

IU Northwest Council Meeting Notes

Meeting Held Tuesday, June 8, 2010

I. Update on Lead Measures for 2010

a. Update on Enrollment

Vice Chancellor Hodges announced that the positive upward trend of increased enrollment is continuing on the IU Northwest campus.

b. Update on “Plan B”

Vice Chancellor Malik reported that credit hours are up 30% for Fall 2010. Budget targets for summer have already been realized, and enrollment for summer is continuing to increase. He spoke with the Deans about adding new classes, if necessary, at low parking demand times to ease parking problems. Class schedules are being analyzed and high demand times for students to attend classes will be identified. Currently, data indicates that after Friday and Saturday, Wednesday is the day most underutilized for class scheduling. Dr. Malik stated that the mindset of staff, faculty and students must be changed to alter the way classes are scheduled, and changes must be incorporated methodically. Any changes to the schedule will be effective Spring 2011.

c. Reporting on WIGs

Chancellor Bergland asked meeting participants to highlight significant positive or negative actions relevant to WIGs since their last report. The following reports were offered:

- Vice Chancellor Malik – To enhance retention, electronic early warning letters will be sent to students during the fourth week of classes. Faculty will electronically report the progress of students indicating whether progress is satisfactory or problematic. This progress report will also serve as roster verification as well as early warning. If necessary, another early warning notification will be scheduled.

Increased numbers of research proposals are being submitted and, according to recent data, IU Northwest is ahead of other regional campuses with external research proposals. Dr. Marie Czach, Director of Sponsored Research, has returned from a leave of absence, and the office is being restructured for greater success.

WIGs designed to attract students helped create the desire for new academic programs currently being considered.

- Vice Chancellor Hodges – Financial Aid packaging is going well. Students are responding in a timely manner to requests for information and, overall, processing is a month ahead of where it was this time last year. The Office of Admissions is urging students to submit missing application information.
- Vice Chancellor Pellicciotti – Units in the Office of Administration are making progress in all WIGs. The new furniture in Hawthorn Hall should be delivered and installed during the month of July. Discussions regarding the Centralized Purchasing Initiative as it relates to the IU Northwest campus are ongoing. Marianne Malyj is working to handle IU Northwest and centralization needs. Council Members have not experienced any difficulties as a result of the recent Purchasing centralization.

**IU Northwest Council Meeting Notes
Meeting Held Tuesday, June 8, 2010**

- Marianne Milich – Nothing new to report. On target with WIGs.
- Beth Van Gordon – Nothing new to report. On target with WIGs.
- Ida Gillis – Revised search and screen, and recruitment processes have been completed and sent to Bloomington to move forward. She acknowledged the cooperation between Academic Affairs, and Human Resources.
- Dr. Charles Gallmeier – Regarding the “Policy on Regional Campus Roles and Missions” recently distributed by the Indiana Commission for Higher Education (ICHE) Dr. Gallmeier stated that the primary problem is that the proposal states sponsored peer review research is not to be encouraged on regional campuses and will not be incentivized. Chancellor Bergland remarked that the ICHE effort is to minimize the possibility of regional campuses becoming research universities because they cannot be supported as such along with the three big research universities in the State. The ICHE emphasizes that the primary roles of regionals is to provide undergraduate instruction. Other Council members remarked that not encouraging research on regional campuses might lesson the ability to attract doctoral and well-prepared faculty members. Chancellor Bergland noted that Vice President John Applegate was surprised to see the policy on the ICHE Agenda because it had not been thoroughly vetted. Dr. Malik closed the discussion by saying that, in spite of the documents from ICHE, IU Northwest has an academic mission to maintain and the ICHE suggestion will not change the desire to move forward with excellence.
- Dr. Ken Coopwood – Nothing new to report. On target with WIGs.
- Tim Weidmann –The first fundraising session for Deans was conducted ten days ago, and he feels that it went very well. Tim is planning a session with directors to educate them about fundraising. The Annual Report should be out by June 11, 2010.

II. Update on Budget Situation

Marianne Milich reported that the University Budget Office is still loading information into the budget and it should be available to responsibility centers by June 29 or 30. She announced that all Accounts Payable functions will be centralized probably within the next two months with initial changes taking place on June 14. Marianne will send a notification to the campus about the centralization. Salary letters with basically the same message as last year will be sent by the end of June.

IU Northwest Council Meeting Notes Meeting Held Tuesday, June 8, 2010

III. Update on Facilities

Dr. Pellicciotti reported the following:

- University architects have selected an external architect and general contractor to renovate the Village Shopping Center. This is a significant step which should move the project forward more expeditiously. Work to finalize language for the leases, which should go into effect August 1, 2010, is progressing. Access to the facility will be available as soon as the leases are signed.
- We are close to signing a contract with the low bidder for the Artistic Cleaners demolition project which will be completed during the summer. The area being renovated has the potential to provide approximately 75 parking spots.
- A redesign of lot nine, which is the large lot near the Physical Plant, is proposed. Dr. Pellicciotti will confirm that the area being considered is IU property before moving forward.
- The Indiana Department of Transportation (INDOT) has completed a significant portion of the Broadway Redesign Project between 33 and 35th Avenue. The project is moving forward and should be complete in the next few weeks.
- Using Gilroy Stadium as an overflow for parking is no longer being considered because Gilroy has been given away for the Jackson Family Museum Project.
- Chancellor Bergland announced that he is scheduled on a conference call to discuss next steps regarding the Library Conference Center Plaza repaving situation.

IV. Smoke Free Initiative

Chancellor Bergland met with staff and students on May 19, 2010 to discuss reenergizing the Smoke Free Initiative at the start of the Fall 2010 term. Several initiatives were suggested, and a group, including the leadership of the Student Nurses Association, the Campus Wellness Committee, Vice Chancellor Hodges, Carolyn Hartley and Dr. Linda Delunas, will determine which initiatives to pursue. Carolyn Hartley noted that emphasis was placed on replacing signage with new, more explanative signs and promoting student, staff and faculty involvement to make all aware that IU Northwest is a smoke-free campus.

V. Synchronicity

Chancellor Bergland announced that a training program will be implemented for staff and faculty to ensure that all know what is expected after synchronicity is implemented on July 11, 2010. According to Carolyn Hartley, much of the training will involve refreshing participants on what was provided last year when the campus went to the TIME system as well as training on additional topics. Training should take approximately 30 minutes, and the dates considered for the training are July 7, 8, and 9. Council members were asked to provide questions to Carolyn so that she can anticipate where additional information is needed for training purposes and identify questions to add to the Frequently Asked Questions (FAQs) document. Employee and supervisor training will be conducted during the same sessions.

**IU Northwest Council Meeting Notes
Meeting Held Tuesday, June 8, 2010**

VI. Update from Transition Team

Dr. Malik announced that efforts have moved into the individual discussion phase as team members are working directly and individually with Dr. Lowe.

VII. Update on AQIP/Continuous Improvement

Dr. Delunas and Dr. O'Dell reported that a written analysis of feedback received on the Systems Portfolio was submitted and reviewed. Attendance at the AQIP Strategy Forum must be scheduled.

VIII. Other Information

Chancellor Bergland was recognized for his leadership by the IU Northwest Council on June 8, 2010 during his last meeting as Chancellor.