

Faculty Organization Minutes
September 19, 2014
1:00-3:00
Hawthorn Hall 107

1. Call to Order
2. Approval of Minutes of April 18, 2014- - a motion was made to approve the minutes and they were passed unanimously with corrections.
3. President's Report
 - a. Two Purdue Campuses will combine to "Purdue Northwest"
 - b. Purdue Fort Wayne will be transferred to IU control.
 - c. IU reaffirmed its support of Regional campuses by moving to include a regional representative as co-chair of the UFC
 - d. Many Dean and Administrative Reviews will be conducted by the Executive Committee this year.
4. Chancellor's Report
 - a. Lower enrollments have created a shortfall for the current year, probably more than \$400,000. This shortfall is proportionally less because our budget predicted a setback in enrollment. This will cause a systematic expenditure review.
 - b. Healthcare costs are predicted to rise in 2016 fiscal year. It will also be the goal to include the maximum allowed raise is salaries of 2%.
 - c. Interviewing candidates for VC of Student Affairs to provide leadership on recruitment and retention.
 - d. Thanks to those who attended the Portland, OR advising conference this summer and returned with practical recommendations for improvement of advising. (See Attachment 1)
 - e. A revision of the Service philosophy of IU Northwest is underway with over 20 faculty and staff volunteering to take part.
 - f. New building construction documents are available in Lindenwood 4th floor. Bids will go out in early 2015.
 - g. Sycamore Hall will be demolished in about 10 days' time. Concerns about parking are being addressed.
 - h. Please get involved in One Book and get your students involved.
 - i. New billboards and campus landscaping are lovely.
 - j. RDA received and approved a report regarding the need for health care in the Gary area. Although some were disappointed by the report's assessment of the trauma care landscape, IU Northwest can play a role from expansion of residency programs which were recommended.
5. Vice Chancellors' Reports
 - a. Enrollment
 - i. "Degree seeking students" is the group which has dropped the most. Biology majors have risen by 40% over the last 4 years. 8% decline in our undergraduate enrollment. Education enrollments are especially down.
 - ii. Academic Honors among new students are up over 20% over two years. High school enrollments continue to increase.
 - iii. We now have the second most online classes in the IU System. Many students desire these options and they help students stay on 4-6 year plans for graduation.

- b. We are moving toward always having 2 semesters available for registration. This is intended to increase retention.
 - c. Deans are enthusiastic about advising recommendations (attachment 1). A search is underway for a Director of Advising.
 - d. Advising will be incorporated into promotion and tenure guidelines.
 - e. Redhawk cards are a requirement beginning October 1. Authorization is required for using the card for food services and vending.
 - f. Welcome New Associate EVCAA for Faculty Affairs Bala Arshanapalli
 - g. New Faculty were introduced by their deans. *Some introductions were more poetic than others.*
6. Jeri Pat Gabbert, Vice Chancellor for University Advancement
- a. Number of donors, number of gifts and dollars raised are all up over last year and dollars are at a five year high.
 - b. This year Development is fully staffed which should result in continued growth.
 - c. New ad videos were previewed.
7. Beth Tyler, Asst. Vice Chancellor for Student Services
- a. Sexual Violence - IU is asking all new students to complete the “Essentials” module of MyStudentBody.com, which has three sections: drugs, alcohol, & sexual violence. Faculty are able to view the MyStudentBody student site if they’d like. New users first have to register by clicking the [Register Here](#) link on the front page of [MyStudentBody](#). The school code to access the program is [sta62700](#). School codes are used once when new users register an account; they allow the system to recognize which school the user is from and which level of access to grant. **They are NOT passwords.** You should be able to get access by using your iun.edu email address.
 - i. <http://stopsexualviolence.iu.edu/>
 - ii. Sexual Violence is the most extreme form of Sexual Harassment.
 - iii. <https://www.mystudentbody.com/> - accessible through Onestart.
 - iv. The law requires that every report of sexual violence is investigated. Only the counselors in the counseling center are allowed to maintain confidentiality.
 - v. Oct 10 begins rollout of new sexual violence prevention training. New policies requires all employees are trained.
 - vi. Sexual Violence is simultaneously investigated by the campus as a Student Conduct issue and by law enforcement.
 - vii. <http://www.iun.edu/student-affairs/office-of-vice-chancellor/student-conduct-resources.htm>
 - b. Classroom Behavior
 - i. <https://iun.edu/student-affairs/forms/personal-misconduct-reporting.html>
 - ii. <http://www.iun.edu/counseling-services/behavioral-consultation/index.htm>
 - c. Redhawk info hub
 - i. <http://www.iun.edu/redhawk-info-hub/index.htm>
8. 15 minute extension to the meeting was requested by Chuck and passed.
9. Acting UFC Representative and Vice President Subir Bandyopadhyay - UFC Co-Chairs and other Issues.
- a. UFC
 - i. Post-tenure review will be systematized across IU Campuses
 - ii. Budget – The 2% of Federal funding cut last year may be restored.
 - iii. Sexual Violence was a hot topic.
 - iv. IPFW – Pres McRobbie denied any behind the scene deals.

- b. Two amendments to UFC Constitution
 - i. RFC rep will serve as a third co-chair of the UFC.
 - 1. Motion was made to accept the amendment, seconded, and passed unanimously.
 - ii. Change in the nomenclature to Co-chairs and Co-Secretaries.
 - 1. Motion was made to accept the amendment, seconded, and passed unanimously.
- 10. One Book, One Campus – Dr. Rochelle Brock, Associate Professor of Urban Education
 - a. <http://www.iun.edu/onebook/>
 - b. Book selection for next year begins soon.
- 11. James Wallace, Director, Office of Diversity, Equity, and Multicultural Affairs
 - a. <http://www.iun.edu/diversity/office-programs/index.htm>
 - b. Minority Opportunity for Research Experience – student research funding
 - c. Gary International Film Festival – filmmakers of “My Name is Gary” will skype with students next week.
 - d. Many upcoming events.
- 12. Tribute to Dr. Joe Kamen – Anna Rominger, Dean, School of Business and Economics (See Attachment 2)
- 13. Old Business
- 14. New Business
- 15. Meeting adjourned at 3:01 pm

Attachment 1

ACADEMIC ADVISING TASK FORCE ACTION PLAN

July 1, 2014

Phase I – by fall 2014

1. Create a new position, *Director of Academic Advising*, who will coordinate academic advising across campus; the Director should report to Cynthia O’Dell, Assoc. Exec. Vice Chancellor for Academic Affairs.
 - a. draft a position requisition and job description and begin the recruitment process as soon as possible
 - b. appoint Cathy Hall, Director of Academic Success and Achievement Programs, as temporary coordinator of Academic Advising while the search for a permanent director is taking place (we may need to get someone else to take on some of Cathy’s duties on an interim basis)
2. Begin intensive training of the two Academic Success Advisors so that they can take on advising of a “pilot” cohort (task force recommends all exploratory students) as soon as possible.
3. Expand the role of athletic coaches to full-time positions, with collateral assignments in academic advising; then expand “pilot” cohort to include all students who are on academic probation who are exploratory, BGS and undecided (approx. 523 students)
4. Request that deans ensure that all advisors can make student advising a priority; consider making advising their full-time job, but at minimum if other job responsibilities take precedence over advising duties, the deans should work closely with advising staff to determine possible solutions, e.g., review resource allocations to ensure that advising always comes first.
5. Acquire a software system (or utilize an internal system) that allows students to schedule advising appointments online
6. Begin point-of-service evaluations of advising in every unit (may be able to combine with #4, above)

PHASE II –2014-15

1. Familiarize all faculty and professional staff advisors with NACADA’s *Concept of Academic Advising* and *Core Values* as a possible source of best practices for academic advising at IU Northwest.
2. Appoint a task force of faculty and professional staff advisors to develop mission, vision, and values statements for academic advising at IU Northwest.
3. Create new role for faculty – [RedHawk] Advising Fellows; flesh out program during fall, 2014 semester, in collaboration with P&T and/or Academic Affairs committee(s); consider half-time appointment of faculty co-director (Senior Advising Fellow) to support the coordination of the Advising Fellows program.
4. Request that all deans establish the following minimum expectations of all professional advisors and faculty advising fellows, as follows:
 - o Contact student within 24 hours of initial outreach; appointment within 7 days
 - o Use advising checklist provided by EVCAA
 - o Provide training and ensure that all advisors are familiar with and utilize, as appropriate for their particular advising challenges, the following tools:

- OTP tokens (requires FERPA tutorial)
 - iGPS training
 - academic planner --
https://usss.iu.edu/sites/sistrainingsupport/SIS%20Online%20Help/SIS%209.0%20Job%20Aids/Academic%20Advising/iGPS/iGPS_Using_Planner.pdf
 - schedule builder --
https://usss.iu.edu/sites/sistrainingsupport/SIS%20Online%20Help/SIS%209.0%20Job%20Aids/Academic%20Advising/iGPS/iGPS_Build_Schedule.pdf
 - AdRx
 - Degree maps & degree audits
 - EAB Student Success Collaborative
5. Develop the components of a coordinated and effective advising program, i.e.:
 - Curriculum and learning outcomes, incorporating career advising into the academic advising curriculum;
 - Job description and performance standards for all professional advisors & Advising Fellows;
 - Reward & recognition structure and professional development plan for professional advisors & Advising Fellows;
 - Ongoing evaluation and assessment.
 6. Ultimately, centralize advising for all exploratory students and students on academic probation [and, possibly BGS students] with full-time professional advisors and Advising Fellows from among the ranks of full-time faculty.
 7. Identify and prepare a physical space on campus that can function as an academic advising center, that houses the academic advising staff and, potentially, a resource center and other academic support functions; possibly co-locate with Career Services.

PHASE III – 2015-16

1. Move into a physical space on campus that will function as an academic advising center, that houses the academic advising staff and, potentially, a resource center and other academic support functions; possibly co-locate with a One-Stop and/or the Office of Career Services.

Attachment 2:

A DEATH IN OUR FAMILY

Three months ago, on January 30, 2014, Dr. Joseph M. Kamen passed away suddenly and peacefully in Chicago at 83 years of age.

Appointed in 1968, Joe served as Professor of Business Administration at Indiana University Northwest until his retirement in 1993 delivering incomparable contributions spanning academe and business. His education as a psychologist at the University of Illinois, combined with his vast experience in domestic and international business-oriented research, enabled Joe to clarify and deliver many teaching topics; and to engage administrative situations to assist the business school and the campus to grow during the formative years. His ideas spawned new business courses as well as new programs such as the Post-baccalaureate Certification in Accounting. His influence pervaded the campus all-the-while eschewing personal recognition.

Joe was a superb writer, who was able to combine his insights with his analytical talent, often with humor, to transform obfuscation into the obvious, to students and to colleagues as well as to marketing professionals. Joe's service for a quarter-century as a senior faculty member who offered numerous contributions to our faculty, to our students, and to IUN's development, should be well remembered by all who knew him.