

Board of Trustees of Northeastern Illinois University

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

October 13, 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, October 13, 2022 in the 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 8:37 a.m.

Roll was called and the following Trustee committee members were present: Marvin Garcia; Shyrice Howell; and Ann Kalayil

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

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

Trustee Kalayil announced the opportunity for public comment. There was one request to speak.

1. **Dr. Lesa Davis**, for self, Professor and Chair of the Department of Anthropology, Global Studies, Philosophy, ELP, SAELL, and TESOL
Topic: the University's strategic plan

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

Recommendation to Hire A Search Firm for the Provost and Vice President for Academic Affairs Search

In accordance with 110 ILCS 680/25-175 (Northeastern Illinois University Law) and University policy E1.08.1 Hiring of External Search Firms, Dr. Gibson laid out the need to hire an external search firm to assist the University with its upcoming search for a permanent Provost and Vice President for Academic Affairs. Northeastern will select one of the search firms approved by the Illinois Public Higher Education Consortium (IPHEC). Dr. Gibson expects the cost to be less than \$100,000. Dr. Pam Geddes and Dr. Kimberley Buster-Williams have agreed to co-chair the search committee.

Trustee Garcia, seconded by Trustee Howell, moved to recommend approval for the University to hire an external search firm to conduct the search for a permanent Provost and Vice President for Academic Affairs at a cost not to exceed \$100,000.

Discussion: Trustee Garcia supports this recommendation but registered concerns about Dr. Buster-Williams serving as a co-chair, given her considerable responsibilities with enrollment.

Roll was called and the vote was as follows:

Garcia: Yes Howell: Yes Kalayil: Yes

The matter is recommended.

ITEMS FOR INFORMATION

Enrollment Management Update

Dr. Kimberley Buster-Williams, Vice President for Enrollment Management, reviewed the fall 2022 student census data. First-time full-time freshman enrollment is 452, Transfers is 584, and Graduate is 516, representing a total of 53,909 credit hours. Spring 2023 enrollment figures as of October 5 are: first-time, full-time freshmen 196 applications received, 152 admits, and 14 intent to enroll. Transfers are: 421 applications received, 162 admits, and 77 intent to enroll. Graduates are: 413 applications received, 152 admits, and 58 intent to enroll. The fall-to-fall retention for first-time, full-time freshmen is 62.7%. Retention efforts include weekly Academic Advising meetings sharing best practices and professional development opportunities, NEIU Star (formerly Starfish) training among Academic Advisors, First Year Experience faculty, El Centro staff, CCICS staff, and Colleges and of Business and Technology and College of Arts and Sciences staffs. The platform is available to faculty and staff to provide early alerts with respect to student challenges, and to promote faculty-student communication and access to student services as needed.

Data and Enrollment

Trustee Kalayil requested Interim Dean Sztainberg to make this presentation at a future meeting.

College of Arts and Sciences Overall Assessment

Dr. Katrina Bell-Jordan, Dean of the College of Arts and Sciences (CAS) provided a comprehensive overview of the College. In FY22, CAS had net positive income of \$4.8 million, not including grants and other sources. CAS is either a partner or direct recipient of five grant funded initiatives valued at \$16.8 million. These include Chicago CHEC, STEM ARCOS, MARC NU-STAR, HACE, STEM CASA, CROCUS, and IMPACTOS. Typical Indirect Cost Funding ranges between \$75,000 - \$200,000 per year. This income primarily supports faculty-student research and other program initiatives and operations. In Fall 2022, the University's total enrollment is 5,756. CAS enrollment represents nearly 1,679 (or 30%) of that total and accounts for 31,823 (or nearly 60%) of the 53,903 total student credit hours. There are 845 sections being taught in CAS this fall, and the college is home to 132 tenure and tenure-track faculty members. As of 2020-21 the fall-to-fall undergraduate retention was 81% with an 86% graduate retention. From fall 2020 to fall 2021, CAS awarded 646 undergraduate and 162 graduate degrees. The four-years from FY18 to FY22, the college's net tuition revenue has declined by 32% with student credit hours from the same period declining from 102,869 to 63,079 (or 39%).

The six highest enrolled majors in FY22 were Psychology, Social Work, Biology, Art+Design, Communications Media and Theater, and Justice Studies, respectively, representing a total of 952 students generating 29,856 in student credit hours. The three lowest enrolled majors from the same time period were Philosophy, Environmental Science, and Women's, Gender and Sexuality Studies, respectively, representing a total of 28 students generating 2,596 credit hours. While generating more tuition revenue than they cost to operate, the departments serve more than majors by offering general education courses, fulfill requirements by other majors, and generate major grant awards (e.g. STEM). The programs with high costs for FY22 were Music and Music Education. These programs are home to many specialized facilities, and faculty who teach a variety of different instruments in order to fulfill academic program requirements and program accreditation. The Music program is also home to a dance minor and is the home department for the internationally acclaimed Ensemble Español. Historically, NEIU music education majors enjoy a 100% placement rate upon graduation. The college regularly uses available assessment tools to ensure student success and efficient management of its programs.

CAS employs a number of different strategies in its annual enrollment management efforts. Course rotation planning is developed by the college's programs to schedule class sections (including 'stacked classes'), respond to enrollment variances, support student advising, and mapping of student time to degree.

Focused schedule analysis, enrollment monitoring and adjustments ensure adequate course offerings at every level of the curriculum, while identifying programs that have enrollment capacity in their schedules. CAS programs carefully monitor enrollment data to employ strategic scheduling of general education course offerings, which supports the ability of programs to meet the needs of new and continuing students in the event of course cancellations. Instructional cost projections are focused on historical and projected enrollment trends to determine instructional needs. Programs with higher overload costs are regularly evaluated for solutions to address the costs, as well as for comparison and alignment of curriculum and discipline practices with similar programs at other universities.

Nest Occupancy

Dr. Terry Mena, Vice President for Student Affairs and Dean of Students, reported The Nest occupancy for fall 2022 is 414 or 94% of total capacity. Trustee Kalayil asked Dr. Mena to prepare and provide a comprehensive review of The Nest's annual income statement at the next committee meeting.

Student Engagement Activities

Dr. Terry Mena reported the Student Counseling Services has seen 155 students from July 1 through September 30, 2022.

From August through mid-October, Student Leadership Development has organized and hosted 24 unique student or student-focused events representing a diverse number of activities which attracted 2,646 participants. The most popular events were the Fall Fest Concert featuring Ivy Queen, Campus Rec 'Lock In', and Student Health Services encounters program.

UTS Report

Manish Kumar, Vice President for Finance and Administration reported that University Technology Services (UTS) is nearing completion on five applications integrations: DegreeWorks, eProcurement, Intelligent Learning Platform (ILP/D2L), NEIUpport replacement platform, and Workday Integration with Banner. In the area of security, a risk register has been developed, UTS is focusing on business continuity/disaster recovery, as well as data classification projects. The Project Management Office continues to build out its project management framework and dashboards. Technology Service Desk has reimplemented its support ticketing system, is implementing an automated call center, updating online knowledge bases, completing new computer rollouts, implementing remote desktop support tools, as well as development of Tier 1 & 2 roles and responsibilities within the unit. Network migration work is underway as replacement to unsupported Novell network drives, VoIP phone system is being deployed across the University, implementation of E911 services, expansion of wireless network access points installation, and VPN and firewall upgrades.

The University has engaged interim and contract workers in Enterprise Applications, Client Services, and Banner Support. Marsha Henfer has returned as Interim CIO while a search is underway for a permanent officer. Additional searches are underway in the areas of Enterprise Applications, Client Services, Infrastructure Services, Workday Specialist, ETL Developer, and Programmer Analyst. A new Project Manager was hired in early September, as well as a Programmer Analyst in August.

Old/New Business

Trustee Kalayil asked if there was any old or new business to present. Hearing none, there was no further business.

Motion to Adjourn

At 10:49 a.m. Trustee Howell, seconded by Trustee Garcia, moved to adjourn. The meeting was adjourned by acclamation.

Respectfully submitted,

Ann Kalayil, Chair of the Committee
Karl Voigt, Assistant Board Secretary
Approved November 17, 2022