

IU Northwest Council Meeting Notes

Meeting Held Tuesday, August 13, 2013

Chancellor Lowe asked the IU Northwest Council if there were any comments or additions to the notes from the July 2013 meeting, and he thanked Kathy Malone for her good account of the meeting. If there are any changes to the notes, Kathy should be notified.

I. Safe Zone Presentation

Mary McGinnis, Safe Zone sensitivity trainer, gave a presentation about Safe Zone to IU Northwest Council members. Safe Zone Sensitivity Training is geared to help heterosexual and gender-conforming people understand and appreciate the trials that lesbian, gay, bisexual, transgender, and questioning (LGBTQ) people endure. The training program is most often used at colleges and universities in conjunction with the establishment of a Safe Zone Program, where faculty and staff are given training and tools to act as advocates for, and provide referrals to, LGBTQ students. Ms. McGinnis explained that having safe zone training in college is important, and that it helps increase student retention, specifically retention of LGBTQ students. She related the retention aspect to retention of the estimated 610 LGBTQ students on the IU Northwest campus. Goals throughout the training are (1) to sensitize Safe Zone trainees to what LGBTQ youth are going through and (2) to prepare trainees to provide referrals to places where LGBTQ people can receive the appropriate support, assistance, and attention they need when going through difficulties. The training furthers heterosexual and gender-conforming people in their development as LGBTQ allies and supporters.

The IU Northwest campus had a Safe Training session during the Spring 2013 semester, and will have another session during the Fall 2013 semester. Joining Safe Zone shows a commitment to helping and supporting LGBTQ students, and shows that IU Northwest focuses on all students. Mary McGinnis acknowledged IU Northwest for doing a good job of supporting LGBTQ students, and distributed a list of IU Northwest Resources for LGBTQ students, faculty and staff. The IU Northwest Council thanked Ms. McGinnis for her presentation.

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

a. *One Book – One Campus – One Community* update

Dr. Rochelle Brock and Dr. Crystal Shannon provided a presentation about *One Book – One Campus – One Community* and distributed pertinent handouts. Scott Fulk, Paul Sharpe, Dr. Andrea Griffin, and Dr. Shannon, serving as co-chair, are the new members of the Diversity *Ad-hoc* Committee for *One Book – One Campus – One Community*. For this year's initiative, the committee has arranged a two-city, four-campus partnership, with IU Northwest, IU South Bend, and Ivy Tech Community College in Gary and South Bend. All Northern Indiana Ivy Tech campuses, as well as surrounding communities, will reflect upon the themes and learning points found in *The House on Mango Street* during the 2013-2014 academic year. The IU South Bend campus will use the book in a limited way because they are currently involved in a Shakespeare Fest. Dr. Brock commented that the themes from the book are broad-based and that all Ivy Tech campuses are interested in using the book as a campus reading initiative.

Dr. Shannon reported that the *ad-hoc* committee and representatives from the other campuses have had several meetings around the book, and discussed how to develop activities and present them on the various campuses. She distributed to the Council a tentative calendar of events that includes kick-off reception/activities, and moderated panel discussions. To engage youth, the schedule lists writing workshops, book discussions, a video competition workshop, a beauty workshop, a spoken word workshop/competition, and a movie night event, which will be coordinated with Dr. Alan Barr who coordinates the IU Northwest Film Series as part of the English Department's film studies course. Information about *The House on Mango Street* will be

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posted on the IU Northwest website and will include details about how to get involved. Drs. Brock and Shannon solicited ideas from the Council about how to get the campus more involved this year, and welcomed suggestions for the Diversity *Ad-hoc* committee to consider.

b. Discussion of Summer readings at September 2013 meeting

Chancellor Lowe would like to schedule time at the September Council meeting to discuss *The House on Mango Street* and *Whistling Vivaldi*, the books read during the IU Northwest Council's Summer reading initiative. The group that read *The House on Mango Street* met one time during the Summer, and the *Whistling Vivaldi* group met twice and reported that they had spirited discussions. Council members spent a few minutes discussing the books, noting that both books have related impacts and implications. A more extensive discussion will occur at the September meeting.

c. Council Project for 2013-14

Chancellor Lowe asked the Council to keep in mind the Safe Zone presentation provided and the Summer reading project as consideration is given to what can be done to advance the Campus Conversation on Diversity, Equity and Inclusion.

d. Equity Advisor Meeting on September 5, 2013

Ida Gillis distributed a flyer and made everyone aware of the Equity Advisor membership drive currently in effect. The first equity advisor meeting for Fall 2013 is scheduled on September 5, 2013. Ida reported that currently, there is only one faculty member serving as an equity advisor, and encouraged more faculty to participate because there is a urgent need for more faculty members to serve as equity advisors.

III. Enrollment Management & Student Success

a. Enrollment Management Group Update

Vice Chancellor Lewis reported a positive admissions outlook. The goal set last year to increase new student applications by 8% has been achieved. Freshman admits are up 22% over last year and transfers are up 8%. Compared to last year, each new student orientation session has been larger in number, and the final orientation session for this year is scheduled on August 15. On-line orientation will be available after the last scheduled campus participation session. Student Affairs has been calling students who were "SAPped" for inadequate satisfactory academic progress and have the potential to receive approved appeals. This summer, more than 600 calls have been made to students who are eligible to register but have not. Vice Chancellor Lewis informed Council members that highlights for Student Affairs are posted on the Oncourse site, and that he can provide departmental annual reports to those interested.

Dr. Lewis was asked to focus on what worked to improve student admission and enrollment. He responded that an assessment of related events will be conducted after the semester starts. A group of consultants will come to campus early in the Fall 2013 semester for assessment purposes, and the data will be presented to the Council at a later date.

Vice Chancellor Malik reported that IU Northwest leads all campuses in admits (+60½%) and that transfer admits are up more than 10%. One-third of the admits are academic honors students which is a 50% increase from last year. The yield from admits is approximately 50%. The campus is approximately 1% behind in enrollment from the same time last year, and Dr. Malik

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attributed the decrease to a lag in graduate enrollments. Hispanic admits are up 35% compared to last year, and Hispanic enrollment is up 42%. There are approximately 10,000 credit hours in online course enrollments for 2013.

Ida Gillis reminded all that the campus is not well represented in the area of Latino faculty members, and asked that the scope be broadened to recruit more Latino faculty.

b. Report on First-year Student Strategy

Dr. Cynthia O'Dell reported that the First-Year Experiences Taskforce, which has faculty representatives from every academic unit, as well as members from Academic Affairs and Student Affairs, have completed an inventory of already existing first-year experience courses and components of a first-year experience that will be implemented for Fall 2013. The task force was established based on a recommendation last year from the Enrollment Management Group. Current work and next steps include the following recommended learning goals for the first year:

- Foster academic success
- Help students discover, connect, and contribute to campus, local, global communities
- Promote personal growth, self-awareness, career exploration

Dr. O'Dell provided a handout to meeting participants which was also placed on Oncourse. She worked with Web Services to develop a First-Year Experience webpage that includes a calendar, testimonials, "things to do" on campus, student success information, and a parents and family section. The Office of Admissions has been sharing the webpage at New Student Orientation, and it is currently featured on the IU Northwest Homepage. Dr. O'Dell is considering sending an email message to all first-year students to make them aware of the webpage. Council members suggested that reference information about LGBTQ be placed on the webpage which can be viewed at <http://www.iun.edu/first-year/>

IV. Budget Briefing

a. FY13 close-out and FY14 reserves

Marianne Milich reported that the FY 2012-2013 closing meeting went well, and that IU Northwest met all of its objectives. The fiscal year fund balance was \$55,000 greater than the year before. The campus is required to meet 3% of the guidelines of the FY14 base, and Chancellor Lowe has mandated that the campus keep an additional 2% in reserves. There is currently a small amount in reserves, and a decision will be made after the Fall semester begins regarding possible projects, keeping in mind funds necessary for phase two of the Moraine Student Center renovation.

V. Institutional Effectiveness Update

John Novak reported that another training session for the degree audit program is scheduled in September.

During the Summer, the Institutional Effectiveness Advisory Council provided feedback to the various groups working on the AQIP systems portfolio. Nine teams have received feedback and are beginning to work on the second draft of the portfolio, with the goal of having it complete by September 16. The

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draft will be submitted to the Advisory Council and then to Chancellor Lowe for review, and will be submitted by November 1, 2013.

The AQIP Action Projects must be updated and reported to the Higher Learning Commission (HLC) each year in September. The three current action projects are General Education Assessment, Community Engagement and Degree Audit for Advising. General Education Assessment and Community Engagement will be continued as action projects. The campus is applying for the Carnegie Foundation Community Engagement Classification, and continuing Community Engagement as an action project is a benefit. Degree Audit will probably be retired as an action project because most degree audits are complete. The WEAVE system will probably be identified as the new action project, which will help keep track of strategic planning and outcomes. The WEAVE system is an online assessment system for campuses and 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.

VI. IU Northwest Council Annual Survey Results – W. Lowe & K. Malone

a. Review of follow-up on members' suggested improvements

Chancellor Lowe commented on several IU Northwest Council survey suggestions that have already been initiated or will be initiated in the near future. The status of some of the suggestions is noted below:

- End meetings by 11:30 a.m. – Commencing with the September meeting, Chancellor Lowe will try to manage the meeting time, so that meetings will end by 11:30.
- Send a reminder to the campus about the availability of the Campus Suggestion Box – This suggestion has already been implemented, resulting in a spike in the number of items submitted to the suggestion box. To date, nothing has come forward from the suggestion box for the Council to consider.
- Differentiate between items before the Council that are informational items and action items – This suggestion will be implemented, so that Council members will know what is expected.
- Involve the Council in the budget process – Chancellor Lowe reiterated that the campus is considering an expenditure review. The suggestion to have a more open budget hearing process is being considered, and the Budget Committee will be consulted to determine how the Council can be more directly involved in the Budget process.
- Have presentations at each Council meeting – This suggestion is already in effect and the Council will continue with presentations by units and others. There were two presentations at the August Council meeting.

Chancellor Lowe remarked that the essential purpose for the IU Northwest Council is to exchange and discuss information, to ask questions, and to get clarification. He is eager to take survey responses seriously, and will consider each recommendation.

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VII. Report from State of the Campus Planning Committee

Vice Chancellors Malik and Lewis, event co-chairs, are excited about the inaugural State of the Campus event scheduled on Friday, August 23, 2013 at 10:00 a.m. Final arrangements are taking place, and invitations have been sent to the campus that describe what will take place and list the event speakers. All Council members were encouraged to attend and were asked to encourage their colleagues to also attend. Information about TIME reporting regulations has been disseminated to the campus based on the campus policy covering these types of activities. Chancellor Lowe thanked members of the planning group that included Dr. Subir Bandyopadhyay, Dr. Pat Bankston, Vice Chancellor Jeri Pat Gabbert, Vice Chancellor Georj Lewis, Vice Chancellor David Malik, and Kathy Malone.

VIII. Chancellor's Report

- Historically, Indiana University Northwest Student Government representatives have been known to attend and participate in Board of Trustee meetings. Others in attendance at the meetings are impressed that IU Northwest students take such an active part in the Board activities and deliberations. Council member and Student Government President, Larissa Dragu, has attended the last three Board meetings, and several of her colleagues have also attended. Larissa has been named the vice chair of the All University Student Association (AUSA) of IU campuses, and the chairman is the student body president at the Bloomington campus, Jose Mitjavila.

IX. Other Information

- The One Start "Restart" Initiative Town Hall Meeting is scheduled on Tuesday, August 13, 3:00 – 4:00 p.m. in Anderson Conference Center, Room 105. The Joint Meeting of the Faculty Organization Computer Committee and the Technology Council, to hear the same presentation, is scheduled on Tuesday, August 13, 1:30 – 2:30 in Anderson Conference Center, Room 110.
- The campus is invited to attend the Indiana Black Legislative Caucus 2013 Annual Legislative Symposium scheduled at IU Northwest on Friday, September 6, 2013. Legislators from across the state will attend.
- Larissa Dragu met with the IU Northwest Marketing team. The IU application now has links for the Student Organization, and the link will be used to promote that unit.