

MINUTES

ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT COMMITTEE

UNIVERSITY OF SOUTHERN INDIANA BOARD OF TRUSTEES

September 1, 2016

The Academic Affairs and Enrollment Management Committee of the University of Southern Indiana Board of Trustees met on Thursday, September 1, 2016, in the University Center on campus. Present were Trustees Amy MacDonell, serving as chair in Committee Chair Kenneth Sendelweck's absence; Ronald D. Romain '73, and Evan K. Stieler '17. Also in attendance were Provost Ronald S. Rochon and Vice President for Enrollment Management Andrew W. Wright.

Ms. MacDonell called the meeting to order at 9:15 a.m.

1. APPROVAL OF RECOMMENDATION TO ADOPT ACADEMIC AFFAIRS AND ENROLLMENT MANAGEMENT COMMITTEE CHARTER

The Academic Affairs and Enrollment Management Committee Charter (Attachment A) was presented to the Board of Trustees at its meeting on July 14, 2016.

Ms. MacDonell reported the Academic Affairs and Enrollment Management Committee had been asked to approve a recommendation to the Board of Trustees for adoption of the Academic Affairs and Enrollment Management Committee Charter shown in Attachment A.

On a motion by Mr. Stieler, seconded by Mr. Romain, a recommendation to the Board of Trustees of the proposed Academic Affairs and Enrollment Management Committee Charter was approved.

2. REPORT ON SCHEDULE PLANNER

Ms. MacDonell called on Provost Rochon who asked Vice President Wright to introduce the report on Schedule Planner given by Sandy Frank, registrar. Schedule Planner helps students easily create optimal class schedules by selecting preferred classes, blocking time for life obligations, and instantly generating all possible schedules available for registration. Optimized class schedules allow students to register for more credit hours each semester and graduate earlier. Schedule Planner will be implemented in spring 2017 beginning with pre-registration in early October.

Prior to purchasing Schedule Planner, the program was well vetted within the University community. Demonstration and discussion sessions for the Provost's Council, President's Council, as well as other employee and student groups, were held. The University received positive feedback from students, advisors, faculty, and administrators following these sessions.

The University purchased Schedule Planner to offer students a better registration experience. Research indicates students who use Schedule Planner register for more credit hours and graduate earlier than students who do not use Schedule Planner. This program also provides tools for visually impaired users and integrates with Banner (the student information system); DegreeWorks (the degree audit system); and Acalog (the electronic bulletin software).

Data provided by Schedule Planner indicates that total credit hours enrolled increased 4.2 percent, 9.4 percent, and 10.3 percent in the three consecutive fall semesters after implementation of the program. Also, average credit hours taken per semester increased; and graduation rates improved by an average of 2.73 percent for Schedule Planner users versus non-users, and 3.51 percent for students who used the program for three or more semesters.

With the assistance of Schedule Planner, advisors report spending less time scheduling and more time discussing career paths, graduate school, internships, and study abroad opportunities during advising appointments. Advisors also are more confident in student course selection due to the use of approved four-year degree plans. Orientation staff report that an increased number of new students are being advised per orientation session due to an easier registration process with Schedule Planner. In addition, colleges can better plan course offerings to meet student needs.

There being no further business, the meeting was adjourned at 9:50 a.m.

University of Southern Indiana Academic Affairs & Enrollment Management Committee Charter

Purpose:

The Academic Affairs and Enrollment Management Committee (“Committee”) is responsible for reviewing and making recommendations to the Board of Trustees (“Board”) regarding the institution’s academic mission, as well as policies and resources needed to realize that mission, and ensure the quality and integrity of each of University of Southern Indiana’s academic programs. The Committee also monitors and makes recommendations to the Board regarding the institution’s policies, plans and initiatives for student recruitment, retention, and financial assistance. The Committee shall provide governance oversight on such matters as academic program development, review, accreditation and discontinuance; faculty tenure; major academic initiatives; maintain an appropriate balance among teaching, research/scholarship and service; and recruitment and retention programs and plans.

Membership

The Academic Affairs and Enrollment Management Committee will consist of a minimum of four trustees, and the Board of Trustees will select one of these members to serve as Committee Chair. The trustees should endeavor to be knowledgeable about University academics at the governance level.

The University’s Provost and the Vice President for Enrollment Management will serve as staff and primary liaisons to the Committee.

Meetings

The Academic Affairs and Enrollment Management Committee shall meet at least four times annually, with regular reports to the full Board. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public, and the Committee will invite members of the administration, faculty or others to attend meetings and provide pertinent information.

Committee Authority and Responsibilities

The Committee should have the power and authority to perform the following duties and fulfill the following responsibilities:

Primary Governance Role in Academic Affairs:

- Regularly review pertinent academic program data and policies to ensure that they reflect the University’s mission, priorities and strategies.
- Review proposals for new academic programs, information from periodic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
- Ensure appropriate alignment between the University’s mission and strategic plan, and ensure that programs are appropriate to respond to student interest and professional workforce needs.
- Ensure that the academic budget reflects the institution’s academic mission and priorities.
- Ensure that the institution assesses the effectiveness of its academic programs.

- Ensure that University of Southern Indiana's strategic plan is built upon a comprehensive academic plan.
- Monitor the integration of information and technology into University of Southern Indiana teaching and learning.
- Review University of Southern Indiana data and peer institution data regarding educational status, performance, quality and value, and ensure that performance standards are appropriately set and met.
- Review findings from regional [Higher Learning Commission] and program accreditation reviews and monitor the progress of institutional responses to any recommendations from those reviews.
- Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and policies.

Primary Governance Role in Enrollment Management:

- Ensure that the University's policies, plans, goals and objectives for student recruitment, retention, and financial aid support the University's institutional mission;
- Ensure student recruitment, retention and financial aid policies and practices comply with state and federal regulations and guidelines;
- Ensure that resources dedicated to the areas within enrollment management are appropriate to support the University's strategic policies, plans and goals.
- Review and monitor progress on the institution's enrollment management plan.
- Monitor the performance of the University's student recruitment, financial aid, and retention functions, taking into consideration the goals approved by the Board, the University's past performance and the performance of peer institutions.

Because this Committee has a broad range of duties, a minimum of two meetings each year should focus solely on Academic Affairs, and a minimum of two meetings each year should focus solely on Enrollment Management.