

## **IU Northwest Council Meeting Notes**

### **Meeting Held Wednesday, August 22, 2012**

Chancellor Lowe began the meeting by introducing Jennifer Thompson, President of IU Northwest Student Government, to the Council. Jennifer will represent the student body on the Council.

Chancellor Lowe asked if there were questions or remarks about the July Council Meeting notes, and thanked Kathy for her notes and account of Council Meetings.

#### **I. Planning (FYI)**

##### **a. Revised Planning Priorities and Plan Implementation**

- Planning Emphases (consistent with Strategic Priorities): Online Learning Options & Transfer Students
- Continuing emphases: high school seniors, graduate students, retention to successful degree completion, IU Northwest stop-outs
- Summer/Fall 2012 enrollment emphases, preparations and promotions:
  - Online courses
  - Summer UG discount
  - Transfer students (scholarships)/stop-outs  
Transfer Student website: <http://iun.edu/admissions/transfer-student.htm>
  - Illiana Merit Scholarship for Illinois residents  
Illiana Merit Scholarship website: <http://www.iun.edu/admissions/>

#### **II. Campus Events and Use of Private Funds**

This topic was added to the Council agenda by Dr. Lowe. It is customary to have a campus picnic each year in September, funded with private dollars from the IU Foundation, at the start of the academic year. At a meeting in July of IU chief financial officers and others, the topic of paying for social events for employees, with private funds, was discussed. While funds used for such events are discretionary, the use of these funds, going forward, will possibly receive more scrutiny, and it is advised that social events, primarily involving employees, be combined with a campus meeting or event, such as a convocation or town hall meeting. An attempt will be made to keep some campus traditions, but the campus can expect to see some changes, to be aligned with the apparent new stringency about the purposes of such events on the part of IU and the Foundation. The annual campus picnic will not be held in September, but an alternate event, possibly a discussion about the Tamarack Hall green space, where food can be served, is being considered. There was also a suggestion to launch a book club for students based on the Council's summer reading initiative. The Council discussed the possibility of having a convocation and picnic or lunch in the fall of 2013 for students, faculty and staff. Chancellor Lowe assigned Vice Chancellor Malik to convene a group to explore the possibility. The needs of first generation college students was suggested as a convocation topic. Because Faculty Organization meetings are business meetings, refreshments should still be allowed.

#### **III. Enrollment Management & Student Success**

##### **Fall 2012 Enrollments**

Dr. Lewis remarked that the Enrollment Management Group will be on an aggressive schedule to implement new enrollment plans discussed at their retreat. He reported that the fall enrollment picture has been changing day-to-day. Concerted efforts have been made to get students to register, with the Call Center attempting to call 500 students, and connecting with fifty-one students who are registering or plan to register. Dr. Lewis was pleased to report that the extra efforts have been successful; enrollment is at 91.2% of budgeted credit hours, and headcount is at 5,478 students, down approximately .4% (a difference of approximately 23 students). This was the first year that orientation was required, and approximately 1,100 students attended during the summer. There were 35 Illiana scholarships and 14 transfer scholarships awarded. Vice Chancellors Malik and Lewis are optimistic that enrollment will exceed the

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6,035 headcount figure from last year. Satisfactory Academic Progress (SAP) students, who had the potential to have their appeals approved, were contacted to encourage them to pursue the re-enrollment process. Chancellor Lowe acknowledged that this is a transitional year, and the ability to come within where the campus was last year with student enrollment is encouraging. The campus is examining how to better serve those in the military, to offer focused opportunities, considering that Northwest Indiana has the highest concentration of veterans in Indiana. Jennifer Thompson suggested writing a proposal to the Veterans of Foreign Wars or the American Legion.

**IV. Update on Facilities**

**a. Tamarack replacement project status: Partnership Building proposal to be resubmitted to Legislature in 2013**

At the August Board of Trustees meeting, the capital biennium report to the legislature for the next two years, which contains the Tamarack Hall Project, was approved. The University is considering re-packaging the Tamarack partnership proposal to include City of Gary investment (from Federal grants).

**b. Campus Discussion about Tamarack Green Space**

Chancellor Lowe would like to begin assembling ideas about the space left vacant as a result of the Tamarack Hall demolition, and move forward to raise funds for the initiative selected. He asked the group for their thoughts on using the campus picnic venue as a way to introduce ideas to the campus community.

Chancellor Lowe asked Jennifer Thompson what types of activities would interest students, and she responded that students want their voices heard, and that she liked the “idea board” suggestion. Student Government is very interested in being involved with this initiative, which includes raising funds and assisting with planning. Jennifer mentioned incorporating the ideas with fundraising events for Student Government.

After discussion, the Council agreed that the Tamarack campus discussion will be launched with a mid-day, fall picnic format, which will provide an opportunity for people to attend (come and go according to their schedules) and provide ideas using an idea board/idea box approach initially, and then, perhaps, using electronic voting to vote on ideas submitted. It was also suggested that the student presentation “A Green Space for Tamarack Hall” be included to launch the campus Tamarack discussion and be considered a basic document of the discussion, to set a very useful context. A small group of members was named to coordinate efforts around this Council-sponsored initiative beyond the idea stage. Volunteers for the coordinating group include Dr. Pat Bankston, Jennifer Thompson, Kris Falzone, James Wallace, Dr. Charles Gallmeier, and Dr. Ellen Szarletta and the Center for Urban and Regional Excellence (Vice Chancellors Joe Pellicciotti and George Lewis were added later). To welcome and encourage student involvement, the initiative will be marketed as a collaborative effort of Student Government and the Council. Chancellor Lowe would like to have a draft plan for the University to examine and endorse and for donors to consider. The fall semester will be designated for discussions to generate and refine ideas from students, faculty and staff.

The addition of public art at the site has been suggested by Professor Goodman, who has voiced an interest in participating. Other ideas for the Tamarack space include creating a wall of honor for Indiana veterans who have given their lives in wars, creating a running track and a soccer field. Because the Tamarack area is wet and prone to flooding, it may not be a good location for tracks or soccer fields and may not be large enough. Campus green space should not be cluttered and, if all ideas suggested will not fit in the Tamarack Green Space, there are other areas on campus for which

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the ideas can be considered. The green space could also have a community focus, and it was suggested that members of the community attend the meetings and possibly partner with the campus to develop the space. The “Glen Park Conversations” is an available forum, through which the community can be involved. It may be necessary to have a series of well-planned meetings for optimal inclusion. Chancellor Lowe will convene the first meeting of the coordinating group relatively soon.

**V. Recommendations from the Crisis Management Team**

In the spring, a situation occurred where University Police needed quick access to student photographs. After that situation, it was disclosed that not all students, faculty and staff have photographs taken for the campus identification system. The Crisis Management Team recommends that all faculty, staff and students have photographs taken and obtain identification cards. The Council endorsed the recommendation and the requirement that all employees and students have photo identification cards. An appropriate announcement will be made to the campus community about this new requirement. James Wallace remarked that there could be situations in which students or employees may object, on a cultural basis, to having their photograph taken for ID purposes. Such cases will have to be handled considerately and on an individual basis.

The Crisis Management Team also recommended that campus employees either wear a uniform or an identification badge to quickly identify those who work in the campus environment. Not all members of the Council see the necessity for all employees wearing badges, but all agreed that those who work with students, and the direct public, should wear identification badges or nametags, which are more visible and legible than ID badges. Currently, the decision to wear name badges or tags can be determined at the unit level. A standardized name badge will be available to the campus.

Dr. Bankston remarked that the idea of employees being required to wear an identification badge or tag is a very serious issue that involves the safety of the campus and should be thought through and discussed carefully. Dr. Gallmeier remarked that requiring all employees to wear identification will be difficult to enforce for the entire campus. This topic will be on the September Council agenda for discussion.

**VI. Institutional Effectiveness Update**

**a. AQIP Action Project: Beginning Annual Update**

John Novak reported that there are three IU Northwest quality improvement projects for review by the Higher Learning Commission. They are:

- Institutionalizing Community Engagement
  - Improving Academic Advising through an Online Degree Audit System v2
  - Implementation of the new General Education Program - Assessment of Learning Outcomes
- Proposed updates are posted on Oncourse, and they must be submitted by September 30, to have improvement projects reviewed by the end of the year. Dr. Cynthia O’Dell is in charge of writing the update, and John would like to have updates for the Council to review at the next Council meeting.

**b. WEAVE Online: Assessment of Plans, Standards, and Learning Outcomes**

Indiana University has identified the WEAVE online assessment system for campuses. WEAVE online is a powerful software application that addresses the need to develop and maintain continuous improvement processes for both the academic and administrative structures within an institution of higher education. Campus administrators for the assessment system at IU Northwest are Dr. O’Dell and John Novak. Functionality of the system can be reviewed at <http://www.weaveonline.com/>

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**VII. IU Northwest Council Assessment Follow-up**

**a. Student Government Participation and Suggestion Box**

In response to the recommendation by the Council Assessment Group to add student participation to the Council, Jennifer Thompson, President of Student Government has joined the Council. Kris Falzone reported that the suggestion box idea is ready, and will be launched with the *Northwest News* online magazine in September 2012.

**b. Survey Results**

Council Annual Survey results were placed on Oncourse.

**c. Remarks on Assessment Findings**

Chancellor Lowe commented that he takes governance very seriously, and he encouraged all Council participants to also take governance seriously, especially the two-way sharing of information with members of units and constituencies. In an effort to have the Council agenda reflect what is going on in units, a message is sent to all before the agenda is finalized to encourage the submission of agenda items from all constituencies. He also stated that, contrary to the apparent belief of some, decisions are not made in advance, but are brought before the Council for discussion and input of ideas. Individual issues are frequently discussed at length and in significant detail. External realities that constrain campus-level decisions and discretion are, likewise, made known and fully discussed.

**VIII. Other Information**

Beth Van Gordon reported that her unit will be developing a job description for a position to fill the vacant position line as a result of the retirement of John Pappas. The new position title will be "Applied Technical System Administrator", and the person will be an advocate for the campus to work with owners of systems to assemble specific data and gather reports needed.

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

**a.** Listing of activities and initiatives

**b.** Revised Report from Diversity Annual Report Committee (DARC)

**c. Discussion and Lunch: Summer Council Reading Project (11:00am –1:00pm)**  
**Facilitator, Dr. Andrea Griffin, Assistant Professor of Management, IU Northwest School of Business and Economics**

Dr. Andrea Griffin facilitated the Council discussion about the books read during the summer by the Council. The group identified major themes and reflected on what those themes mean to the life of the individual at IU Northwest, how it affects daily life on campus in relation to individual colleagues, how we understand ourselves and to identify any insights or changes as a result. Participants were asked to focus on concrete examples from campus experiences, as they relate to the readings, and then attempt to identify resolutions and action steps that will expand the numbers of colleagues who are involved in the Campus Conversation. It was also suggested that it might be beneficial to assemble a "campus book club" and all should read "The Other Wes Moore." Dr. Griffin was acknowledged for doing a great job as facilitator.

After the session, a Council member volunteered to assemble a small, *ad hoc* group of those who participated in the discussion, to prepare to continue the discussion at the September Council meeting and, perhaps, frame ideas for action steps for which the Council can provide campus leadership during 2012-13.