

**IU Northwest Council Meeting Notes**  
**Meeting Held Tuesday, September 9, 2014**

Chancellor Lowe asked if there were comments or questions regarding the August 12, 2014 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for doing a good job of keeping track of the proceedings.

**I. Student Welfare Initiative**

Interim Vice Chancellor Beth Tyler introduced the Student Welfare Initiative, which responds to the heightened attention to prevention of and education about sexual violence on college campuses. The federal government is asking campuses to regularly provide campus climate, or student welfare surveys, which solicit information from students on the topics of sexual violence and other victimization areas that affect their ability to be successful college students. The campus is required to provide training for campus personnel on the prevention of sexual assault and provide violence prevention education. A new initiative, a comprehensive approach to reducing the risk of drug and alcohol abuse, and sexual violence among college students, has been introduced through the use of an online interactive software called My Student Body.com (<https://www.mystudentbody.com/>). Indiana University is augmenting its annual *Legal Compliance Training* to include a segment on preventing and responding to sexual violence. Persons in leadership positions, or who have regular and frequent interaction with students as part of their jobs, will receive a message from Human Resources about arranging to attend one of these sessions.

Focus training sessions will be provided for people on campus who are likely to be engaged when there is a report of an incident, and anyone on campus who is not designated as a confidential reporter (Counseling Center employees are confidential reporters) is required to report any knowledge of possible sexual violence incidents. Affirmative Action Officers on each campus will be the only deputy Title IX coordinators on each campus and, on the IU Northwest campus, Ida Gillis will be responsible for Legal Compliance Training, and will be moving forward to develop a training schedule. There was a suggestion offered to have the training in the Women's Center. In April 2014, Indiana University Trustees passed a student welfare statement and initiative, and comments submitted from IU Northwest colleagues are reflected in the university policy ([Student Welfare Initiative](#)). This new initiative coordinates and intensifies the university's ongoing efforts to prevent and respond to all forms of sexual violence and sexual misconduct on IU campuses, and to promote the safety and well-being of students. Dr. Foltz, Dr. Solinas-Saunders and Beth Tyler were appointed, for one year, to President Michael McRobbie's newly-formed Student Welfare Compliance Committee that includes 30 staff, faculty and students charged with fulfilling IU's student welfare commitments, with an emphasis on compliance, information and communication.

**a. Victimization Survey**

Dr. Tanice Foltz and Dr. Monica Solinas-Saunders attended the Council meeting to present preliminary findings from the Student Victimization Survey which was initiated during Spring Semester 2014, as a result of conversations with other Women's Studies faculty members who had heard anecdotes, for many years, from students about being victimized. Additionally, at the 2013 Women's Studies Student Conference, over two-thirds of the papers written by IU Northwest students were about personal violence. It was determined that there was a great need to obtain data on student victims to secure greater grant funding to better serve student needs, and provide additional psychological counselors. Dr. Foltz and Dr. Solinas-Saunders co-wrote several grants for the study that resulted in receipt of grant funding. Seven student research assistants, who accounted for the largest portions of the grant dollars, were hired and trained to administer the survey. Student research assistant Tim Callaway also attended the Council meeting to assist with the presentation, and he reflected on his work with the Victimization Survey, commenting that it was a valuable opportunity to explore a subject which he had never considered or reviewed. His work was "eye-opening" because he did not know that these types of problems existed and needed to be addressed. He learned empathy, organizational and time management skills, qualities that can be translated to the job market. He loves IU Northwest and is grateful for his campus learning experiences, and he thanked Drs. Foltz and Solinas-Saunders for the valuable opportunity.

The survey, a random sampling survey, was distributed to the student body in 47 IU Northwest courses in Spring 2014 (30-COAS, 10-CHHS, 4-BUS, 3-EDU) and reached 969 undergrad students who regularly attend courses, with responses from 966 students. Participation in the survey was voluntary, and 29.3% were men and over 70% were women. With the majority of the survey questions coming from the National Crime

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Victimization Survey, the objective was to discover the prevalence and types of victimization among IU Northwest students, share results, and use the resulting data to apply for external funding that will address student issues. The goal is to learn about services the university can provide to better equip students to cope with the complexities of their lives, enabling them to succeed academically. Chancellor Lowe thanked the presenters for the valuable information and stated that, while many of the situations described are not happening on campus, the situations are a very significant part of the lives of IU Northwest students. Going forward, the campus will be paying close attention. In Northwest Indiana, there is a lack of mental health support for low income residents in crisis, and, as appropriate, the Victimization Survey results should be shared with the larger Northwest Indiana community to endorse efforts to increase capacity.

**II. Enrollment Management & Student Success**

**a. Enrollment Management Update**

Vice Chancellor Malik reported that the most recent Census Report indicates a 5% decrease in headcount, and a 4.7% decline in credit hours in Fall Semester 2014. The number of degree-seeking students, who account for most of the campus revenue, is close to 4,800 this year, representing a decrease from 5,200 last year. High school students make up a significant portion of non-degree seeking students, and while this year's high school student enrollment represents the largest number in history at IU Northwest, with high school students paying \$25 per credit hour or less, this population of students does not contribute significantly to fee income. A suspected decline in revenue was built into the budget and, considering the decline, the campus was within one percent of making budget.

The campus is slowly increasing the average number of credit hours (currently 11.64 credit hours) taken by students, which is approximately 3% more than last year. While work and outside lives of students impact this number, more students are moving toward full-time status.

Each year web courses have continued to grow, and there is a 30 % increase over Fall 2013 in web courses offered. The campus is expanding what is offered online, and IU Northwest has the second highest offering of online course curriculum in the IU system. Students are surveyed prior to enrolling in online courses to determine if they are good candidates for the courses, and consideration is being given to having this assessment included with the orientation system. A recent article in *The Times* included interviews with IU Northwest students who shared their experiences with online courses, and their responses reflected that the courses can be difficult for some students, but the students who like online learning are successful. The article stated that national studies do not support the idea that online courses are inferior. Additionally, the Center for Innovation and Scholarship in Teaching and Learning (CISTL) provides an additional level of review about how to improve the classes.

In the past two years, there has been a 62% increase in the admission of Academic Honors students, and 23% of those students are currently enrolled. The incoming freshman class consists of 400 Core 40 students, 200 Academic Honors students, and 140 Twenty-First Century Scholars.

The Enrollment Management Group (EMG) discussed that 34% of the degree maps have been completed and published. The process is labor intensive, and much of the delay is because the task is far more difficult than previously thought. The work continues, and credit is given to those who are doing a great job of writing the maps. The EMG also discussed extending multi-term registration to the Fall semester, which would enable students to register in the Fall for Spring, and also for the following Fall semester, with the expectation that year-to-year persistence rates would be increased.

The Constituent Management Project (CRM) undergraduate system is almost complete, and work will continue with the graduate system. The website, which indicates how prospective students can enroll for graduate programs on campus, is in the final stages.

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Beth Tyler informed the Council that admissions are down because the campus is attempting to more stringently adhere to admissions standards, including screening students who do not meet the minimum requirements, which should help with persistence rates. Additionally, for the first time, records of potential transfer students have been sent to the National Student Clearinghouse for review, and it was discovered that a number of students have been falsifying admission information. Jim Kennedy, Associate Vice President for University Student Services and Systems, will be informed about the availability of these national data and the implementation of this new process by IU Northwest. Currently there is no data to reflect how enforcement of admission guidelines affects first-year students of color, and no data to explain the decrease in freshman of color at IU Northwest. Chancellor Lowe has requested a full study, including the impact of demographic changes, to determine why there has been a decrease in the number of students of color, particularly African-American students, at IU Northwest.

**b. Advising Update**

**1. Advising Task Force recommendations: Update on dissemination & Phase I implementation**

The Advising task force is being reframed as an advisory council to oversee the new advising plan, and students will be brought into the process. Preparations are underway to release to the campus the action plan created at the National Academic Advising Association (NACADA) workshop. Strong, solid advising improves persistence on a college campus, and Cathy Hall is coordinating some of the academic advising efforts moving forward. The preparation of the position description for Director of Academic Advising is progressing, as well as advising evaluations and some student services point of service evaluations. A handout for all advisors was completed by the Office of Marketing and includes general campus information. Efforts continue to determine how to better schedule advising appointments. Advising Records (AdRx) Advising Notes has a scheduling capability, and a pilot program using AdRx has been established. The campuses involved in the pilot include IU Northwest, the only regional campus, Bloomington and IUPUI. Indiana University Northwest continues to be the highest utilization campus of Oncourse in the IU system, and it is anticipated that Canvas will also be embraced by campus constituents.

**III. Financial Status**

In response to a comment about the longer-term revenue implications of the absence of enrollment growth, Chancellor Lowe reiterated that he has been addressing the campus's revenue dilemma for more than a year, and this is not a new issue. The campus needs to find ways to continue to grow, and expenditure review and control will, for the foreseeable future, be part of the overall enrollment management strategy. The entire campus must work together to prevent this declining revenue situation from becoming a crisis.

Marianne Milich reported that tuition and fees were \$475,000 short of budget before Drop and Add financials were factored. A more complete assessment will be available at the end of September, but it is not anticipated that the shortfall amount will significantly change. To account for the shortfall, spending must be examined, and the expenditure review must move forward expeditiously. The campus was aided this year because there was a decrease in benefit rates but, moving forward, benefit rates are expected to increase. There is a possibility that the state will not withhold the 2% appropriation for the operating budget, depending on revenues and the ability of the state to maintain reserves. The campus must take care of the factors affecting the campus budget which include possible salary increases and benefit costs, possible 2% state reduction and elimination of the deficit. Council members were asked to carefully consider ways to be more efficient, including restructuring within units, not filling vacant positions, or filling positions with half-time employees and hourly employees, and identifying tasks that do not any longer need to be performed. It was noted that, in recent years, many vacant faculty lines have been depleted.

**IV. Update on Facilities**

**Vice Chancellor Pellicciotti provided the following updates:**

- a. Arts & Sciences Building Project status** – Project continues to move forward, and design documents are being finalized. Could possibly break ground in Spring 2015.

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- b. **Sycamore Hall Demolition** – The project has been awarded, and demolition could begin on October 1, which will take approximately two or three weeks for completion. The north portion of the adjacent lot will be inaccessible during the demolition period. It is hoped that the campus can move forward with parking lot expansion plans which, depending on the weather, could be complete by December 20, 2014.
- c. **Approval of Cedar Hall Naming** – The University Naming Committee approved the Cedar Hall naming on August 20, 2014, which provided an opportunity for the campus to receive one of the newly-designed University building signs. The campus provided input on the name choice.
- d. **Restroom Project** – The state released Repair & Rehabilitation (R&R) funding during the summer, and the campus is moving forward with repair projects. First is the Moraine restroom renovation which will begin in October and should be complete by the end of the Fall 2014 semester. Next, renovation will begin, early in Spring 2015, on the restrooms in Raintree Hall, and the first floor of the Library, to be completed during Summer 2015. A gender neutral restroom will be added in Raintree. Next year, other restroom renovations are planned in Hawthorn and Marram.

Chancellor Lowe thanked all for the good, collaborative work on the Arts and Sciences building design. He also appreciates the successful completion of the sewer project.

**V. Student Government Association (SGA) Update**

**April Van Milligan, Student Government President, provided the following information:**

- a. April expressed concern from students about the ability to use Canvas and, because it is a new program she anticipates student complaints. Beth Van Gordon remarked that the program has officially been released, and the deadline for migration is Fall 2016. Canvas is currently available for faculty use, and new courses will not be placed on Oncourse. The Center for Innovation and Scholarship in Teaching and Learning has done a great job of working with faculty on Canvas, and coursework/faculty will be the best delivery for student training. Dr. Chris Young reported that faculty are shown each year how to use/access Oncourse, and the same education will be provided for Canvas, which is how students will probably receive their training. He conducted a poll to determine the number of faculty using Canvas and he received 125 responses: 26 are using just Canvas, 16 are using Canvas and Oncourse, and 82 are using only Oncourse. Faculty are encouraged to orient their students to their course management system.
- b. The delay of Financial Aid checks until September 3, 2014 prompted many student complaints because students had to purchase books at the Bookstore and did not have the option of purchasing them online. Most students seemed to be uneducated about the facts surrounding the delay and inquired if the process is mandated by the state, or if other campuses have the same system. Possibly better communication to students can occur if the same financial aid release timeframe will be used in the future. Many felt that the \$600 credit on the RedHawk Card was a great benefit, and April thanked Ryan Vega and Mark Uncapher for their great work with the RedHawk cards. Chancellor Lowe cautioned that cardholders should keep the cards away from magnets to avoid desensitization of cards, something that he has already managed to do.
- c. Students will require assistance with IU print, using the RedHawk, card to print on campus. This new system will not be implemented until Spring 2015. Beth Van Gordon will provide a presentation at the next Council meeting in October, and the change will be publicized prior to its implementation in the Spring.
- d. Council members are invited to attend Student Government meetings every other Tuesday at 5:30 pm either in Savannah 205/206 or in the Women's Center. Questions can be sent to April Van Milligan at [avanmill@indiana.edu](mailto:avanmill@indiana.edu).

Council members complimented April on her presentation at the Convocation held on August 22, 2014, and Chancellor Lowe congratulated April on being admitted into the Nursing program.

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

- a. **One Book – One Campus – One Community Update**
  1. **2014-15 Book & Council 2014 Summer reading project: Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness***

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Chancellor Lowe commented that the well-attended discussion on Thursday September 4 regarding the Ferguson, Missouri situation resulted in good discussion with a range of important views on the topic. The attendance of four police officers, and Chief Nowak, added substance to the discussion.

**Dr. Rochelle Brock announced the following events sponsored by the One Book Committee**

- October 1, 2014 – Discussion by Dr. Jack Bloom and Professor Bryan Bullock reviewing the history of Jim Crow as it relates to the book, *The New Jim Crow*.
- Saturday October 4 – Cooler Bandits documentary
- On November 5 at 1:30 – Book discussion covering *The New Jim Crow* during a Soup and Substance event.
- On Tuesday, January 27, 2015, Michelle Alexander, author of *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, will visit the IU Northwest campus.

**2. Debrief: Council discussion, Wednesday, August 13, 2014**

Chancellor Lowe welcomed comments from Council members about the Council's summer reading project discussion on August 13, 2014 and remarked that the day seemed to have a good deal of energy and engagement. He asked the Council to consider if a summer reading project is a good practice for the Council, going forward, and if the project should be continued. The Council reading project can be different than the campus reading selection. James Wallace added that the initiative should be continued because conversations around the books read have contributed to changing the tone for diversity on the campus, and has an important effect.

The One Book Committee reviewed the action plan suggestions provided by participants at the August 13 event and, by consensus, narrowed to three (there were 30 suggestions) the action items on which the campus should focus this academic year. The top action item for the Council is active engagement with the One Book Committee, and taking the lead on activities and initiatives. Dr. Brock solicited feedback from the Council on next steps regarding the action items. The Council agrees that the items identified are beyond the One Book Committee's purview, and the best approach is to use existing structures to facilitate the action items. Those items and the responses after Council discussion are below:

- **Create activities that address unconscious bias.**  
 To a degree, the One Book Committee is already addressing this item. Chancellor Lowe asked Beth Tyler to discuss this topic with those who have volunteered to support the Culture of Service initiative and report at the October Council meeting, on how this action item might connect with the Culture of Service initiative.
- **Develop support systems for students with felony records that facilitate their graduation and employment.**  
 This topic relates to IU Northwest employees as well as students, and directly relates to points by Michelle Alexander that the current system creates a caste system, and there is a lack of support to integrate those convicted of crimes back into society. The Office of Diversity has hosted expungement forums in the past to help those convicted of crimes clear their records, and Chancellor Lowe will discuss this action item, more extensively, with James Wallace. The Council approved a campus policy in 2013 to address students with felony records who self-identify when completing the application for admission. There is a national discussion, "Ban the Box" which is an international campaign by civil rights groups and advocates for ex-offenders, aimed at persuading employers to remove from their hiring applications the check box that asks if applicants have a criminal record. If an applicant is seriously considered for a position, background checks will reveal prior convictions, but at least they are given initial consideration. Chancellor Lowe asked the Council if this is something they would like to consider.
- **Provide training and diversity awareness for faculty/staff (and incoming employees) that leads to multicultural competence.**

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Topic can be compared with HR training. Chancellor Lowe asked Beth Tyler to discuss this topic with those who have volunteered to support the Culture of Service initiative and report at the next Council meeting on how this action item might connect with the Culture of Service initiative.

Campus-wide buy-in is necessary to move the action items forward, and while the Diversity Advisory Committee (DAC) will assist, they are not expected to work on the initiatives in isolation. Dr. Lowe asked Dr. Brock to thank the One Book Committee, on behalf of the Council, for their good work on August 13, and for leading the initiative this year. These topics will be retained on the agenda for additional discussion.

**3. Visit by Michelle Alexander on Tuesday, January 27, 2015**

**4. ODEMA Presentation**

Indiana University Northwest was the first campus to host a reception for Dr. James Winbush, Vice President for Diversity, Equity, and Multicultural Affairs, as he visits each campus to promote campus collaboration and a culture of inclusiveness and welcome. He was very pleased and impressed with the turnout, and shared his strategic priorities for IU. Chancellor Lowe and James Wallace thanked the Council for their good participation, and James shared the Diversity Strategic Plans and information about diversity events planned for the year.

**VII. Institutional Effectiveness Update**

**a. Campus Climate Survey Results: Council discussion – Clarification on calculation of level of confidence in confidentiality**

John Novak provided new information regarding the Campus Climate Survey results. Initially, he reported that over 40 percent of the respondents did not feel they could be open and honest on the survey. He later discovered that he had mixed up the responses with another question. The responses to the “open and honest” question are comparable to previous Climate Surveys, and 92 percent felt they could be open and honest, while 8 percent disagreed with the statement. Previous surveys in 2006 and 2009 were 94:6 and 96:4 respectively. John apologized for the error, but he feels better about the more positive results. Regardless of the new information, the campus will still consider having a third party administer the survey in the future.

**VIII. Council Annual Survey Results**

**a. Agenda Setting**

**b. Reporting of Professional staff, Clerical and Technical Staff, Police Officers, and Service Staff**

**c. Addition of SGA topic to agenda**

Reflecting on the Council survey results, the Leadership Team discussed, and made changes to, the Council meeting agenda and structure. The Student Government Association will automatically have presentation time on each Council agenda, and other constituencies represented on the Council (Professional staff, Clerical and Technical Staff, Police Officers, and Service Staff) can request presentation time.

Chancellor Lowe explained that the process for setting the Council agenda predates him. The senior leadership of the campus sits as the Agenda Committee and, each month, a call for agenda items is sent, but items are rarely received. Chancellor Lowe and the Agenda Committee are open to exploring an alternate way of setting the agenda if colleagues feel a different process will be more appropriate, participatory and open. Further discussion of this topic will take place at the October Council meeting, and Council members were asked to think about the agenda and how it should be set. An alternative process could result in someone else taking responsibility for setting the agenda.

**IX. Chancellor’s Report**

**X. Other Information**