

## **IU Northwest Council Meeting Notes**

### **Meeting Held Tuesday January 13, 2015**

Chancellor Lowe asked if there were comments or questions regarding the December 9, 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. Enrollment Management & Student Success**

##### **a. Enrollment Management Update**

Vice Chancellor Malik reported that to date, for the Spring 2015 term, the total number of students registered is 5,016 which represents 96% of the projected enrollment for Spring. While total credit hours are slightly behind projections, there is a slight increase in the average number of credit hours per degree seeking student, which does not include high school students. Early registration for Fall 2015 has yielded approximately 500 students, representing approximately 5,000 credit hours.

Chancellor Lowe remarked that the Indiana Commission for Higher Education statewide campaign, "15 to Finish," encourages Indiana degree-seeking college students to complete 15 credits per semester to graduate on time (<http://www.in.gov/collegegoweek/2540.htm>). While the number of credit hours taken each semester by students on regional campuses vary, at IU Northwest full time students take, on average, only slightly more than 13.2 credit hours. Increasing student credit hours to 15 per semester will require a significant change in student behaviors.

During calls to students to encourage them to enroll, the group lagging the most in terms of registering for the Spring 2015 semester were freshmen. A suggestion was offered to consider registering freshmen for Fall and Spring semesters during orientation, which would also help with retention efforts. Good advising for freshmen students would be critical for this initiative to be successful. There is currently a large disparity between the number of freshmen students registered for Fall 2015, compared with upper-class students who have registered. The Enrollment Management Group (EMG) determined that the issuance of tuition bills, and when they become due, did not hinder students from registering. The most common reason cited for students not registering, based on calls made to students, was that they were waiting for final grades.

An attempt was made to contact, by phone, all students who had registered in the past and had not registered for Spring 2015. The intervention calls allowed the EMG an opportunity to collect student data and solve minor problems cited by students. A summary of the data collected during the intervention calls will be prepared. Overall, students contacted welcomed the intervention and personal contact, and they were pleased that someone from the university cared about their future plans.

Vice Chancellor Montevirgen, reported that, during the EMG meeting, time was spent discussing several issues, including improving student orientation, increasing credit hours, retention of students, and providing scholarships to students more strategically and effectively. The EMG will be identifying task force members to work on initiatives that have been identified. They also discussed calling efforts and the best approach to reaching out to students.

Final interviews are being conducted for the Transfer Specialist position, which is funded through the Kresge Grant. The person selected for this position will be working with students who are transferring to IU Northwest.

Council members reminded the EMG, when contacting students, to ask about their summer registration plans, which would make the entire calendar year available for them. Summer sessions have been shortened from seven weeks to six weeks, which is more attractive to students because they can attend both summer sessions and still have time off during the summer. The loss of Pell Grants, as a result of the federal government ending the program, has contributed to lower enrollments during

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the summer. Student attendance during the Summer sessions would help students maintain the pace of enrollment efforts to finish more expeditiously. One problem for students is that 12 credit hours is full time for financial aid, but will not allow students to graduate in four years unless they attend during the summer. Efforts will be made to communicate to students to save Fall and Spring financial aid refunds to pay for summer classes.

Enhanced marketing efforts are being developed to encourage high school/dual credit students to begin attending classes during the summer, and to continue on at IU Northwest.

The Council applauded the good work of the Enrollment Management Group for the effective strategies put in place to increase enrollments and close the enrollment gap. The interventions and the direct contact with students helped tremendously.

**II. Financial Status and Expenditure Review**

Marianne Milich, CFO, reminded the Council that, while the enrollment numbers look more positive than they did in December, there is still a significant deficit. The campus did not achieve Fall projections, and there is a possibility that Spring projections will not be achieved. Key to making projections is whether the number of graduate credit hours is positive, or if undergraduate credit hours will make up the difference, but final numbers will be known after census, during the week of January 19. Expenditure review spreadsheets are due, and a Budget Committee meeting has been scheduled to discuss what can be done to balance the budget and close the enrollment and credit hour gap. Marianne is a member of a university-wide committee that is discussing summer sessions, and she solicited ideas from Council members on how to decrease summer costs and/or increase summer enrollments. The committee is also considering whether the summer discount will be in effect for fiscal year 2016. The university included in the budget an appropriation request, that was not funded, targeted for student support at regional campuses, to assist with personalized services for students, to help them be more successful. It appears that the revenue dilemma of low state appropriations and low tuition increases is likely to continue for the foreseeable future.

Executive Vice President Applegate will visit the campus in March to lead the annual campus budget conference.

**III. Update on Facilities**

Chancellor Lowe acknowledged the good job done by the physical Plant to keep the grounds clear of snow, which has enabled the campus to operate as scheduled.

**a. Moraine and Sycamore Parking Expansion Projects**

Vice Chancellor Pellicciotti reported that the Credit Union Remodel Project is complete, and the Moraine Restroom Project is ongoing and should be complete in mid-February. The Parking Project will begin in April.

Bids for the Arts and Sciences Building will be held in the Spring, with groundbreaking to take place in late Spring or early Summer, after which construction will begin. A groundbreaking ceremony will take place when the Board of Trustees meet at IU Northwest on June 18-19, 2015.

**IV. Service Initiative: Progress report (SGA survey; Spring 2015 focus groups)**

Data retrieved from Point of Service surveys will be useful in assessing service, which directly relates to the campus Service Initiative. Focus groups will be convened during the Spring semester to give campus community constituents an opportunity to share their ideas on how to make the initiative meaningful and practical. The Service Initiative is a campus project and will reflect the views and aspirations of members of the campus community. Information from focus groups will be connected with diversity ideas generated and will inform the ability to more effectively engage diversity on the campus.

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Matt Lawson reported that the Student Government Association is planning to implement a survey during Welcome Back Week (week of January 19), in conjunction with the campus Service Initiative, to collect data about student service ideas. Included in the survey will be a statement indicating that the Library is open until 10:00 pm, and students will be asked if they are aware of that fact. The Library is not heavily used by students between 9:00 and 10:00 pm during the week, and the survey statement/question will serve to advertise Library hours. The survey will also inform students that their IU email account is the official mode of student communication with the university, and students will be asked if they use their IU email account.

Beth Van Gordon noted that a letter was sent to students, in past years, informing them that their IU Northwest email account is the official communication mechanism of IU and, if they choose, they can forward the IU email to their personal email accounts. For security purposes, all communication to students should be sent to their IU accounts and students should be corresponding with the campus using IU accounts. Additional information about this campus policy can be found at the following website: <https://kb.iu.edu/d/aozw>. Chancellor Lowe asked that reminders about this policy be sent from Academic Affairs to faculty members and other campus constituents.

Matt asked the Council if they had questions that they want included on the survey. The campus is interested in the data that the student survey and student focus groups will generate, particularly regarding service, and is also interested in anything that provides guidance on how to better communicate with students.

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

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

**1. Upcoming Events: Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness***

**• Visit by Michelle Alexander on Tuesday, January 27, 2015**

James Wallace reported for the One Book, One Campus, One Community committee about plans for the visit of Michelle Alexander. The event began at 2:00 pm on Tuesday, January 27, with a choir performance from the Hammond Morton High School Girls' *a cappella* Choir. The IU Northwest Bookstore ordered extra copies of *The New Jim Crow* for the book sale/signing. Approximately 200 students from local high schools (East Chicago, Gary, Hammond and Merrillville) attended. Dr. Crystal Shannon served as moderator for the question and answer session, and Matt Lawson will served as emcee, and introduced Prof. Alexander.

Vice Chancellor David Malik, and the Office of Academic Affairs, provided significant financial support to make the event a reality. Also contributing were the offices of Student Activities, and Diversity, Equity and Multicultural Affairs. Indiana University Vice President for Diversity, Equity and Multicultural Affairs, Dr. James Winbush, also provided significant financial support for the event, which enabled streaming opportunities to all IU campus. There has been a tremendous amount of interest around the state about this event. For seating purposes, faculty members were asked to provide the number of classes from their units that will attend the event to Kathy Malone, no later than Friday, January 16.

Final voting ballots were sent for voting on the new book for the 2015-16 reading initiative, and the new book was announced at the Michelle Alexander event. Final book selections for voting included:

- *Waking Up White* by Debbie Irving
- *The Immortal Life of Henrietta Lacks*, by Rebecca Skloot
- *Operation Homecoming: Iraq, Afghanistan, and the Home Front, in the Words of U. S. Troops and their Families* by Andrew Carroll (ed.)

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**2. Debrief: Council Summer Reading Discussion, Wednesday, August 13, 2014**

- Draft Action Items identified by One Book Committee for further consideration:
  - Create activities that address unconscious bias. (Incorporate in service initiative?)
  - Provide training and diversity awareness for faculty/staff (and incoming employees) that leads to multicultural competence. (Incorporate in service initiative?)
  - Develop support systems for students with felony records that facilitate their graduation and employment.

**3. ODEMA programming, January & February 2015**

James Wallace shared information about ODEMA programming for the Martin Luther King Celebration, featuring *Voices of Love*, on Thursday, January 15, and other Spring 2015 programming.

**VI. Institutional Effectiveness Update**

**a. Deloitte Market Study Summary**

This topic was deferred to the February meeting because John Novak was working on another time-sensitive project and could not attend the meeting.

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

Matt Lawson reported that the Student Government Association Officer's Forum is scheduled on January 22. Vice Chancellor Jeri Pat Gabbert was invited to attend the forum to speak about the IU Northwest's fundraising policy, and John Novak was invited to speak about the National Survey of Student Engagement (NSSE).

Student Government has been invited to participate on the Student Trustee Search and Screen Committee, and Matt will attend the meetings.

Student Government has decided not to host the Oxfam Hunger Banquet this year, and would like to identify another fundraising event to host. Matt suggested a project to help a student who is diabetic with care that he/she might need but cannot afford. The IU Northwest Council wished him well in his first full term as Student Government President.

**VIII. Updates – Professional Staff, Clerical and Technical Staff, Police Officers, and Service Staff**

No updates provided.

**IX. Chancellor's Report**

Council meeting dates for 2015, August through December, were added to the Council agenda.