

KANSAS WESLEYAN UNIVERSITY
Institutional Direction Committee Meeting

August 13, 2019

IDC is under the expectation of keeping confidentiality about necessary candid conversations to carry out the charge for this committee.

Minutes

Present: Dr. Matt Thompson (Chair), Dr. Bill Backlin, CFO Rhonda Bethe, Dr. Dorothy Hanna, Dr. Paul Hedlund, Dr. Steve Hoekstra, Dir. Janeane Houchin, Dr. Damon Kraft, Prof. Barbara Marshall Nickell, Dir. Bryan McCullar, Dir. Ken Oliver, Dr. Melanie Overton, Dr. Kristy Rodriguez, EAP Jan Shirk, and Dir. John Swagerty.

Absent: VP Mike Hermann, Head Coach Anthony Monson, and VP Bridget Weiser.

Call to Order: Dr. Thompson called the meeting to order at 3:30 pm and Dr. Hedlund offered the opening prayer.

Introduction/Welcome: Bryan McCullar was welcomed to IDC as the new representative from Middle Managers.

Minutes: The May 31 planning meeting minutes were approved as printed.

President's Remarks

- IDC will be working with an aggressive agenda for the fall.
- Collectively IDC has come together to address major issues constructively and positively and we can continue this good work for this year as well.

UNFINISHED BUSINESS: None.

NEW BUSINESS

Strategic Planning

- **Strategic Plan – Dr. Thompson**
 - Year One: 90% of the year one initiatives were accomplished. Only social work accreditation did not reach the goal, but this was due to the timing.
 - Year Two: The most current update for the 2019-20 year was reviewed. IDC members will be asked to help in the plan's initiatives for this year's work. Reminder that the strategic plan focus is how to better serve students and better serve our region.
- **Budget Process Planning – Rhonda Bethe**
 - Business Office is working with Jenzabar to be sure all have permission and access to see the budget. Departments are viewing the budget in a variety of ways; this will change so we are all viewing the same budget; more consistency.
 - CARS will be phased out for KWU use and everyone will transition to using CX8.1 (CARS no longer supported by Jenzabar.)
 - We would like to move to CX10 in next 6 months.
 - Training sessions will be scheduled for the budget access process in September-October.

- Business, Financial Assistance, and Registrar's offices have been trained to handle CARS/Jenzabar reports, including more specialized reports.
 - Some of the data for the academic prioritization process is coming from the Registrar's office (reports). Faculty can ask Registrar's office for help.
 - Rhonda will talk with Barbara about the budget for debate and theatre.
 - Rhonda sent out budget worksheets for 2020-21 to all department heads. These included five years of data
 - **2020-21 budgets are due back to Rhonda by the end of August 2019.**
 - The expectation is to provide a solid draft 2020-21 budget to the Board in October 2019, with final approval by the Board in February 2020.
 - Not expecting to see major changes for 2020-21 as most departments will just roll their current budget forward. Any new items should be pulled out and justified at the bottom of your budget report prior to submitting to Rhonda.
 - Brief discussion how we update computers now without a technology committee. Any computer hardware and software should be charged to the office purchasing it. If new, be sure to justify at bottom of your budget report. Dr. Thompson will check with IS on the master schedule and strategy for upgrading computer equipment and software and report back to IDC.
- **Enrollment Management – Dr. Overton**
 - Currently on target or slightly up in FA19 numbers, on target and slightly below on discount rate --- both good news.
 - The returners number is strong and expecting approximately 250 new students.
 - Some rosters were under in recruitment goals.
 - There was a final push to bring in more new students in our middle tier --- brought in about 7 the last month
 - Enrollment sub-goals are the focus this year. Coaches have clear expectations for recruitment.
 - Dr. Overton has a document showing assessment and break down of enrollment systems now in place if any IDC member wishes to view it.
 - FA19 has about same profile of class as last year. The bigger changes are:
 - Male enrollment numbers are 55% of the class (decrease)*
 - Student athletes is 70%*
 - Non-activity student number is 40; 10 are nursing (increase)*
 - 34 are nursing; 30 are business; 19 are open option*
 - 2019-20 budget is based on 604 total enrollment, and currently we are 20 above that. There are no more single rooms available in the residence halls (other than for students with accommodations).
 - Non-activity recruitment strategies will be more intentional for next fall. Need to put process in place to address any new programs in the future. Example...someone involved in campus ministries, may want to play for praise band.
 - Looking at academic programs, the market will drive the changes in a significant way.
- **Academic Program Prioritization (APP) – Dr. Backlin**
 - Dr. Backlin had shared the timeline for the fall review process and the rubric was revised to use all individual departments.
 - Data has been received from the Registrar's office.
 - Dr. Backlin had first meeting with faculty today (34 in attendance) about APP.
 - Several open forums for faculty have been scheduled with Dr. Backlin early this semester.
 - The APP review team consist of Dr. Backlin, Dr. Hanna and Dr. Hedlund.
 - The bottom 2 quartiles on the rubric will be considered – the areas of concern or need.

- None of our peers are carrying 45 majors.
- Another option may be to transition a major to a minor.
- This process is not likely to result in any budgetary savings until 2020-21.
- Do we need the current number of concentrations?
- Following discussion on timing for the faculty in the review process, consensus was to ask Dr. Backlin to revise the timeline to provide more opportunity earlier to have divisional council and full faculty input, while still providing time for IDC to talk about the recommendations, vet that information, and come back in late October to solidify recommendations. It's important to make clear to faculty when the window of opportunity is for faculty feedback – within the full timeline.
- The report to the Board in October will be more of a pulse check on progress as the program review is a charge directly from the Board.
- Summary: For the APP process this fall, the qualitative and quantitative balance will be fairly considered by IDC. The robust discussions are what contributes to the strength of the work of IDC. There is art (conversation and balance on the ground) and science (numbers and evidence) to this process. The process is a clean way to move forward in the analysis and recommendations. The APP process is not done solely for budget purposes. It is something that we need to do as an institution regardless, to decide where we put our focus and resources. We will be fair and consistent across the board; all programs will have the same opportunity for improvement, but we cannot give false expectations.

IDC 2019-20 Dashboard – The draft 20219-20 IDC dashboard was reviewed.

- For the salaries and benefits item, feedback from the on staff survey on summer hours will be included.
- For review of the retirement benefit, we may do a survey of broader benefits and have this fall under the KWU Retirement Plan Committee. Information will also be shared with Faculty Affairs, but this is an overall institutional item affecting all employees. Dr. Thompson and Rhonda Bethe will work on creating the survey questions.
- For the next budget discussions with IDC, we will need current data in order to interpret and make good decisions.

Accreditation, Assessment, Compliance – Dr. Kraft and Dr. Backlin

- HLC Assessment Academy – There has been good collaboration for the assessment academy work and the team will be reaching out to other faculty and staff for more strategic asks. Time for a wider rollout which will allow us to vet our rubrics in different way.
- Social Work – the self-study will be submitted to CSWE in February. Expect approval by May with the on-site visit sometime in September-November 2020.
- Business – faculty have identified the accrediting body they wish to apply to, the Accreditation Council for Business Schools and Programs (ACBSP). Work will start on the accreditation process to move this forward.
- ILOs: COMMUNICATION is the focus this year. Faculty were encouraged to embed this rubric (no grade) in their course so we could get feedback/data. Faculty just pick an assignment to use with the rubric. Brief discussion on whether to make this rubric visible to the students. This will require a larger institutional conversation. Would like to have some groups put more emphasis on asking students for reflection.
- Compliance – no update at this time.

Other

- Online credit card training for Faculty is today and the staff training is scheduled later this month.
- The Hearst Foundations nursing scholarship grant application will be submitted this Thursday.
- KWU recently received a KBOR nursing grant and a NEA art works grant.

Next IDC Meetings: The next IDC meeting is Monday, August 26 at 3-5pm in Backstrom Conference Room.

Adjournment: Dr. Thompson adjourned the meeting at 5:07 pm.

Submitted by:
Jan Shirk
EAP and Meeting Recorder