

# Written Reports for Faculty Meeting

## May 5, 2022

### **Faculty Senate**

*Prepared by Liz Wuerffel, Faculty Senate Chair*

Faculty Senate has met eight times since the fall faculty meeting. Additionally, senators held an electronic vote in February. Highlights from each month are given below. The full minutes of the Faculty Senate can be found [here](#).

### **September**

The senate approved:

- A change of grade policy regarding X grades;
- An amended resolution on mask mandates;
- A resolution concerning the Confucius Institute.

The senate briefly suspended the Honor Council constitution in order to make a change to the amendment process. Prior to the change, proposals for amendments had to be submitted the fall academic semester in an even year. The changed language allows for more flexibility in timing.

### **October**

The senate approved curricular changes. Senate's Executive Committee solicited membership for an ad-hoc committee on academic integrity. In the Open Forum section of the meeting, Senate discussed the number of faculty seats on committees and the size and composition of the General Education Committee.

### **November**

The senate received an internal report on tenure track, peer institution faculty comparisons as well as core expenses by category. Senators requested more data and analysis regarding all segments of the university and additional analysis related to the categories of expenses. Senate also approved several curricular proposals and a bylaw change that enables the senate or its committees to enter into executive session.

### **December**

The senate approved several curricular proposals and encouraged more collaboration between colleges on new and revised programs. Senate also approved the December 2021 graduation candidates.

### **January**

The senate received more information on pilot curriculum for the Access Program pilot (Valpo Success Initiative) from Associate Provost Yogan. Senate approved several curricular proposals.

In the Open Forum section, senators began a discussion regarding transfer processes and the Provost's Office's effort to become more transfer friendly by developing transfer agreements.

## **February**

The senate received a follow-up report from the provost regarding peer institution salary comparisons that included student-to-staff and student-to-admin ratios and peer comparisons of administrator salaries. Senators continued to express a desire for additional information regarding the core expenses by category. Senate approved several curricular proposals including an amended and corrected proposal from the College of Business. Senate continued the conversation on transfer agreements. The general sentiment was that faculty would be willing to consider a proposal by the provost as long as there was a goodwill effort to engage relevant faculty in discussion while crafting the proposal and that the proposal reach Senate through normal committee procedures.

The senate conducted an electronic vote by email on February 23 to approve curricular proposals from the College of Business that had been inadvertently removed from packets during the EPC revision process.

## **March**

The senate was informed about contracts with Z School and Simple Syllabus; Senators had a variety of questions related to both. General Counsel Farha and AVP for DEI Vidal-Rodriguez discussed the new pronoun policy.

Senate approved:

- Several bylaw changes that it had reviewed in the February meeting;
- A recommendation from FCC to the Board of Directors on the Faculty Safeguards section of the Discontinuance Policy (this was one piece of a larger program health and program metrics review undertaken by a working group of Senate Executive Committee and three members of the Committee on Assessment and Accreditation);
- A resolution on the war and humanitarian crisis in Ukraine.

## **April**

The senate approved:

- A bylaw revision that updates the description of the Committee on Assessment and Accreditation, which senators had read in the March meeting;
- The May and August graduation candidates;
- “Valparaiso University Faculty Senate Resolution on the Global Refugee Crisis,” a more globally-minded and mission-driven resolution that is a companion to the Ukrainian resolution approved in the March meeting.

Senators reviewed several additional bylaw and handbook changes that will be voted on electronically in late April so that any approved changes can be voted on by faculty in the spring faculty meeting. Senators also reviewed and gave feedback on “informational” handbook changes that are outside of the jurisdiction of faculty.

An electronic vote on bylaw and handbook changes will happen in late April, after this report is submitted but prior to the spring faculty meeting. The organizational meeting of Faculty Senate will be held on May 11 at 3:30 p.m. via Zoom.

## **University Council Report**

*Prepared by Jennifer Winquist, University Council Chair*

We have met six times this academic year and we have a meeting planned for April 27. Below are highlights from those meetings. The full minutes are available here:

<https://intra.valpo.edu/internal-governance/university-council/minutes/>

### **August**

- This was an organizational meeting. We nominated members to open positions.

### **September**

- This was an organizational meeting. We elected members to open positions.

### **October**

- In addition to our regular reports, we heard from Luke Aeschliman about the campus master plan and Ryan Bye about the MyValpo system.
- We discussed the University Executive committee membership. The bylaws indicated that there should be four faculty members, two staff, and two students. We decided to reduce the number of faculty members to two to give equal representation to all three groups on the executive committee. This change to the bylaws was passed in a later meeting.
- Campus Community Policy Committee (CCPC) is a standing committee of University Council. CCPC members expressed concern about inefficiencies in CCPC and University Council. This initiated a discussion that has continued throughout the year.

### **January**

- University Council voted on the University Calendar drafts for 2024-25 and 2025-26. There was one footnote in the calendars that we found confusing: "The first day of class in the fall and spring terms (a Wednesday) will be treated as if it were a Monday." We thought that this footnote was confusing and voted to approve the calendars without it.
- We discussed concerns about athletes missing a lot of classes and asked the Committee on Intercollegiate Athletics and Mark LaBarbera to attend our next meeting to further discuss these concerns.

### **February**

- Chris Iceman from the Committee on Intercollegiate Athletics and Mark LaBarbera attended this meeting and talked with us about concerns regarding student athletes

including missed classes, missed assignments, and masking.

### **March**

- University Council charged CCPC with looking into two issues. The first was in response to faculty concerns about the timing of seven-week courses. In some years, seven-week courses in the spring semester end before spring break and then there is just one meeting for courses for the second session of seven-week courses before spring break. CCPC is working with the registrar to investigate possible alternatives to this schedule. The second issue had to do with passing periods. Faculty and students have expressed concern that the current 10-minute periods are too short. They also think that 20 minutes is too long and requires courses to start too early in the morning. CCPC is working with the registrar's office, chapel, and counseling center to investigate alternatives.

### **April**

- This meeting will take place after the Spring Faculty meeting. President Padilla met with Jennifer Winquist, Brett Calland, Liz Weurffel, Ben Jacobs, and Chris Grimpe to talk about the structure of decision-making regarding issues of joint concern to students, faculty, and staff. We attempted to identify areas of confusion with the current system and inefficiencies. We are working on writing a summary of these discussions so that University Council can continue this discussion in the fall.

Our meetings are open to the campus community; all are welcome!

### **New Undergraduate Admission Update:**

*Prepared by Brian O'Rourke, Vice President for Enrollment, Marketing, and Communication*

As of April 25, we have 484 active deposits for the freshmen class. This represents a 3.6% decrease to date from last year and a 5.8% increase from this date in 2020. Our various internal and external projection reports, based on application and admitted student volume and composition, show the likely freshmen enrollment range with a bottom of 675 and top of 745. The next significant benchmark date is May 2 following the national commitment deadline of May 1. We will need to be above 600 active freshmen deposits by May 2 to be on a pace which would allow us to realize the enrollment target of 720 freshmen for fall 2022. Positive projections are based on the composition of applications as we have seen significant increase in applications and admitted students from areas with higher yield to enrollment. We have realized our application goals established in September as the number necessary to have the best opportunity to enroll a freshmen class of 720 and late submitted applications also continue at a higher rate than prior years. Our primary marketing and outreach efforts at this point are focused on admit to enroll yield.

**Adm Report**

4.25.22

**Year to Date**

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Applications	7923	7258	6636	5389
Admits	6220	5529	5109	4685
Deposits	484	502	456	501
FAFSA Filer	3777	3539	3293	3086
FA Awarded	3758	3393	3164	2948
Final Enrolled		599	637	649

Tracking by College

**CAS****Year to Date**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
Applications	4209	3874	3774
Admits	3329	2985	2894
Deposits	236	241	212

**COB****Year to Date**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
Applications	1299	1102	914
Admits	978	811	714
Deposits	57	64	63

**COE****Year to Date**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
Applications	1008	990	885
Admits	810	785	719
Deposits	77	79	71

**CONHP****Year to Date**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
Applications	1407	1292	1063
Admits	1103	975	782
Deposits	114	118	110

## **Retention Overview**

*Prepared by Jennifer Easthope, Executive Director of Retention*

### **Retention**

As of the date of this report (April 25, 2022), all cohorts are running behind in registering for the fall 2022 semester as compared to last year. The goal for Cohort 2021 (our current first-time, full-time freshmen) is to reach 83% first-to-second year retention. We saw a lower than usual fall-to-spring retention rate with Cohort 2021 (90.3%), so this goal will be a stretch since we are starting behind coming into the spring semester. Given the circumstances of the last two years, our retention rates may continue to be a bit more erratic before they stabilize.

Tracking of fall 2022 registration began April 11, 2022. We will continue to monitor registration and retention rate trends through mid-August. All primary advisors receive a weekly report of their unregistered advisees so they can provide support and follow up as needed. Each of the Deans also receive regular reports of those not registered within their college as well as the Department Chairs (College of Arts & Sciences) receiving weekly reports of those not registered within their department.

As noted above, we saw a 90.3% fall-to-spring retention rate for Cohort 2021. There were 58 non-retained individual students from fall to spring compared to 39 non-retained last spring.

Of the 58 Cohort 2021 students we lost:



Out of the 58 students, 35 submitted either a university withdrawal form or a non-returning student form. Both forms ask students to select the reasons why they are choosing to leave Valpo. The top reason noted was “not comfortable here” and/or “looking for a different atmosphere.” Out of the 35 students who completed a form, 24 indicated they were transferring to another institution.

Beginning in the fall 2022 semester, we will be moving to an updated withdrawal and non-returning student forms that will better capture data on why students choose to leave Valpo. It

will also allow for earlier conversations about the decision that could result in the student returning. Information they share can help us better understand what we can be doing to support current and future students.

### **Student Success and Persistence Committee**

We have pivoted our Retention Committee to now work as the Student Success and Persistence Committee (SSPC). The renaming coincides with our efforts to focus our work on student success and persistence, which will ultimately result in increased retention for the University. The committee has shifted from an advisory committee to a high-functioning, strategic-action committee. Three primary subcommittees have been formed that are working on fall 2022 initiatives focusing on Starfish, student feedback, and student connectedness to campus.

### **Starfish**

There continues to be more touchpoints with students who are struggling academically than in our previous system. Though the completion of Starfish Progress Surveys were lower this academic year, there were still over 3,500 academic flags raised during the fall 2021 semester. Using tracking items provides an opportunity for discussion and referrals that could have a positive impact on how students move forward at the University.

The data analytics tool for Starfish includes the creation of institutional dashboards for specific users on campus that will assist with tracking retention for various student groups. In early August, we rolled out Starfish Analytics through a four-day training series with a limited group. This February, we expanded the availability of this feature to departments campus wide.

The Student Success and Persistence Committee's work with Starfish revolves around relaunching the platform in a simple and straightforward manner. Expectations will be established that will support use of the system by faculty, staff, and students. The relaunch will include an updated resource library and easy-to-follow practices for best use. Our use of Starfish is detrimental in keeping communication open between faculty and students while providing students' success network with invaluable information that will allow them to offer support and connect students to helpful resources.

## **Spring 2022 Christopher Center Library Report to the Faculty**

*Compiled and prepared by Trisha Mileham, Dean of the Library*

### **Personnel Highlights: Judy Miller, Rick AmRhein, Kathy Rhynard, Sidney Findley**

Professor Judy Miller, Special Collections Librarian, Professor Rick AmRhein, Special Projects Librarian and former Dean of the Library, and Kathy Rhynard, Technical Services Specialist, are each retiring at the end of this academic year. As faculty retirees, Judy will receive Emeritus status while Rick will transition to that of Senior Research Professor. Between the three of them, they have provided the Library and campus with 87 years of service. On behalf of the Library, I thank each of them for the distinctive, positive, and amazing ways they have impacted the Library and our campus, especially in the behind-the-scenes work that isn't often seen by many but felt by all. We wish each of them all of the best in the new adventures that await them and we will miss them—and their expertise—in the days and years to come.

Sidney Findley, former Evening Circulation Manager, moved across Chapel Meadow to join Valpo's Human Resources Department in early April. Sidney had worked with us for the past seven years; we wish her the best in her new role and are happy that she is able to move forward in her career without having to leave Valpo.

With these and other personnel changes from this past year, the Library continues providing campus with our standard high-level service and collaboration while also considering workflow and reporting realignments. Please consult the Library Directory for the up-to-date referral or position-coverage information.

- <https://library.valpo.edu/directory.html>

### **Collections Highlight: Library's Student Art Purchase Award Program**

The Library's wonderfully unique partnership with the Communications and Visual Arts Department continues this year with our Student Art Purchase Award Program, a competitive, pedagogically-based award for art majors, funded by the Library and now in its ninth year. Students present their pieces to a selection panel; those whose works are chosen then complete the processes of preparing their piece/s for permanent display, creating a billing process, and delivering their work in format suitable for a permanent collection. Each physical piece is added to the Library's permanent art collection displayed throughout the Christopher Center and digital versions are available in the Library's Digital Collections.

- Library Student Art Purchase Award: Locations in the CCLIR  
<https://libguides.valpo.edu/LSAPA>
- Student Projects & Papers <https://collections.valpo.edu/digital/collection/studentwork>

### **Collections Highlight: *The Cresset***

*Thanks to Rebecca Ostoyich for a portion of the accompanying text*

We are pleased to announce that all 719 issues of *The Cresset* have been digitized and uploaded to ValpoScholar! *The Cresset*, a journal of commentary on literature, the arts, and public affairs, explores ideas and trends in contemporary culture from a perspective grounded in the Lutheran tradition of scholarship, freedom, and faith while informed by the wisdom of the broader

Christian community. First published in 1937 by the Lutheran Church Missouri Synod's youth ministry, The Walther League, *The Cresset* was founded to introduce culturally-isolated German Lutherans into the American mainstream, to international affairs, and to arts, culture, and science. This collection is an archive of past issues and a companion website to *The Cresset's* most recent issues.

- *The Cresset*, Archived Issues Collection [https://scholar.valpo.edu/cresset\\_archive/](https://scholar.valpo.edu/cresset_archive/)
- *The Cresset*, History of: <http://thecresset.org/history.html>

Special thanks go to A&SC student assistants Mya Amelse and Haley Brewer for their excellent work in this process.

### **Program Highlight: Open Educational Resources (OER) Awards and Update**

*Thanks to Jon Bull for a portion of the accompanying text*

Beginning in 2017, the Library has given annual OER Development Awards with the basic aim of helping to curb out-of-pocket costs for students in classes utilizing OERs, especially when using OERs instead of textbooks. Various faculty often collaborate and awards are distributed among many. For the AY2023 awards, the Scholarly Communications Committee was tasked to consider new and expanded award tiers, content/subject areas, or other indicators within faculty applications that merit review. The Committee determined that not only could we benefit from supporting faculty who are renewing their previous content areas, we could also show support for those collaborating with non-Valpo faculty.

For AY2023, the following professors will receive awards upon completion of their OER projects:

- Tricia Armstrong, GS-100; potential impact in pilot semester:
  - ~179 students
  - estimated savings up to \$22,366
- Abbie Thompson, PSY-110; potential impact in pilot semester:
  - ~100 students
  - estimated savings up to \$14,625
- Dan White, ECE-340/341; potential impact of an expanded and updated OER:
  - ~53 students
  - estimated savings is not available

At this time, an additional award is pending but the details have not yet been confirmed. Based on past years' data and engagement, our opportunity to take this beyond a yearly award and turn it into an all-campus initiative could be a great opportunity for faculty and students. For Admission, being able to tout campus-wide cost-savings for students and their families could be quite impactful.

- <https://libguides.valpo.edu/OER/awards>

As Dean, I'm taking this opportunity to thank those faculty serving on the Committee – Jon Bull (chair), Andrew Butler, Alison Downey, Tom Goyne, and Pat Hogan-Vidal – for the work

they've done in selecting this year's winners but especially for all that they've done to create a culture in which this award continues to positively impact more students AND faculty each year! Without their cultivation of it as such, I don't believe it would be as successful.

Thank you all for your interest and engagement with the Library's personnel, collections, resources, and services. If you have questions, or thoughts to share, please don't hesitate to contact us via one of our contact points <https://library.valpo.edu/ref/question.html>.

## **Information Technology Report to the Faculty**

*April 2022 - Prepared by the Office of Information Technology*

*The following is a summary of IT activity between September 2021 and April 2022*

### **Academic and Classroom Technologies**

- ASB/GEM Tech Cart PC replacements
- Streaming needs have increased significantly since the pandemic calling for an increase in rooms with built in virtual meeting capabilities. We have updated rooms in the Union such as the Brown and Gold Room, Campanile, Shield, and Victory Bell as well as the Helge Center MPR, CCLIR 205, Community Room and Duesenberg Recital Hall. We are currently installing streaming equipment in the HU Ballrooms and expect that to be fully operational this summer.
- Presentation technology upgrades/installs were done to GEM 125, CLIR Board of Directors, Mueller Refectory, Promenade West PT labs, NSC 118 & 119, and FEC 187

### **Data Systems and Enterprise Processes**

- Developing ‘Sample Course Plans’ for use with Self-Service Student Planning. These are similar to ‘Degree Maps.’
- Supported Starfish Analytics by generating and refining data files containing institutional data from previous 12 years.
- Selected a software platform for managing curriculum and catalog processes. Implementation will begin as soon as feasible.
- Working with Human Resources on digitizing staff and faculty onboarding and change in status processes.
- Implemented digital faculty appointment letters and signatures. Ongoing work to optimize use of Colleague and further streamline process.
- Further development on a student/faculty/staff ‘portal page’ for quick, centralized access to campus administrative functions and processes. Preview it here: <https://apps.valpo.edu/resources>
- Implemented or updated data integrations to various systems including: itAccounts and Simple Syllabus.
- Working with the VAST group and Office of the Provost on efficiencies in academic processes to account for staffing changes due to the ERIP.
- Since July 1, 2021, over 68,000 Informer reports were run by 105 different users.
- Cataloged 350 of the most common Informer Reports.
- Working with Retention Office to automate Advising Reports.
- Ongoing work with the Finance Office on enhanced “Self-Service Budget Reporting” capacities.

- Made improvements to in-house applications, including: “Student Employee Roster,” “Leave Request,” and “SOURCE program website,”

### **Desktop and Office Computing**

- Upgraded remaining older PCs and laptops in Kretzmann.
- Continuing to upgrade faculty and staff PCs across campus. Current focus is on replacing older PCs in ASB offices.
- Implemented PrintDeploy software across campus for better managing and deploying printers to office and lab computers. With PrintDeploy, we now have the ability to deploy printers remotely to Macintosh computers just like we have been with Windows PCs.

### **Campus Technology Infrastructure**

- We continue quickly deploying recently released updates to Blackboard, ensuring bug-fixes and new features are rapidly available.
- Addressed several urgent and severe security vulnerabilities across our systems.
- Re-started the process of physical document destruction as per our document retention policies. This was put on hold due to the pandemic.
- We’re working on moving our Colleague database server to Linux. Doing so will allow for cost reduction, better performance, and better resiliency.
- Continued rolling out new phone system and installed new phones in Schnabel, Kallay-Christopher, Christopher Center, Kretzmann, Welcome Center, Center for the Sciences, Chapel, Helge Center, VUCA, Linwood House, FM, LeBien, and LDA.
- We continue testing Amazon’s cloud server technology as a potential platform for hosting essential services in the cloud and have moved our external DNS to Amazon’s “Route 53” offering.
- We have begun to enforce the use of multi-factor authentication on our Google services. Starting with staff and then faculty in the spring we will then move on to student accounts. The plan is to have all current faculty, staff, and students using multi-factor authentication by December 2022.
- IT is continuing to prepare for Google’s upcoming storage limitations. Up till now Google has provided educational customers unlimited storage, but that is set to change as early as July. We have been moving data back on site as well as introducing a quota for alumni accounts.

## **Campus Planning and Space Allocation**

*Prepared by Jason M. Kutch, CPSA Chair*

The Campus Planning and Space Allocation (CPSA) committee deals with university space, parking, signage, and image issues. The Committee is also the keeper of the University Campus Master Plan. The role of the committee is to review all matters pertaining to these categories to be sure they are consistent with the plan's guiding principles. CPSA committee makes recommendations to the President.

We meet every Tuesday at 1:30 so we can respond to your requests quickly. Contact Jason Kutch (jason.kutch@valpo.edu) with items that you wish to have reviewed.

Committee members have heard several updates and presentations related to the buildings and spaces across campus. The following updates, heard at meetings from August 31, 2021 through April 12, 2022, have been discussed and outlined below.

### **1. Space**

- a. IT Storage – approval for IT to trade storage rooms with Parkhurst Dining in the lower level of the Union.
- b. Café Project – a proposal to renovate the Harre Union café/lounge into a Valpo-themed sports pub was approved by the committee. This included the new floor plan, furniture, and paint/fabric swatches.
- c. Fites Bioengineering Lab – approval to name and number the Fites bioengineering lab addition the Bioengineering Suite, Room 187.
- d. CCLIR Space Planning – the committee approved a proposal to convert spaces in the library to meditation and mental health areas with furniture and a TAO Connect kiosk.
- e. CCLIR Room 261A – approval to convert the computer lab in room 261A to an Active Learning Classroom
- f. Graduate Student Space – approval to create a graduate student lounge somewhere in Kretzmann Hall near the Graduate School office.
- g. Helge Center Dry Erase Wall – approval to apply a dry-erase clear coat paint to the north wall of conference room 114 in the Helge Center.
- h. Harre Union Office Moves – approval for several offices in the Union to swap spaces with one another.

### **2. Campus Image**

- a. Jim Daugherty Plaque – a redesign of the plaque and stand was brought to the committee for their approval as the previously approved design was not suitable to the donor.
- b. Bauer Field Press Box – approval for painting the newly delivered press box black to match the previous press box.
- c. Landscaping Around Kretzmann – a proposal to remove the flower bed on the south side of Kretzman and covert it to grass. This was approved pending the approval of Kretzmann administration.
- d. Bike Racks – a proposal to standardize the type of bike racks used around campus. The committee approved the standard use of the u-shaped bike racks that were installed at the Center for the Sciences.

- e. Promenade West Nursing School Furniture – approval of furniture choices for the Promenade West renovation for the Nursing School OT doctoral program.
- f. Alumni Hall Entry Wall – the committee approved a proposal to install a tack board inside the entrance of Alumni Hall that is similar to one installed at the entrance of Lankenau.
- g. Baseball Scoreboard Replacement – approval of a scoreboard replacement design for the baseball field.
- h. 801 Mound Street Demolition – approval to demolish the building at 807 Mound St. and to install security cameras in the area.
- i. Athletics Furniture – the committee approved proposed desks and chairs to replace those found in ARC classroom 110.
- j. Guild Carpet – approval to replace the carpeting in the first floor computer lab of Guild Hall.
- k. Kretzmann Carpet Replacement – the committee approved the replacement of carpet in the IT office/reception area and two other offices in Kretzmann Hall.
- l. CCLIR Flag Proposal – this proposal was to display 9 flags in the library that support LGBT+ and other underrepresented students. The committee supported this proposal, but decided to forward it to the Office of the President for his final approval.
- m. Guild/Memorial Raised Planter Removal – the committee approved removing the circular planter on the east side of Guild/Memorial Hall that is in poor condition. The shrub will be replanted in another location on campus.
- n. Sturdy Entrance Plantings – the committee approved a proposal to revamp the plantings at all of the campus entrances, starting with Sturdy Road.
- o. Harre Union Student Senate Office Furniture – approval to replace office chairs and a love seat in the Student Senate office.
- p. Tree Campus USA Flag at Wesemann – approval to hang a Tree Campus USA flag on the flagpole in front of Wesemann Hall.

### **3. Signage**

- a. Soofa Signs – approval for installing a digital bus route display for the V-Line bus stop at the Harre Union. The committee also approved the mockup for the design of the vinyl wrap.
- b. Lebien Banner – the committee approved a banner to be hung across the top of Lebien Hall that reads “Valpo Nursing ranked in top 17% in the nation by US News & World Report.”
- c. Residence Hall Interior Signage – approval to standardize the room number signs in the residence halls. Currently, every residence hall has a different style of room number sign.
- d. Valpo English Sign – approval to add a Valpo English sign on the first floor of the College of Arts and Sciences to make it easier for students to find the English Department offices.

### **4. Misc.**

- a. CCLIR Sidewalk – approval to add an additional stretch of sidewalk in front of the CCLIR that starts from Chapel Drive and leads diagonally towards Guild/Memorial Hall.