IU Northwest Council Meeting Notes
Meeting Held Tuesday, May 9, 2017

Chancellor Lowe asked if there were comments or questions regarding the April 11, 2017 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes, and thanked her for very comprehensive notes from the last meeting.

Chancellor Lowe introduced new IU Northwest Council members, Dr. Kristin Huysken, Vice President of the Faculty Organization, and Dr. Ranjan Kini, Faculty Organization representative. Effective for the 2017-18 academic year, Dr. Huysken will serve continually as a Council member, in her role as vice president, Dr. Kini will serve a two-year term, and Dr. Kalim Shah will serve a one-year term. The new faculty representatives replace long-time Council members and faculty representatives, Dr. Iztok Hozo and Dr. Subir Bandyopadhyay, who are rotating off of the Council. Dr. Lowe, and other Council members, welcomed the new members, and thanked Drs. Hozo and Bandyopadhyay for their service. Gabriela Jaimes, new Student Government President, was also introduced and welcomed. She was accompanied by former SGA President, Chiamara Anokwute, who recently graduated and aspires to attend medical school. Chancellor Lowe acknowledged Chiamara's valuable service on the Council and wished him well in his educational pursuits.

9:00 – 10:00 am Routine IU Northwest Council Business

I. Enrollment Management and Student Success

- **Enrollment Management Update**

  Vice Chancellor Montevirgen reported that beginner applicant numbers were up 4.4% compared with a year ago, and admits from those numbers were up 1.7%. To address declining transfer applicant, admit and enrollment numbers, targeted tactics and events are planned, including Transfer Saturday, which was held on May 20, and Transfer Friday, which is scheduled on June 19, with the Office of Admissions coordinating these efforts. Additionally, potential transfer students are being referred to the Admissions Office by the ABC Dual Degree program, a partnership, funded by a Kresge Foundation grant, between the Indiana University regional campuses in Gary, Kokomo and South Bend, in conjunction with the Ivy Tech Community College campuses of northwest and north central Indiana.

  Effective May 7, Summer I enrollment was down 3.1% in terms of headcount and down 4.92% in terms of credit hours, and Summer II enrollment was down 2.9% in terms of headcount and 7.5% in terms of credit hours. Fall 2017 enrollment was down 10.5% in terms of headcount, and down 9.13% in terms of credit hours. For Fall 2017, enrollment was down 10.5% in headcount, and down 9.13% in credit hours.

  President McRobbie is paying close attention to regional campus enrollments, and it is important that work continues to enroll as many students as possible, with a focus on several new initiatives to increase enrollment. Admissions counselors are providing classroom presentations at local community colleges in Indiana and Illinois. Vice Chancellor Rominger reported that Deans are planning an enrollment campaign to encourage students to enroll earlier, and they are also monitoring unit enrollment numbers. Student advisors will be hired during the summer in the College of Arts and Sciences, School of Business and Economics, and School of Education to ensure that all students receive appropriate and timely advising. The College of Health and Human Services will hire a part-time advisor to assist with their students. Efforts continue to increase graduate enrollments, and the campus has contracted with Salesforce to brief all graduate units on the use this customer relationship management tool. Chancellor Lowe fully endorsed the colleges and schools mobilizing to reach students to encourage earlier registration.

Recent enrollment reports, distributed by Registrar Peter Zachocki, are basic reports that differ from those sent by the previous registrar, which involved manual transposition. If units require more in-depth reports, please contact Registrar Zachocki (pzachock@iun.edu), who can provide access, if it is still available, to information provided in the previous reports.

II. Updates – Finance and Human Resources

- **FY18 Budget Process status report**

Michelle Dickerson, Executive Director of Finance, was absent from the meeting, and Chancellor Lowe provided an update regarding finance and budget topics. At the time of the Council meeting, the tuition rate increase, and recommendation for salary increases, had not been approved but, since that time, the tuition rate increase has been confirmed at 1.9%. Because tuition rates will increase, the campus can provide a 2.0% salary pool, instead of a 1.5% salary pool, as previously discussed. May and June will be busy months, as the budget is finalized. Student Success Funds, and other funds, are being used to expand outreach efforts to students.

Aneesah Ali, Director of Equal Opportunity and Affirmative Action Programs, provided an update on behalf of the Salary Review Committee for Non-Academic Employees. The committee has completed gathering outside reports and salary data, and is in the process of finalizing the analysis. The report and recommendations, which will be provided to Chancellor Lowe within a month, will include a review of the 2012 report and recommendations, and an update on any inequities identified at that time, to ensure that inequities have been addressed. Chancellor Lowe commented that he has seen the draft faculty report, and final reports from the two committees will probably be submitted by the end of the fiscal year, which will provide baseline salary data moving forward. Vice Chancellor Anna Rominger and Dr. Susan Zinner co-chair the Faculty Salary Committee, and Michelle Dickerson and Rocio Payne co-chair the Non-Academic Salary Committee. Both reports will also include information on gender inequities.

III. Facilities and Operations Update

- **Arts & Sciences Building and other updates**

Andy Kapocious reported that work continues on the Arts and Sciences building, which is on track for completion according to schedule. The campus has begun securing and insuring the building and, effective May 1, our campus Police Department assumed responsibility for building security. Substantial completion, which means that the general construction is done, occurred on May 15, and the building has been turned over to the university pending installation of all furniture, fixtures and equipment, which is already in progress, and then the building will be turned over to the campus. Limited building tours are being conducted, and additional tours will be scheduled by Andy who will establish a tour timeframe for those who have requested tours. Because completion activity continues, most visits to the building are likely to take place in June, with move-in date on July 1, 2017. All are urged to purge all unnecessary documents and office clutter.

The Backfill Study is now available, and is being reviewed by Andy. Priority will be given to vacating Lindenwood Hall, as it is readied for demolition, possibly in 2018. The campus is also vacating Arts on Grant and Theater on Grant. Available spaces, after moves take place, will primarily be in Hawthorn Hall. Andy is providing a space audit, which he asked Council members

to review and return to him by May 12, that serves to verify office occupants, and validates the actual use of spaces, and names of occupants, if applicable. A recommendation will be provided to Chancellor Lowe after the audits are complete. Plans are moving forward to reconvene the Facilities Planning Committee, and the committee will have a role in evaluating the Backfill Study, and will also be involved with review of the audit. Andy will ask Deans to identify those who they want to serve, going forward, as members of the Facilities Planning Committee. Dr. O'Dell urged that more information about the move from Lindenwood be made available to the occupants of that building, so that they will be informed about the Lindenwood relocation timeframe. Currently there are 21 offices remaining in Lindenwood.

IV. Council Annual Survey Results – Improvement Initiatives

The Council Annual Survey results remain on the agenda to continue the discussion about how the Council can be more effective. One change this year is that Budget Committee recommendations submitted to Chancellor Lowe each Spring, to guide how the coming fiscal year will be structured, was added to the March 2017 Council agenda, and will remain on the agenda until the budget is finalized. Currently, the agenda for Council meetings is set by the Agenda Committee (the campus Leadership Group) and, once again, Chancellor Lowe extended an offer for an alternate group to set the agenda, which drives what is discussed, and could offer roles for those who are less involved in Council deliberations. The 2017 survey will be administered in June.

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

- 2016-17 selection: Rebecca Skloot, *The Immortal Life of Henrietta Lacks*
  2017-18 selection: *Conflict is Not Abuse,* by Sarah Schulman

- **One Book update**
  Dr. Susan Zinner, Faculty Organization President, reported that there will be a change in the One Book Committee structure. The current One Book Committee will merge with the Faculty Organization Affirmative Action Committee, which will require a change to the Faculty Organization Constitution. The chairperson of the Faculty Organization Constitution Committee, Dr. Ellen Szarleta, also a Council member, was asked to draft the change, which will require a vote from the Faculty Organization, with the process moving forward in the Fall 2017 semester. The new group will be responsible for organizing One Book events in the future, and responsible for the process of identifying the new reading selection each year. Both groups were involved in the selection process in March. There will be two co-chairs, Dr. Crystal Shannon, former One Book chair, and Dr. Joe Ferrandino, former chair of the Faculty Organization Affirmative Action Committee. Chancellor Lowe is encouraged by the new structure, and hopeful that energy from Reimagining the First Year efforts will be harnessed in the One Book Committee, to provide a first-year reading experience.

VI. Student Government Association (SGA) Update – C. Anokwute & Gabriela Jaimes

Gabriela Jaimes stated that she is honored to be the student representative on the IU Northwest Council, and thanked Chiamara Anokwute for setting a really good foundation for Student Government in the coming year. Student Government has been reaching out to establish relationships with other university student government structures to get new ideas and identify what more can be done to benefit IU Northwest students, and promote student success. Chiamara thanked the Council for the

opportunity to serve as he moves forward with his pre-med aspirations. Chancellor Lowe commented about the value the Council places on the student perspective, which representatives from SGA provide through their service on the Council. Again, he thanked Chiamara for his service, and congratulated Gabriela, letting her know that she is welcome to discuss anything that is of interest to her, or to students.

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

There were no reports from the above named staff groups.

VIII. Chancellor's Report

- To allow Chancellor Lowe to welcome students at New Student Orientation, the August Council meeting will begin at 9:30 a.m.
- The June 13 Council meeting will be extended to 1:30 to include the annual Council Appreciation Luncheon.
- There is no meeting scheduled in July.

IX. Other Information

10:00 – 11:30 Planning Discussion

X. IU Northwest Council Strategic Planning

- Discussion and reports from Working Groups on metrics/action steps associated with planning objectives
- Action steps and data entry in WEAVE

The regular Council meeting ended at 10:00 and, for 60 minutes, Council members convened, in their respective working groups, to identify action steps to support Strategic Planning objectives. John Novak provided tips on identifying action steps and appropriate measures. The last 30 minutes of the meeting, working groups reported the action steps identified by each group.