- b.** A copy of the proposed digital *IU Northwest News* was distributed. The former news magazine will be reissued digitally on a monthly basis beginning the week of December 20 and will contain articles that have previously been on the website. A request was made to also include information about faculty and staff who are new to the campus or relocate either on campus or off.
- c.** Chancellor Lowe asked Vice Chancellor Malik to explore purchasing a new IU Northwest campus banner. The IU Northwest banner used during Chancellor Lowe's Installation is worn.
- d.** Chancellor Lowe reported that there was an extensive conversation about health benefits for IU employees at the December 9-10, 2010 Board of Trustees meeting. The issue discussed was the cost of healthcare which continues to rise. It is anticipated that the cost of health benefits going into 2011 for IU employees will increase by \$25 million putting the cost of healthcare over \$200 million for IU employees. The benefits to employees are not sustainable at the current contribution level. Alternatives are being discussed as the new budget is constructed. Some assumptions are that contributions from each employee are going up and the types of programs available will be affected, costing more to employees.