

IU Northwest Council Meeting Notes
Meeting Held Tuesday, June 10, 2014

Chancellor Lowe was away attending a conference, and Vice Chancellor Malik began the meeting by asking if there were corrections to the May 13, 2014 meeting notes. Hearing none, he advised Council members to contact Kathy Malone with any changes.

I. Enrollment Management & Student Success

a. Enrollment Management Group Update

Dr. Malik reported that the campus is more than 8% behind in student enrollment and 4% behind in credit hours, which has the most budget implications. Efforts will continue to encourage students to enroll. Efforts include making phone calls, and communicating with deans to identify students from academic programs to serve as ambassadors, to call potential new students to encourage them to enroll. Academic units must consider a variety of interventions to help students be successful, and think differently about how they can encourage students to continue their educational pursuits and become year-round students. Dr. Malik asked Council members to submit ideas or alternate approaches to enrollment initiatives to him and Dr. Cynthia O'Dell.

Of the total enrollment in IU Course Connect, 48% is from other campuses, which is a good sign. The online compensation distribution model is changing for next year. Previously, it was a 90-10 split, with 90% of the revenue going to the campus offering the courses, and 10% to the campus that submitted the students. Consideration is being given to a 60-40 or 70-30 split. It is encouraging that the campus went from five online sections being offered to 16 sections.

In terms of Admissions, while early, some areas are flat, and some are behind. There are significant declines in new students 24 and older. Within the last two years the campus has declined in this category, dropping 61% in spite of marketing efforts to attract adult learners. In the past two years, academic honors have increased 51%, which is a good sign, because these are students that eventually impact the four and six-year graduation rates.

b. Academic Advising Task Force

Beth Tyler reported that an Academic Advising Task Force will be traveling to the NACADA (National Academic Advising Association) Summer Institute June 23 – 27, 2014, in Portland, Oregon, with the goal of devising an action plan for the campus, and operationalizing what has been recommended by the NACADA consultant, and by the Academic Advising Task Force. Campus goals identified by the Academic Advising Task Force for 2014 include:

- **Ensure that students have access to reliable academic information to help them be successful in their academic planning.** Work continues with the On-line Resource Center (other suggested names include “info hub” or “E-kiosk”). Myriam Young and the web team have been working on this project, and are reviewing the First-Year Experience webpage, and other relevant sites, for content auditing and site enhancement, making certain that terms used on the site are understandable to students. The goal is to have the site published by mid-August 2014.
- **Make certain that every student, especially incoming new students, has an advisor with whom they can reliably connect.** To achieve this goal, the Enrollment Management Group is working to address communication challenges between Admissions and the academic units to address the advising crisis. There is a desire to send correspondence to new students, and to include information about degree maps, and the name of student academic advisors. Until advisors are named, and contact information is identified, this goal cannot be achieved. There is an urgency to have these goals achieved before the trip to NACADA to successfully determine a campus action plan, based on the reviews and assessments identified.

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c. DemandEngine Update

Due to the delay, or extension, in the search for a new Vice Chancellor for Student Affairs, a team of enrollment management experts was assembled from within Indiana University, and visited the campus June 5-6, 2014. The team interviewed Beth Tyler, and staff in Admissions, Financial Aid, the Registrar's Office, and Information Technology to obtain ideas about furthering the enrollment management agenda, while continuing the search for a vice chancellor. Beth anticipates a response from the enrollment management experts in approximately two weeks.

II. Budget Update

a. FY15 Budget Process

Marianne Milich reported that the budget process is complete, and the Board of Trustees will review the budget, for possible approval, at their next meeting June 19-20. To prepare for FY14 year-end closing, all are asked to approve items in their Action List. This will be a tight year-end closing, with not a lot of cash to carry forward because of funding needs for ERIP (Early Retirement Incentive Plan), the possibility of having to return 2% of state appropriation to the state, and funding needs for Arts on Grant. Funding for Arts on Grant and ERIP alone represents \$1.2 million dollars cash.

The Campus Card is moving forward, and the first card will be issued on June 17 to students attending the first new student orientation session. Issuance of cards to the campus will be scheduled, by building, to replace old cards, including access cards, and buildings will be notified of their scheduled time to have cards produced. All employees and students will need a new card, with a new picture, because existing photos/information cannot be downloaded into the new Campus Card database. For added building/room access, contact Bill Durkin. Employees will have the option of using payroll deduction to add funds to cards. Purchases at Comfort's Catering can be made with the campus card.

Financial Aid refunds will be delayed for the fall semester, and the Campus Card will be available to students for book purchases, up to \$600, at the Bookstore. Faculty are encouraged to place book orders so that students can purchase the books needed. Additional information about the card is available at the following website: <http://www.iun.edu/redhawk-card/> Marianne thanked all involved with Campus Card implementation efforts.

Dr. Malik briefly mentioned that the University Faculty Council is examining Federal guidelines and compliance issues, significant to the university, that primarily affect faculty. There is a mandatory requirement to place book orders early enough to meet Federal guidelines. Additional information shall be forthcoming on this topic.

III. Update on Facilities

a. Arts & Sciences Building Project

Vice Chancellor Pellicciotti reported good news regarding the Arts and Sciences Building Project. The architects have completed the concept design, and it is aligned with the budget. The design will be presented to the Board of Trustees at their June 19-20 meeting at IU South Bend. If approved, specific information, including drawings, will be made available out to the campus community. The academic programming originally sought for the building remains a part of the program plan. During the week of June 16, the architects will begin another round of meetings, with departments assigned to the building, to more specifically design the space. Dr. Malik thanked all who have been involved in the project, and he appreciates the good thinking that has gone into the project.

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b. Sewer Project

The sewer project is moving forward, and the expectation is that approval for road closures will be secured from the City of Gary during the week of June 9. Signs should be up the following week, notifying motorists of upcoming road closures, with the first road closure (west side of Broadway on 33rd) expected to take place around June 23. The construction project will move from the north to the south side of campus through the summer.

c. The Child Care Renovation

The project is nearing completion. Furniture should arrive June 18th, and it is expected that the project will be complete by the end of June, or very early in July. University Advancement & External Affairs will be moving into the building from Sycamore Hall in mid-July, with the anticipation of moving all offices from Sycamore Hall by the end of July, and demolition of the building anticipated in August. The IU Architects are working on the specs for a Phase I parking expansion in the Sycamore lot after the demolition (possibly sometime in the Fall Semester, and before construction begins on the new building).

The confidential document shredding program will begin during the week of June 16. The campus will be using a new vendor who meets the confidential shredding standards, and costs for services will increase with the new vendor. Because the campus may not be able to fund this service next year, campus units are encouraged to avail themselves of services provided by the campus this year.

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

a. One Book – One Campus – One Community Update – J. Wallace

1. 2014-15 Book & Council 2014 Summer reading project: Michelle Alexander, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*

Suggestions for facilitation of Council book discussion and involvement during the summer.

The Council considered ideas for facilitation of the Council book discussion and involvement during the summer. James Wallace suggested that the Council have four reading/discussion groups to correspond with the four major themes identified in the book. Those themes are:

- The Recurring Cycle
- How the System Works
- Racial Indifference and the Under caste
- The Movement

Council members would be asked to identify their first and second group choices, based on the four themes, and after groups have been confirmed, they would meet, independent of Council meetings, identifying an assigned leader for each group. It was suggested that extra Council meeting time be scheduled to bring forward discussions regarding the book in July (cover two themes) and August (cover two themes). James also has available a discussion guide for the book. The Council agreed with the approach that James offered and would like to move forward.

James also provided an update on behalf of the One Book committee, and shared ideas discussed at a recent meeting. The committee is focused on securing more faculty engagement, and suggested asking deans to nominate faculty members to participate. The committee discussed planning and activities for 2014-15, and there was particular excitement among committee members about the possibility of a screening, and live Q&A, around the documentary, “The Cooler Bandits.” The documentary focuses on the unequal distribution of justice for four men in Akron, Ohio. The cost to bring the screening, and participants, to campus is reasonable. This event could serve as a kick-off event in the fall, or a closeout event in the spring.

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V. Institutional Effectiveness Update

a. Campus Climate Survey Results (introduction, with discussion at July Council meeting)

John Novak spoke about the Campus Climate survey results, and he will more extensively discuss the survey at the July Council meeting when Chancellor Lowe can be a part of the discussion. The survey was administered at IU Northwest first in 2006, again in 2009, and in 2013. With the recent survey, there were changes, with questions being added about campus events and favoritism. John will revise the PowerPoint presentation, provided to the Council, for next month's Council meeting, and will also review the Executive Summary with the Council. The 2013 survey response rate is down from 2009, with 226 responses received out of 421 invitations (48% response rate). John noted that there was a higher response rate in 2009 when the Center for Survey Research in Bloomington administered the survey rather than the IU Northwest Office for Institutional Effectiveness, who administered the survey in 2013. Council members questioned if this change negatively impacted the response rate. All were encouraged to read the survey results in preparation for a more in-depth discussion at the July meeting.

VI. Chancellor's Report

- a. The Council Annual Survey was distributed on June 4 with a deadline of June 20, 2014. Members are encouraged to complete the survey.
- b. Council Meeting Dates are posted on the Council agenda and also on Oncourse.
- c. The Council's annual gathering is on June 20, 2014 at Chancellor & Mrs. Lowe's home.

VII. Other Information

- Carolyn Hartley is retiring, and she attended her last Council meeting on June 10, providing brief remarks, thanked all for opportunity to serve on the Council and to serve as Human Resources Director. Her last day is Friday, June 27, 2014. She said that she will miss everyone.
- The semi-annual retirement reception is scheduled on June 23 at 3:00 – 5:00, and there will be a large number of retirees honored on that day. Council members are asked to attend.
- Dean Anna Rominger suggested that a message be sent to students reminding them of the official start of fall classes, because there have been incorrect dates circulated. The correct date, Monday, August 25, can also be included on the Home Page, and on digital message boards.
- Beth Van Gordon reported that the bi-annual Information Technology User Satisfaction Survey of regional campuses was administered this year, and IU Northwest is at the top. She urged all to congratulate the IT staff, and provided the following URL to view the survey results: <http://go.iu.edu/ccn>