

Board of Trustees of Northeastern Illinois University

**Academic/Student Affairs, Enrollment, and Technology Committee Meeting Minutes**

May 12, 2022

A meeting of the Academic/Student Affairs, Enrollment, and Technology Committee of the Board of Trustees of Northeastern Illinois University was convened on Thursday May 12, 2022 in the Student Union Golden Eagles Room located at 5500 N. St. Louis Avenue, Chicago, IL. Trustee Ann Kalayil, Chair of the Committee, called the meeting to order at 8:36 a.m.

**Roll was called and the following Trustee Committee members were present:** Marvin Garcia; and Ann Kalayil

**Other Trustees present:** Jim Palos, ex officio; and Charlie Serrano

**Also present:** Gloria Gibson, President; G. A. Finch, University General Counsel; Mary Pat Burns (via video); Karl Voigt, Assistant Secretary to the Board; vice presidents; staff; and University community members

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**Opportunity for Public Comment in Accordance with P.A. 91-0715**

Trustee Kalayil announced the opportunity for public comment. There were four requests to speak.

1. **Dr. Timothy Scherman**, Chair of the Department of English and Linguistics  
**Topic:** implications of the currently projected surplus in the Personal Services line of our budget for our progress on enrollment over time.
2. **Mr. Christopher Maxwell**, Assistant Dean of Students and Chair, Administrative & Professionals Council  
**Topic:** request for University-wide education and vision on staff retention efforts
3. **Dr. Nancy Wrinkle**, NEIU Faculty and Chair of the Faculty Senate  
**Topic:** informing the committee about concerns of the faculty about the pilot program for enrolling students who have been admitted to the University before they have committed to attending
4. **Dr. Nancy Matthews**, NEIU Faculty and President of Local Chapter of University Professionals of IL  
**Topic:** ongoing failures in communication in our administration

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**Committee Chair's and President's Remarks**

Trustee Kalayil congratulated all those who will graduate tomorrow and thanked President Gibson and her team for all their efforts in coordinating Commencement.

President Gibson congratulated all Spring 2022 graduates and looks forward to seeing everyone at Commencement tomorrow. President Gibson also stated that she has full confidence in Dr. Buster-Williams and her team.

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**ITEMS FOR INFORMATION**

**Goodwin College of Education Overall Assessment**

Dr. Andrea Evans, Acting Dean of the Goodwin College of Education and Director of the Carruthers Center for Inner City Studies, provided an overview of the college. There are six academic departments that provide 15 bachelor's degree programs, 30 master's degree programs, and administers 24 certificate

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programs. The college holds accreditations from the Council of Accreditation for Educator Preparation (CAEP) and the Council for the Accreditation of Counseling and Related Programs (CACREP). There are 56 tenured faculty and 96 adjuncts and instructors, along with many administrative staff. Across the college programs, there were 1,486 enrolled students in Fall 2021 and 1,401 students enrolled in Spring 2022. Over the last three years, the college has placed 665 graduates, 75% of whom have been placed at Chicago Public Schools. Eight of the fifteen academic programs are 1<sup>st</sup> or 2<sup>nd</sup> highest in completion when compared to other Illinois public universities. The top five enrolled programs since Fall 2020 have been B.A. degrees in Early Childhood Education, Elementary Education, and Special Education, and M.A. degrees in Special Education and Secondary Education.

From FY16 to present, the annual average number of teaching licenses entitled was 320. The college's fastest growing academic program is in Counselor Education seeing a climb in graduate enrollment by 60% since FY17 to present for a total of 278 students across all specialties. The college's Fall 2020 to Fall 2021 average retention across all programs is 86.3%. The following percentage of students graduate from their program within four years: 90% of students in initial Teacher Prep; 87.5% of students in School Counseling; 83% of students in Principal Prep; 74.3% of students in Literacy Education; and 63.6% of students in Learning Behavioral Specialist II. In Spring 2022, there are 157 sections of undergraduate courses across all departments, and 197 sections of graduate sections across all departments representing a total of 12,676 credit hours. The student-to-faculty ratios for undergraduate programs averages 14:1 and 10:1 for graduates. Tuition receipts for Academic Year 2022 for the college is \$9.4 million against teaching expenses of \$5.7 million. Trustees asked clarifying questions and requested enrollment data for all programs from Fall 17 though Fall 21 in the same format as the data presented for the Counselor Education programs. Trustees requested a broader financial analysis of the college's operations.

#### **Ed.D. Program Progress Report**

Dr. Kamau Rashid, Founding Director of the Ed.D. in Urban Education program, reported on the progress to date. The program's stated mission is to develop leaders capable of addressing a range of social, institutional, and organizational problems by building the professional capacities of educational practitioners, advocates, and leaders whose work occurs in a range of settings. Much planning has already taken place since the Fall 2021 term. In Spring 2022, drafts were created of program mission and curricula, along with development of program policies, meeting with the University's Higher Learning Commission liaison, meeting with the library staff, and meeting with directors of corporate partnerships, development, and scholarships. The program is in the process of securing additional sources of funding and resources for students in the form of assistantships, grants, and scholarships. The program is expected to be self-sustaining by its third operating year. Consultations with marketing specialists is ongoing. A Community Advisory Group will be launched later this year to assist with campus and community collaborations, along with internal and external curriculum development and program review. Trustees recommended a partnership with computer science in the context of data analysis within the program.

Trustee Kalayil asked Mary Pat Burns to provide a statement on the role of the Board of Trustees. Ms. Burns referred to the statutory obligation of the Board set forth in 110 ILCS 680, Northeastern Illinois University Law, to operate, manage, control, and maintain the University. Ms. Burns provided additional examples of how this statement broadly functions in governance, including the Board's appointment of, and by virtue of its governing policies delegates the authority to, the President to manage the day-to-day affairs of the University. The Board's work is oversight of the President and their administration to ensure compliance with all of the laws, policies, and directives imposed by the Board.

#### **Enrollment Management Update and Status on NEIU for You 2.0**

Dr. Kimberley Buster-Williams, Vice President for Enrollment Management, reported the Fall 2022 application goals are 4,801 first-time freshman, 1,796 transfer, and 1,364 graduate. The enrollment goals

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are 400 first-time freshman, 900 transfers, and 529 graduates. To date, the University has received 4,505 first-time freshman applications, 448 transfer applications, and 798 graduate applications. Of this group of prospective students, 401 first-time freshman, 200 transfers, and 133 graduates have completed their 'intent to enroll' form for Fall 2022. NEIU for You 2.0 has been offered to 260 prospective, qualifying first-time freshman and 11 transfers. The total amount of award funding encumbered to date is \$107,919.78. NEIU for You 1.0 has been awarded to 286 continuing first-time freshman and 546 continuing transfer students. The total amount of award funding encumbered is \$2,014,827.92. Dr. Buster-Williams provided an overview of the University's three application processes through Slate, the state of Illinois CommonApp application, and the University's paper application. Trustees were given a tour of the student experience through each part of the application, acceptance and enrollment process, along with an overview of the University's centralized recruitment system. By the 2022-23 recruitment cycle, there will be 11 recruiters in place. This is an increase of the current number of recruiters by six. Two of the six are already on board and working in their respective areas. Trustees asked detailed questions about the University's student onboarding processes once they have completed their application, and requested additional detailed information about the entire process of admission and enrollment beyond what has been provided today. Trustees offered suggestions of additional ways the University can engage with particular communities where dual enrollment programs do not currently exist. Trustee Garcia, particularly, offered to broker introductions to community groups with which he has relationships. Dr. Buster-Williams provided further clarification to Trustees on the function of the 'intent to enroll' process and other information related to the enrollment process and how that affects course scheduling, and the like. Trustees expressed concern over the practice of auto-enrolling students in courses as a tentative measure, a practice fairly common at many universities. Tentative course assignments provide students with a sample schedule based on a student's stated academic interest or interest in a success program where the course study is predetermined. The conversation shifted to whether or not this enrollment practice is considered ethical or legal. Trustee Kalayil expressed her appreciation for everyone's interest in improving enrollment, and asked that the University's General Counsel vet the practice of assigning classes to students without their initial consent. Trustee Kalayil further asked for Dr. Gibson to arrange for an internal meeting to discuss this practice, along with getting feedback from a larger segment of the affected University.

### **Student Affairs Year in Review**

Dr. Terry Mena, Vice President for Student Affairs and Dean of Students, reported on the division's last year. The division of Student Affairs provides high-quality programs and services for students outside the classroom to enrich their experiences at Northeastern and enhance student engagement. Division programs actively promote learning, leadership, engagement, service, and the celebration of diversity through educationally purposeful activities. Student Affairs oversees ten units and has approximately more than 45 full-time employees, seven graduate assistantships, and more than 80 student workers.

Some highlighted divisional accomplishments are the comprehensive review of the Division of Student Affairs conducted through NASPA Advisory Services, a guided self-assessment and external review process for the division of student affairs, its departments, and services. In partnership with Academic Affairs, the division developed a Living Learning Communities (LLC) component at the Nest residence hall to improve student engagement and retention while providing housing support to new first-year students and transfer students. The division developed a supportive system to assist Afghan refugee students (ATP program) in the transition to the United States and adjusting to the higher education system.

Angelina Pedroso Center for Diversity and Intercultural Affairs - developed and collaborated in intentional programming to engage various groups at NEIU: affinity group programming that reached over 1,200 students, faculty, and staff through culturally affirming programming; Latinx Congratulatory Celebration in collaboration with El Centro campus; Black student belonging programming at the Nest residence hall. Collaborated with Black Heritage month programming; Sister Talk series in collaboration with Student Counseling Services; and legacy/ JEDI (Justice, Equity, Diversity, and Inclusion) congratulatory event.

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Developed and collaborated in programs to increase student and institution support: Latinx and LGBTQIA+ student group; support the institutionalization of a land acknowledgment practice in partnership with the Office of Equity, Diversity, and Inclusion; and intersectional MLK healing and justice seminars.

Campus Recreation - in partnership with Finance and Administration, hired cleaning staff to maintain a high level of sanitization and cleanliness of the PE Complex; launched facility remediation and maintenance plan to address the pool, racquetball and basketball courts, outdoor fields, and overall building structure of the PE Complex that has been delayed or unattended for several years; tournament-officiated games, and open play for numerous sports resumed including basketball, soccer, volleyball, racquetball, dodgeball, and more; group exercise classes resumed including spin/cycle class, total body fitness, total body aerobics, and more; club sports have resumed including boxing and judo, the two longest-running clubs at NEIU; facility rentals have resumed and revived our long-term partnership with von Steuben High School, a collaboration with DePaul College Prep high school, the Julian Striders, and the handball association; hosted a successful La Copa Soccer Tournament in Fall 2021 and started planning for the Fall 2022 La Copa Soccer Tournament and the 5K and will occur on NEIU Weekend.

Student Counseling Services - developed a Peer Wellness Coaching Program (PWC) that served and connected with 22 students through individual coaching sessions, provided ten outreach events, and presented at NAMI Illinois community learning event in January 2022. Increased the number of students seen by 33.5%, which was more than all of AY2021. Developed and onboarded the new Case Manager to focus on individual services to provide students with additional resources. Collaborated with the Counselor Education department to develop an internship program for students in the M.A. program and their participation with Student Counseling Services. Collaborated with the Social Work department to create internship opportunities for three students within the PWC program.

Student Disability Services - developed four bridge programs with Chicago Public Schools (CPS) high school special education programs. These programs provided a learning experience to students at Mather, Senn, Payton, and Amundsen high schools on the options available to them in higher education and how to prepare for their transition to college. Also hosted two virtual seminars with CPS families focused on the transition of students from high school to college. Created an online video-based training program for faculty to expand the inclusion of students with disabilities in classrooms. Developed a new intake process for Student Disability Services program specialists to better serve students with disabilities, remotely. Served students through 489 virtual sessions and 120 in-person sessions.

Student Health Services - successful development and implementation of COVID-19 policies, including vaccination and testing policy with 90% student and 95% employee fully-vaccinated compliance rates, and a robust COVID-19 contact tracing program that has resulted in only 3 clusters of cases on campus since the start of the pandemic. Successful implementation of NEIU's tobacco dependence treatment program for students and employees using external funding of \$5,000 from the American College of Chest Physicians. Renewed a \$300,000 federal campus grant award from the Department of Justice/Office of Violence against Women to continue the foundational K(NO)w More campus project addressing prevention and response to domestic and dating violence, sexual assault, and stalking. Successful collaboration with external partners to provide services for NEIU students, employees, and the community: flu vaccination (Jewel-Osco), COVID-19 vaccination (Heartland Health Center, Jewel-Osco, IDPH), and COVID-19 testing (Shield Illinois). Successful collaboration with internal partners to provide services for NEIU students and employees in Stress-Free Zones with historically high participation.

Student Housing: The Nest - successfully implemented two brand new Living Learning Communities (LLCs): Discover Yourself and Future Teachers programs to complement the Social Justice Leadership program. Increased Nest occupancy to 64%, the second-highest occupancy that The Nest has had since opening in 2016. Added TVs to every floor lobby to reduce the use of paper and programmatic flyers.

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Created a campus resource area for students to access up-to-date campus resources 24 hours a day. Began the annual leasing program two months earlier than in the past. Academic year 2022-2023: In collaboration with Enrollment Management, and improved communications with new students and current residents, there are 69 signed leases to date compared to 0 signed leases for the same period last year.

Student Leadership Development - developed the Discover Yourself LLC and co-directed the LLC program at the Nest Residence Hall. Integrated the existing First-Year Experience Peer Mentors into Student Leadership Development and developed the ATP Peer Mentors. Restructured the existing student media program by merging all four student media components into one Media Board to maximize engagement, functionality, and operational efficiency. Transitioned into in-person programming to continue engaging students: Freshman meetups, Fall Fest, Alternative Spring Break trips, and more. Supported Student Government's creation of the legislation to support sports on campus, gaining support from other shared governance groups.

Student Union, Event and Conference Services - coordinated a successful May 2021 Virtual Commencement Ceremony for all three Colleges, and Nontraditional Degree Programs. Successfully secured Foda as the campus food service vendor for the 2021 - 2022 academic year resolving a multi-year financial deficit in the foodservice program. Renewed contracts with Cafe Descartes and Farmer's Fridge to provide additional food options. Continued to provide support for all campus events in safe and socially-distanced spaces, including new hybrid formats utilizing Zoom. Planned and executed two successful in-person Commencement Ceremonies in December 2021.

TRIO Student Support Services - Federal grants funded by the U.S. Department of Education to increase the access, retention, and success of first-generation, low-income students, and students with disabilities in postsecondary education. 80 TRIO students graduated across all three grants in the 2021-2022 academic year: SSS Access (Disability) 16; SSS Achieve (Regular) 34; SSS Teacher Preparation 30. Successfully hosted NEIU's First Generation Campus Celebration Day in partnership with TRIO Upward Bound and TRIO Upward Bound Math and Science. Successfully completed Fall and Spring Leading and Learning Week covering essential topics such as financial literacy, personal health, teacher certification, financial aid and scholarships, study abroad, advocacy, internships, personal wellness, and growth. Partnered with NEIU staff, students, and community members in offering these sessions to the NEIU community: Fall 2021 theme "Grow in Your Life, Career, and Financial Wellness", and Spring 2022 Theme "Invest In Yourself: Strategies for Financial, Educational, Personal and Career Success." Launched Adulthood with Autism peer support group to provide a safe and space for students.

Vice President's Office – Afghan Transition Program (ATP) highlights: Health & Wellness care team has been implemented to provide personalized medical and wellness services to ATP students. A Mental Wellness & Counseling support group, hosted through Student Counseling Services, bring students together to talk with other students about experiences faced during transition, and learn stress management skills. Students receive support from the Vice President's office on a 1-on-1 basis to connect them with the people and resources to address their ongoing needs.

Trustees requested at the next meeting to see the number of leases signed and an analysis of the revenue versus cost. Trustees also expressed their gratitude for the savings realized in changing food service providers.

### **Academic Affairs Year in Review**

Provost's Office - Dr. Dennis Rome, Provost and Vice President for Academic Affairs, reported that the University has been awarded five new grants in FY2022 in the amount of \$265,604, which is part the University's current overall grant funded pool of \$31,195,922. Academic Affairs produced the Faculty Institute presenting culturally relevant pedagogy in August 2021. The following program reviews have been

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completed: Psychology, CMT, TESOL. The following program reviews are presently in progress: Mathematics, English, Community Health, Earth Science, Linguistics.

College of Arts and Sciences - In the summer of 2021, NEIU's College of Arts and Sciences offered a dual enrollment program for high school students to get an early college experience while earning college credit. Participants took real college courses and were granted the same privileges as full-time students giving them access the NEIU library, recreation center, and other student services. Eight students enrolled in Public Speaking (CMT 101) and nine in Language and Human Behavior (LING 120). Students received three credits on a NEIU transcript which would count toward their degree if they enroll as NEIU students, or the credits are widely transferable to many other institutions. Some participating high schools also counted the classes towards graduation requirements. The dual enrollment program is poised for expansion in 2022 with twenty-two courses offered and a goal to serve over 100 high school students from Chicago and the surrounding areas.

The college was the recent recipient of the Peace Corps Prep Program Award, which is being administered through the World Languages and Cultures Department. The college launched its Career Readiness Initiative at its 2021 Faculty Institute and is in the process of developing career and skills-focused coursework and curricula. The college hosted recruitment events at Senn High School in March 2022, and the Dean's Office is actively working on an outreach campaign to area high school counselors. New curricula currently under development are general education courses in social/behavioral/humanities for STEM majors (CASA Grant initiative); a Master of Arts in Human Developmental Science (revised M.A. in Gerontology); graduate certificate in American Studies; minors in Biomathematics, Disability Studies, and Graphic Design, along with plans for a minor in Data Science. Students and faculty continue to present and participate in research conferences and symposia around the world. The college has established new partnerships with Harold Washington College as a new partner institution on a STEM Articulation grant; Silk Road Rising Media and Performing Arts Company; and reaffirmed the NEIU/Gensburg-Markham Prairie MOU.

Ronald Williams Library – the Library launched “JSTOR Open” a digital platform to more widely distribute its digital archival collections, marketed the Luis Gutierrez Congressional Archives collection, and worked with emerita faculty, Alice Murata, to establish an endowed fund to support Japanese-American archival collections resulting in \$82,000 donated towards the endowment. The library also worked with Ms. Murata to plan and host the “With Liberty and Justice for All: Racism, Redress and Reparations” virtual conference. Hosted Open Educational Resources (OER) training sessions for faculty and worked with the Provost's Office to form a campus-wide Affordable Course Materials Committee to plan a summer institute for OER development with stipends for faculty participation. The goal is to broaden a wider understanding of OERs in an effort to lower course costs for students. In addition to significantly increasing the number of one-on-one research consultations conducted with students and faculty (both face-to-face and online), the library also hosted several online author/book talks, and was awarded a \$10,000 National Endowment for the Humanities grant to support online programs.

College of Business and Technology – the college received reaffirmation of its American Association of Colleges and Schools of Business (AACSB) Accreditation, approved online degree programs in Management and in Marketing, converted the MBA program to “Flex” Modality, and obtained approval to proceed with Cyber Security minor.

Trustees asked about the status of the nursing program. Provost Rome reported the difficulty in finding suitable candidates to serve as the founding director as the salary level is lower than needed to be attractive.

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### **Afghan Students Transition Program Update**

Liesl Downey, Vice President for Institutional Advancement and Executive Director of the NEIU Foundation, reported that private funds received in support of the Afghan Students Transition Program (ATP) in FY22 so far total \$94,250. Contributions received to date are being dedicated for wraparound, non-tuition support. Expenses will supplement groceries, travel, laptops, and legal services.

Dr. Terry Mena reported that one of the students graduates on May 13, 2022. A total of 14 students are registered for Summer 2022 and Fall 2022 and are on track for academic success. For FY23, the University is examining the use of internal resources to cover tuition & fees costs (i.e., Graduate Assistantships, NEIU for You, and the eligibility of other scholarship programs).

An ATP Care Team has been deployed to provide personalized medical and wellness services to ATP students. Students can set appointments for mental wellness, physical health, and have received external services through the referral programs.

Paola Vargas, assistant to the Vice President and Dean of Students, serves as a dedicated case manager for ATP students. This support includes connecting with faculty to address progress; review of transcripts and admissions documents for current student status; setting up meetings with academic advisors to prepare plans; assistance with housing paperwork and obtaining bank accounts and direct deposit options; troubleshooting challenges with transportation needs; obtaining required textbooks, materials, supplies, and technology resources; addressing financial challenges and offering additional assistance; navigation of campus resources, policies, and external resources; connecting with sponsor refugee agency representatives; and addressing legal status concerns.

Trustees expressed their gratitude to everyone who has supported these students.

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### **Old/New Business**

Trustee Kalayil asked if there was any old or new business to discuss. There was no further business.

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### **Motion to Adjourn**

At 11:46 a.m., Trustee Garcia, seconded by Trustee Kalayil, moved to adjourn. The meeting was adjourned by acclamation.

Respectfully submitted,

Ann Kalayil, Chair of the Committee  
Karl Voigt, Assistant Board Secretary  
Approved June 9, 2022