

## **IU Northwest Council Meeting Notes**

### **Meeting Held Tuesday, November 14, 2017**

Chancellor Lowe asked if there were comments or questions regarding the October 10, 2017 meeting notes. He advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive meeting notes.

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

- **Enrollment Management Update**

Vice Chancellor Montevirgen thanked all who attended the Enrollment and Retention Summit on November 1. Strategies are moving forward to address the action items identified at the Summit. Registration for the Spring 2018 semester is in progress, and refined enrollment reports will be provided to the Council. Council members were encouraged to inform Dr. Montevirgen of specific information that they would like to see included in enrollment reports.

Spring 2018 applicant pool data looks favorable, and the Admissions team and others are contacting students who were admitted in the Fall, but did not enroll, to determine how they can assist them.

For Fall 2018, there is a 44% increase in the number of applicants, compared with the same time last year, and a 58% increase in admitted students. Dr. Montevirgen cautioned about the substantial increase in applicants, explaining that IU has migrated to a common application system, and students, who access the IU Application system, can also apply at other IU regional campuses for one fee, and to Bloomington for an additional fee. He will determine the yield for IU Northwest, and encouraged all to aggressively work with continuing students. There is increased functionality through the Adrx system which will enhance enrollment management efforts. For more information, and to submit suggestions regarding advising, contact [Veronica Williams](#) in the Student Advising Center.

Vice Chancellor Vicki Román-Lagunas commented that information provided at the Retention Summit revealed that a surprising number of seniors and juniors did not return in Fall 2017, and she asked that deans and faculty pay attention to those students, since they are more connected to disciplines, by contacting them to see what assistance can be provided to help them register. It is apparent that students respond more positively to being contacted by a faculty member or advisor. Chancellor Lowe thanked all for organizing the Summit and for the good work that is continuing with regard to enrollment and retention. Data reveals that many students are not lost to a particular competitor because they are not enrolled at any institution of higher learning. Employment is a major competitor, and it is important to advise students on ways to continue their education while employed. Seventy-five percent of the variance in our enrollment during the last ten years is affected by employment, behind which is financial need among our students. Diamond Jackson added that oftentimes classes needed for seniors to graduate are not offered when needed, making it necessary to remain enrolled to take required classes. She was reminded that students, who need a single course to graduate, can confer with program directors, chairs and deans, to arrange coursework. While not an optimal alternative, students can also take a leave of absence, and advisors are aware of these alternatives.

#### **II. Updates – Finance and Human Resources**

Michelle Dickerson was absent due to an IU meeting conflict. Mianta' Diming was pleased to report that IU Northwest achieved a response goal of 75 % on the Employee Engagement Survey. The survey results will be shared with the IU Northwest Council when they become available.

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**III. Update – Facilities and Operations**

• **Backfill Study Update**

Andy Kapocius was absent due to an IU meeting conflict. Chancellor Lowe reported that the main components of the Backfill Study are complete, and a website listing proposed moves, and progression of the moves, will be created and provided to the campus by Andy Kapocius.

The Facilities Planning Committee has reconvened, and will meet on a regular basis, to discuss facilities-related topics, and to develop facility-related recommendations for consideration by Chancellor Lowe. He met with the Committee and reviewed the results of the Backfill Study, which indicates that there is limited vacant space on campus, primarily located in Hawthorn Hall, and most of the spaces will need work before they are occupied in 2018. The first round of recommended moves was endorsed by the Facilities Committee, and while there is limited space remaining, the next level of space priorities and vacancies will be considered by the Facilities Committee and evaluated for repurposing. There was optimism that Lindenwood Hall would be closed this Fall, but the 18 people remaining in the building will not be moved, and the building closed, until later this academic year. Closing Lindenwood Hall remains a high priority.

There was concern expressed about the release of classrooms for use as offices. Currently, there is no shortage of classroom space, due to fewer students enrolled, online courses, and additional classroom availability since opening the Arts & Sciences building. For Spring 2018, all classes have been accommodated and, going forward, a continuing focus will be on classroom availability as it relates to need.

**IV. Updates – Advancement**

Vice Chancellor Gabbert reminded all about the Chancellor's Medallion Celebration, which was held on Thursday, November 16. Medallion award recipients were John & Ann Barney, Dr. William & Leslie Nelson, and BP Corporation North America, Inc.

The IU Foundation scholarship application is now open to students, and will remain open until mid-March. Council members and others are asked to encourage students to complete the application to be eligible for more than 100 Foundation scholarships, funded by external donors, and more than \$200,000 accessible to students.

The Office of Marketing and Communications hosted open sessions to provide an overview of their work, and answer questions.

**V. Council Annual Survey Results – Improvement Initiatives**

In response to the Council Annual Survey, suggestions were offered by members to make Council deliberations more efficient and effective and, beginning in January 2018, the following changes to the agenda structure and meeting approach will become effective.

- Enrollment data and preparatory information for Council meetings will be placed in Box in advance of the meeting.,
- University Advancement will have a standing agenda item for each meeting.

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- Reports and agenda items will be connected to *Strategic Priorities & Objectives*, with all agenda items framed by the priorities and objectives. Council members will be reminded to connect reports and agenda items to one of the objectives under the priority that covers the relevant area. In addition to WEAVE, beginning in January 2018, Council notes will reflect the specific objective to which Council reports relate, which will allow the Council notes, and Council leadership, to be cited as additional support for the Systems Portfolio, and as evidence that the campus is committed to continuous improvement.
  - There will be a focus on a priority/strategic planning theme at each meeting, beginning in January, with Priority One, and proceeding, in numerical order, with the other priorities.
  - All Strategic Planning Working Groups will provide status reports on their deliberations and work documented in WEAVE, highlighting or citing support for strategic priorities and objectives.

Some Strategic Priority Working Groups have not been meeting regularly and, going forward, working groups must be in regular contact to ensure that there is progress with priorities and objectives, and to make certain that information is being documented in WEAVE. In the past, the operative framework has been working groups, and for the new Council reporting structure to be effective, group members must be regularly working together toward a common goal. The Council will revisit the deliberations of the strategic priorities and objectives groups at the December Council meeting. John Novak and Dr. Cynthia O'Dell were asked to provide information, at the December meeting, on how we are connecting strategic priorities and objectives, in WEAVE, with the preparation of the systems portfolio.

**2017 – 18 Working Groups are listed below:**

**Student Success (Priority #1)**

Mark Hoyert, Kristin Huysken, Kathy Malone, **Alexis Montevirgen, Convener**, John Novak, Cynthia O'Dell, Christopher Young, Susan Zinner

**Valuing People (Priority #2)**

Pat Bankston, **Mianta' Diming, Convener**, Timothy Jackson, Naomi Palagi, Cynthia Roberts, Vicki Román-Lagunas, Kalim Shah

**Leveraging Diversity for Inclusive Excellence (Priority #3)**

Aneesah Ali, Gabriela Jaimes, Cynthia Roberts, Mark Sperling, **James Wallace, Convener**

**Building & Sustaining Community (Priority #4)**

Latrice Booker, Ranjan Kini, **Ellen Szarleta, Convener**, Tameka White

**Financial Stewardship & Infrastructure (Priority #5)**

Michelle Dickerson, **Jeri Pat Gabbert, Convener**, Andy Kapocius, Beth Van Gordon

- A suggestion was made to rotate dean/division/office/program updates/profiles at alternate meetings. In the past, the Council heard program reports and briefings at meetings, but those efforts were not sustained because members stopped volunteering for the briefings. A more strategic approach to having updates and profiles at Council meetings was discussed.

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James Wallace reminded the group about Black Minds Matter, a free public course offered by Dr. Luke Wood, a Distinguished Professor of Education at San Diego State University, to explore the national discourse around issues facing Black boys and men in education. The course draws parallels between issues faced by Black males in society and the ways that Black minds are engaged in the classroom. James and others agreed that issues covered in the Black mind matters course, regarding how we serve our communities, are related to issues that need to be addressed at IU Northwest. He suggested that the Council develop a schedule to address topics and identified issues, and remain committed to addressing those topics. The information from discussions, and the knowledge shared from those on the Council, can then be disseminated throughout the campus, with the Council leading the charge to educate each other to affect much needed change in the campus community.

Additional participation to set the agenda and provide ideas for discussion could help shape discussions toward current, pressing issues in our sector, nationally and locally, in higher education such as race relations and sexual harassment. Initially, the Deans Council will provide support to the Agenda Group by monitoring issues that would affect topics to receive attention at meetings. They will also identify a rotation of profiles and updates from academic, or non-academic units, to have an update available, bimonthly, at Council meetings. The Advisors Group and Police Department were suggested to provide updates at the Council, possibly including handouts where applicable. The Deans Council will identify an issue, and a way to approach it, for the January 2018 meeting.

**Issue/Profile Schedule:** January, March, May, August, October, December

The Council will discuss a common reading, among members, of important articles and relative material, bimonthly, alternating with the meetings where important topics are presented, or units are profiled. Initially, Chancellor Lowe and James Wallace will identify a manageable Council common reading, and the Deans Council and other Council members may also present reading ideas. A selection will be made that is appropriate for a discussion in February 2018.

**Reading Schedule:** February, April, June, September, November

## **VI. IU Northwest Council Strategic Planning**

- Chancellor Lowe reiterated the importance of documenting action steps in WEAVE.
- A draft of the Vision/Public Narrative was shared with the IU Northwest Board of Advisors at meetings held in September and November. Overall, the Board liked the ideas, and what was presented in the document, and suggested a few minor changes to the statement. The Board is comprised of representatives of the community who, by university policy, advise the campus. The Council reviewed the latest draft, and approved the revisions suggested by the Board, and the Board of Advisors also discussed the final document (shown below) with no additional revisions. The statement will now be finalized. A suggestion was offered to use it as a framework for the Office of Marketing and Communications, with consideration given to identifying the most effective way to

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publish the statement, to give it distinctiveness, but not conflict with other statements such as the Mission, Vision or Values statements. Since the meeting, the [statement](#) has been published. The Council was asked to consider the possibility of also revising the Vision statement, and this topic will be discussed at the December meeting.

**Public Narrative – Final Document – November 14, 2017**

*Indiana University Northwest provides personal, affordable and life-changing education, in a high-quality academic environment where we value diversity, inclusiveness, scholarship and cultural and regional partnerships. Our students practice their communication and digital skills, collaborate and solve problems, which is a powerful, adaptable preparation for ethical leadership and success throughout a satisfying life and career.*

**VII. Institutional Effectiveness Update**

John Novak was absent, and no report was provided.

**VIII. Campus Conversation on Diversity, Equity, Inclusion follow-up: Leadership role(s) for Council  
*One Book – One Campus – One Community – One Book Committee***

2017-18 selection: *Conflict is Not Abuse*, by Sarah Schulman

- The Campus visit by the author, Sarah Schulman, is Tuesday, March 6, 2018

- **Diversity Annual Report**

James Wallace shared with the Council a copy of the Indiana University Annual Diversity Report, 2016-17. The report contains information about all IU campuses, and is comprised of statistical data and reflects information gleaned from conversations with campus diversity officers. The report was developed through the Office of the Vice President for Diversity, Equity and Multicultural Affairs (Dr. James Winbush), and reveals the strides IU has made toward its goals of increasing recruitment and retention of minority faculty, staff and students; promoting a welcoming and positive campus climate; and engaging in outreach and advocacy locally and nationally.

James encouraged all to review the entire document and reflected on the IU Northwest six-year (2006 – 2010) minority graduation rate, focusing on the 2010 cohort. While IU Northwest's minority campus retention rates are competitive, the graduation rate was 14.4% for IU Northwest, the lowest six-year graduation rate for domestic minorities in the IU system. He asked the Council, and others, to consider what can be done, throughout the university, to address this issue. He is working with John Novak to disaggregate the data and make it available in actual numbers, as well as percentages. Consideration must be given to the fact that the IU Northwest campus has more students of color, and is being compared, in percentages, to groups that have fewer students, which may not be an accurate comparative analysis. Additionally, the data should reflect the student population that we serve, examining all students, and not just first-time and fulltime. We must also reflect on the pattern of steady decline and not just numbers and percentages.

Chancellor Lowe commented that there is concern about graduation rates of all students. Across the country, retention and graduation rates are not impressive for any of the cohorts, and there is concern

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because too many students are not enrolled and are not graduating. Factors contributing to declining enrollment and retention are student employment and financial need. James also reflected on the relatively modest number of minority, tenured and tenure-track faculty added to campuses.

Dr. James Winbush announced that Vice President Brad Wheeler has developed, and is introducing, software in SIS for those who have difficulty pronouncing names, which will have phonetic spellings, and audio pronunciation of a person's name, which relates to the desire to embrace diversity and show respect for students.

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

Diamond Jackson, Vice President of Student Government, attended the meeting and commented that the IU Northwest SGA is the only IU student organization that does not have assigned space, and they will be requesting space to meet and conduct business. She was advised to direct her request to Andy Kapocius, Executive Director of Facilities and Operations.

The Council was invited to a banquet for hunger, possibly in February, that will be hosted by SGA through Oxfam, an international confederation of charitable organizations focused on the alleviation of global poverty to bring awareness to the issue of hunger.

Diamond spoke with Andy Kapocius regarding how to proceed with efforts to locate a Starbucks Coffee Shop on campus. Interest surveys will be sent to faculty, staff and students, and Diamond is meeting with the Director of Student Services at Purdue Northwest to discuss costs associated with opening and operating a Starbucks on campus. She was invited to attend the Faculty Organization meeting on Friday, November 17, to discuss the Starbucks initiative and the survey effort.

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

Audrea Davis announced that she will be retiring soon, and effective with the December 2017 meeting, Tameka White will be the new representative on the Council. Audrea has been on the Council for many years, and the November meeting was her last meeting. Tameka was elected as Vice President of CWA (Communications Workers of America) Local 4730. Audrea will continue to serve on the CWA executive board. Chancellor Lowe thanked Audrea for her service, and the Council wished her well in retirement.

**XI. Chancellor's Report**

Chancellor Lowe reminded all of scheduled Coffee and Conversation sessions.

**XII. Other Information**