

## **IU Northwest Council Meeting Notes**

### **Meeting Held Tuesday February 9, 2016**

Chancellor Lowe asked if there were comments or questions regarding the January 12, 2016 meeting notes and, hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive notes from the last meeting. He welcomed Naomi Palagi to the Council, who was elected by Professional Staff, as their representative to replace Emily Banas.

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

- **New Student Orientation Presentation**

The Council welcomed Beth Tyler, Associate Vice Chancellor and Dean of Students in Student Affairs and Enrollment Management, Cathy Hall, Director of Academic Success and Achievement Programs, and Jennifer Dennison, Program Coordinator, Academic Success and Achievement Programs, who shared information about the New Student Orientation structure, and solicited feedback from Council members. Previously, orientation was coordinated by the Office of Admissions, serving as a yield event and focused on the process of registration. After conducting research, and looking at current trends, changes were made to the program, which is currently coordinated by Student Affairs and Enrollment Management. In 2015, orientation transitioned to a team of Student Affairs and Enrollment Management staff and faculty, with the team ensuring that the new structure aligned with Council for the Advancement of Standards in Higher Education (CAS) which indicates that orientation programs must contribute to (1) student's formal education, which includes both the curriculum and the co-curriculum; (2) student progression and timely completion of educational goals; (3) preparation of students for their careers, citizenship and lives; (4) Student learning and development. Additionally orientation must focus on academic engagement and campus citizenship and civic engagement. The team worked collaboratively to make the new student orientation program more intentional about engaging new students, first-year and transfer, into the academic, cultural and social community at IU Northwest. One goal is to provide the entire IU Northwest community an opportunity to welcome new students on campus, one of many steps to integrate them into campus life.

Collin Czilli, a junior at IU Northwest, majoring in Political Science, provided feedback to the Council, from a student perspective, about his involvement as an orientation and community leader. He is a member of the 2015 orientation team, and remarked that his orientation experience, as an incoming student in 2013, was not as engaging, inclusive or beneficial as the current orientation experience. There are 15 students who serve as orientation and community leaders, and they continue to serve as mentors after orientation when students enroll. Parents who attend orientation, appreciate that other students are involved and can provide a valuable student-to-student perspective. Interaction with students and family was most impactful, with parents and students commenting that the campus was very welcoming.

Providing more academic engagement, and focusing on engaging in co-curricular activities is also important. Faculty involvement is vital in the orientation experience, and in 2015, faculty members were asked to speak at orientation. Bill Allegrezza, Associate Professor of English, Director of the Writing Center, and member of the Academic Engagement Subcommittee of the Orientation Advisory Board, was one of the faculty members who presented at orientation in 2015, and he shared his experiences with the Council. He found speaking with the students, and their parents, rewarding and commented that faculty members want to be involved. He is working with the orientation team to get more faculty involved in orientation sessions to share their passion for teaching, research and campus engagement with new students and their families.

Going forward, next steps include (1) new programming options during orientation to address specific academic interests and to more fully engage students, parents and families; (2) opportunities for students to engage with the campus prior to attending orientation; (3) orientation extension opportunities through the first semester; (4) a fully collaborative program that integrates academics, student development, community engagement and active campus citizenship; (5) making the online orientation program more individualized so that it is more beneficial to students prior to their campus orientation session.

Dr. Gallmeier would like to have a presentation about New Student Orientation at a Faculty Organization Meeting. James Wallace suggested celebrating campus diversity at orientation sessions, and agreed to be a presenter of diversity information at orientation. Chancellor Lowe thanked the orientation team for their

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presentation and good work. Cathy Hall remarked that Jennifer Dennison did an amazing job with New Student Orientation.

- **Enrollment Management Update**

Dr. Montevirgen reported that the campus continues, on a positive trajectory, in terms of applicants for Fall 2016. There is a 13.7% increase in applicants compared with the same time last year. In terms of admits, close to 900 students have already been admitted, and efforts continue to remain connected to newly admitted students, providing information about the campus to reinforce that IU Northwest should be their campus of choice. In terms of admitted students, during the week of February 8, at 23.2%, IU Northwest had the highest percentage of change of all IU campuses, compared with the same time last year.

Executive Vice Chancellor McPhail reported that a team from IU went to the American Association of State Colleges and Universities (AASCU) winter conference event, “Reimaging the First Year,” which is an all-IU regional campus initiative, headed by Bill McKinney, University Academic Affairs Senior Advisor for Distance Learning. The team from IU Northwest included Vice Chancellor Mark McPhail, Dr. Cynthia O’Dell, Dr. Mark Hoyert and Prof. Jonathyne Briggs. Dr. Hoyert and Dr. O’Dell reported that they found the conference inspiring, with all participants attending different sessions, resulting in varying experiences. The participating universities were similar in demographics, characteristics, size and niche in the university market place, with similar issues regarding academic success. They were inspired about the potential to significantly impact student success through the use of techniques for enhanced academic success that will lead to improvement. Common characteristics that separated programs that make these kinds of changes included leadership at all levels, with a commitment to academic success, and widespread buy-in from the faculty. Virtually every school that presented was doing more than one thing to improve academic success, and the efforts were coordinated. Dr. O’Dell will be working to develop a plan, which should be complete by the end of March and available for the Council to review, to move forward with projects that are low cost and not difficult to achieve, prioritizing and phasing-in plans. The evidence regarding success of initiatives, was data driven and not anecdotal.

Vice Chancellor McPhail found the first presentation, “Productive Persistence: The Practical Theory of Success During the Transition to College,” by Dr. David Yeager, the most powerful and inspiring. He spoke about belonging uncertainty and growth mindset, which is a critical issue for students, outside of many of the things that they have control of, and is an adaptive cultural change that must be considered. Presentations and documents from the conference will be available in a Box account.

Dr. Gallmeier would like to have a presentation about “Reimaging the First Year” at a Faculty Organization meeting in the near future.

Chancellor Lowe offered his full support, and found the information from the conference encouraging because it will be possible to implement some of the initiatives beginning in Fall 2016.

## **II. Financial Planning FY17**

Marianne Milich, CFO, reported positive progress for Spring base funds versus actual student instructional fees. The FY17 budget construction continues, with budget presentations ending on February 9. The new approach, which was more concise and focused, served the campus well. She thanked all for their participation, and the next step is for the Budget Committee to review the information, and Marianne will form budget projections to present to the committee. Incidental fee requests have been submitted to Vice President Mary Frances McCourt. Salary policy information has not yet been received, but salary increases must be determined based on the university salary policy. The IU Northwest campus made tough choices last year, but have done well with regard to administering salary increases in the recent past. Funding salaries for FY17 will be the highest campus priority for any new investment that is possible. Council members asked that salary information be released as soon as possible after variables are known from Bloomington, to allow more time to process and prepare departmental documents. Marianne remarked that they have asked for more time to prepare salary information,

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and she will disseminate the information as soon as it is received. Chancellor Lowe thanked all for adhering to the request to prepare concise and focused budget presentations.

Another campus priority is to maintain current student employment opportunities, and add new employment opportunities for students. Student employment on campus is considered a high-impact academic practice because students persist academically, and tend to be more successful, if they have a job on campus. The minimum wage for the university has been increased to \$10.15 per hour, which will impact budgets.

Mary Frances McCourt, Chief Financial Officer at IU, is leaving to assume a position at the University of Pennsylvania as Vice President for Finance, beginning March 21. Joan Hagen, Associate Vice President and University Controller, has been named interim CFO.

**III. Advancement Update**

Vice Chancellor Jeri Pat Gabbert reported that cash donations in the first two quarters of the year were up 15%, and cash in to the university during January is up 25%, compared to a year ago. IU Day, a university-wide effort, will be held on April 12, 2016. All are encouraged to wear their IU wear, and more information about the day and events planned will be provided by University Advancement and External Relations. A giving component will also be associated with this initiative.

The IU Northwest campus goal in the Bicentennial Campaign is \$8 million, and the campus is more than halfway to the goal. Through the Bicentennial Campaign effort, there is the availability of a bicentennial campaign match. For current and former faculty and staff, there is a \$25,000 minimum for a single donor match incentive. For external match incentives, the minimum is \$50,000. Constituents are encouraged to consider giving, and are asked to contact Vice Chancellor Gabbert for additional information, or to refer donors. The campaign ends December 2019.

There are two personnel changes in University Advancement. Rosemary Manesis' last day was Friday, February 6, and a search is underway for a new Associate Director of Marketing. Deanna Hardwick has been hired as the new Director of Development, and she will begin on February 15. Chancellor Lowe thanked Vice Chancellor Gabbert for an encouraging report.

**IV. Facilities Planning**

Andy Kapocius reported the following:

- The new Chiller installation is almost finished and should come on line in April. The new equipment will support the Arts and Sciences building and the main campus.
- A new air handling system for the Library is in the design and development stage.
- The construction phase for the new Arts and Sciences Building progresses daily. A back-fill study is moving forward to address empty office spaces that will result when the new building is fully populated. The project is expected to be on schedule and on budget.
- The parking lot at 35<sup>th</sup> and Massachusetts is available for use, with 80-plus spots available, and will be paved this Spring. Azaz Mehmood asked about expanding the small lot near Cedar Hall, next to the Dairy Queen, because students like parking in that lot. Andy met with Azaz to confirm the area he is referencing, and to discuss this possibility. Striping this lot in the Spring may reduce challenges in the short-term.
- Students are parking at the Gleason Park Golf Course, without approval, at the risk of being towed. The City of Gary owns the lot. It has come to our attention that students have approached the Golf Course on their own and are paying them directly for the use of their parking spaces.
- The Physical Plant Garage that was removed due to the construction of the Arts and Sciences Building will be replaced, and the campus is in continuing discussions with the Gary Parks Department to identify a suitable location to build a facility adjacent to the campus
- Chief Nowak's last day was Friday, February 12, and Lt. Wayne James was named Interim Chief. She is leaving to take a position at Purdue Northwest as Chief of Police, and the search to replace her will be directed from Bloomington.

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Andy provided an update on the Progressive Dining partnership, commenting that he meets with them monthly, and during a recent meeting, they discussed the first six months of their operation at IU Northwest and their sales targets and growth. Progressive considers their business at IU Northwest profitable, and while close to making a profit, they do not anticipate making a profit this year due to startup costs and other costs associated with a new business venture. They anticipate making a profit next year, and they consider the food service operation at IU Northwest a long-term commitment, and continually assess their business model for improvements. Their owners are satisfied with the progress, and look forward to continued commitment and success. Overall, the first six months have been successful, and they feel that they have forged a successful relationship with their employees, customers and employers. Council members were reminded that a 10% discount is available at restaurants owned by Progressive Dining Group. Progressive welcomes feedback, and encourage sending questions or comments to [josh@progressivedininggroup.com](mailto:josh@progressivedininggroup.com). Their website is <http://www.iun.edu/cafeteria/>

Dr. Bankston commented about the increased catering costs for the Medical Center since Progressive became the campus food service provider, and indicated that he has heard complaints from many people regarding the cost of food. Several Council members agreed with Dr. Bankston, noting that they have had the same experience regarding catering and food costs. Andy will meet with the Dean's Council to discuss their concerns.

Other Council members expressed displeasure with the quality of the food and reported that many comments received from staff and faculty are negative, with complaints lodged about the lack of healthy choices. The price and quality of food are the main complaints, with a lack in diversity of salads (side salads) and healthy choices a major issue. Azaz commented that students are enjoying the new café and feel that pricing is reasonable for what you receive, and is competitive with local restaurant establishments. Naomi Palagi remarked that most comments that she has heard from staff are negative, and agreed that the prices, quality of food, and lack of healthy choices are the main complaints.

Andy was appreciative of the comments provided by the Council, and encouraged Council members to send concerns to Josh at the email provided previously, or comments can be sent to him directly at [ajkapoci@iun.edu](mailto:ajkapoci@iun.edu).

**V. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council  
Discussion of Diversity Advisory Council Annual Report for 2014-15**

• ***One Book – One Campus – One Community – One Book Committee***

**1. 2015-16 Reading Selection: *Operation Homecoming: Iraq, Afghanistan, and the Home Front, in the Words of U. S. Troops and their Families* by Andrew Carroll (ed.)**

James Wallace reported that many activities were taking place around the One Book initiative in February. Ongoing activities have encouraged interest about attending IU Northwest from participants in The Wounded Warrior Program, and has enhanced IU Northwest's reputation as a veteran-friendly campus, which projects well for the campus. Chancellor Lowe remarked that Northwest Indiana has the highest concentration of active service persons and veterans in the state of Indiana.

The January 28<sup>th</sup> Soup and Substance luncheon focused on families of veterans, and several recruiters and veterans attended and shared their stories and experiences. The discussion was led by student Dee Dotson. The Veteran's Resource Fair on February 18 included 12 resource tables. Jim Chancellor spoke on the impact of Post-Traumatic Stress Disorder (PTSD), and there was a viewing of the PBS Film: "On Two Fronts," a film that addresses being a minority in the military. An IU alumnus, Martin Del Rio, who is in charge of the Wounded Warrior program in northwest Indiana, will share his reflections on being a Latino veteran.

On March 25<sup>th</sup> there will be a visit by Andrew Carroll, author of *Operation Homecoming: Iraq, Afghanistan, and the Home Front, in the Words of U. S. Troops and their Families*. Additionally, Sharon Allen, who had a story published in the book, and lives in the Chicago area, heard about the author visit and will also participate with Mr. Carroll. One Book efforts are being recognized regionally, with IU

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South Bend also reading the book, and planning to join our campus for the March 25 event. Chancellor Lowe encouraged all to attend events planned around the book, *Operation Homecoming*, specifically the events on March 25 when the author comes. He asked faculty to bring their classes.

Friday, February 12 was the last day to submit nominations for next year's book selection. James encouraged all to go to the One Book website (<http://www.iun.edu/onebook/>) to submit nominations. The new selection will be announced at the March 25<sup>th</sup> event.

#### **2. Diversity Programming Series**

Several film series were offered during February, Black History Month, on each Wednesday at 12:00 noon. On February 11, the campus hosted Speaker Dhoruba Bin-Wahad, an American writer and activist, who is a former prisoner, Black Panther Party leader, and co-founder of the Black Liberation Army. On February 24, Dr. Tim Askew, Professor at Clark Atlanta University, was scheduled to visit the campus to lead a discussion about the song "Lift Every Voice and Sing," but that event was canceled due to inclement weather. The event is rescheduled on Thursday, March 24.

### **VI. Institutional Effectiveness Update**

- **Council Strategic Planning follow-up**

Vice Chancellor McPhail reported that Chancellor Lowe included the strategic planning exercise in WEAVE, and worked with him, and John Novak, to align it with the structures of WEAVE, and it was mapped very consistently to the Bicentennial Strategic Plan. The Systems Appraisal Feedback Report mentions the Council Annual Survey as continuous quality improvement, and because the survey was positively mentioned in the report, Dr. McPhail would like to highlight it, and asked Council members to send him any ideas for action plans. The improvements made as a result of the recommendations cited in the survey would be a good thing on which to focus. Data from the survey was not distributed outside the Council, and discussion centered on the fact that the survey is not meant to refer to a larger audience, but reflects specifically on the Council. An alternate survey would have to be administered campus-wide, with appropriate questions that relate to the Council, and those responses can then be mapped. The Higher Learning Commission will be on campus April 11 – 13, 2016 and will meet with the IU Northwest Council.

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

Azaz Mehmood, President, Student Government Association (SGA), apologized for not attending several Council meetings, and explained that he has a class which conflicts with the meetings. He provided the following information:

- The food pantry is doing great, and last semester more than 2,000 cans of food were collected through the "Can Jam" holiday initiative. The food pantry is located near the Credit Union in Moraine Student Center, and Student Government will establish a system for distributing the food, particularly for students to use the pantry discretely so they will not be embarrassed if they need food. More shelves are also needed. Tim Sutherland reported that school systems have reported large rates of homelessness among students, and suggested that the food pantry might help students in those situations. Azaz reported that he is aware that some students are homeless and sleep in their cars.
- An SGA member was recommended to serve on the Chief of Police search committee. If student representation is needed for committees, all were encouraged to contact Azaz.
- Last year Student Government was restructured to reduce their budget, and even with the budget cuts, they have been able to accomplish a great deal.
- Student Orientation Week was done indoors, and was a big success.
- The Student Activities Office reports that student involvement has increased significantly since last year, including the start of three new student organizations. Azaz attributes the increase to the RedHawk Link, and feels that the funds to enhance the RedHawk Link site were put to good use. He has received positive feedback.
- An SGA town hall meeting is held each semester, and one will be scheduled in February. Minutes will be provided to the Council in March.

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- A St. Baldrick's event is scheduled on campus in March, and the SGA will participate. They plan to participate in a charity event each semester.
- In April, SGA elections will be held.
- Spring Fling, which is always a huge success, will be held at Plaza Lanes in Highland. Students can bowl all night for free.
- The SGA Student Banquet is scheduled in May, and Azaz hopes to invite Council members.
- Azaz plans to finish his term as president by refitting the Student Activity Fund Trustee (SAFT) to get more funds into the hands of student clubs quicker, and more effectively, so that they can better plan campus events.
- Students love campus careers, and jobs and positions in research; they look good on resumes.
- Students were thankful and grateful for the quick response received on their phones about the robber near campus. They thought the campus handled the situation very well, and they prefer hearing if there is an issue.
- Nursing students asked about the campus policy regarding EpiPen (epinephrine injection) for those who have allergies, and the availability of EpiPens in case of an emergency. Students also questioned the availability and location of Automated External Defibrillators (AEDs). Andy Kapocius will consult with Kathryn Manteuffel, Environmental Health and Safety, and report back to the Council regarding the availability of AEDs and EpiPens. Their availability and location need to be researched, and that information should be disseminated to the campus community. Council members also want to know if people are trained to use the AEDs.
- Students have complained that there is a lack of supplemental instruction leaders (SIs), particularly in Nursing, where students need help passing difficult Nursing courses. Vice Chancellor Montevirgen remarked that a lack of funds is not the issue, but the problem is the availability of students to assist in those courses, which are sometimes higher level, and upper-level students are engaged in their own coursework and cannot take on the responsibility as an SI. He suggested that Azaz speak with Cathy Hall, Director of Academic Success and Achievement Programs.

Vice Chancellor McPhail asked that Student Government consider doing a continuous quality improvement project that can be submitted in WEAVE when the AQIP reviewers come.

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

- There were no reports

**IX. Chancellor's Report**

**X. Other Information**

- Marianne Milich and the Council congratulated Mianta' Diming on being named Director of Human Resources.
- Dr. Hoyert announced that the 12<sup>th</sup> Annual College of Arts and Sciences Student Research Conference, hosted each Spring, will be held on Thursday, April 21 and Friday, April 22. The keynote speakers this year are two documentarians, who are IU Northwest graduates, and they will be screening a PBS documentary on shifting sands, industry, ecology and community on Lake Michigan.