





As of 7/28/20, new first-year student numbers are at 1,284; last year, we were at 1,533 for first-year students at this point in time. When compared to nationwide numbers, we are doing better than others and are not as bad as we could be in the current climate.

We are continuing to recruit new students and continuing student numbers are up from last year. For the last several years, we have had at least 700 continuing students who are not returning. This year, we have less than 700 students who are not returning and staff teams are helping continuing students to enroll.

How can we all help: There are a lot of students and families who have questions about everything and there's a high level of anxiety. Help answer questions.

On August 10, the Enrollment Management team are going to start approving applications for 2021. The Pandemic has impacted that class too as testing didn't occur and transcripts will look differently due to Pass/No Pass grades, and the Social Economic Status (SEC) divide is rising. Students in lower SEC are not filling out FAFSAs at the level that they were previously (Nationwide). Student Financial Assistance is looking at this closely for USI's applicants.

For Graduate students, the numbers are at 1,363 and that's 582 new graduate students. It is up from last year by almost 10%!

MBA online applications are expecting to go up.

Anxiety is not as high for graduate students as many of them prefer online program; not worried about in-person classes.

#### Lily Foundation Grant Updates:

The Lilly Foundation Grant contacted USI with some questions about the grant proposal that USI put in for an adult learner initiative. The conversation was very positive. If USI earns this grant, the initiative could have a huge impact for adult learners, especially with COVID-19.

#### International Students/Intensive English Students/Study Abroad/Exchange Programs Updates:

The federal government at one point made a proclamation that if higher ed institutions went online or if international students were taking mostly online classes, then they would need to back home. However, due to legal cases filed and a lot of push back, this was rescinded.

Incoming first-year international students are not permitted to stay in the U.S. if they have classes fully online; luckily with USI's hybrid model, these students are able to still attend USI; as long as there's only 1 hybrid or 1 face-to-face class is on their schedule.

Study Abroad and Exchanged programs for the U.S. have been cancelled as of right now.

Currently, there are 47 Panamanian students are set to take Intensive English classes at USI won't be able to arrive until most-likely the middle of September as their airports are closed until August 22. They are still waiting to get their Visas – the Embassy is closed until at least August 1. These students will be quarantined in Housing for 14 days once they arrive at USI and it has been approved for them to take their courses online – this is usually not the case – International Programs reached an agreement. It is



of date. Once minutes have been approved, they are posted to the USI Board of Trustees website at <https://www.usi.edu/trustee/>.

Additional information that may be helpful to know:

Welcome Tables/Distributing Masks/Volunteers!

Student Development Programs, Dean of Students Office, and Housing and Residence Life are working together on distributing masks to students. RAs will ensure that residential students will receive masks. Commuters will receive masks throughout on campus at the Welcome tents. Because of this, SDP is looking for A LOT MORE volunteers to help at the Welcome tables than in previous years. Instead of 4 Welcome tables, there will be 6. In previous years, they needed 200 volunteers; this year, they are looking for 400-500 volunteers. More information will be sent out in the next week or so – please consider signing up for at least 1 shift to help answer students' questions and distribute masks.

Administrative Senate Executive Committee – The Executive Committee met on 7/9/20 and 8/4/20 and discussed various topics, including but limited to:

Plans for Supplemental Meeting/Training

Supplemental Meeting/Training – During the Supplemental Meeting, the Executive Committee discussed and trained new and returning senators in attendance on the following:

Introduction of Executive Committee and their roles (Chair Britney Orth, Vice Chair Jake Hansen, Past

Committees should meet at least once a month; some committees may choose to meet more often depending on their committee charges and initiatives that they would like to pursue for the academic year.

Each Committee Chair(s) and Vice Chair(s) can review their End of the Year Reports through the Administrative Senate Website at <https://www.usi.edu/adminsenate/end-of-year-reports/>. Please review so that you know what your committee worked on last year and know what work or ideas that you have for this year.

Committee monthly reports due to Secretary/Treasurer, Brandi Hess by the Friday before each regular Administrative Senate monthly meeting (i.e. Committee Reports are due by Friday, 7/31/20 for the Wednesday 8/5/20 Administrative Senate regular meeting); Britney Orth will also try to submit her Chair reports at that time as well.

Committee/Constituents questions for the Fall Survey should be brought up during the August 5 Administrative Senate meeting during New Business. (Committee Chairs should discuss with their Committee any questions that they would like to bring up during the Fall Survey that Kat Draughon's team puts together each year. Senators can also bring forth questions that their constituents are curious about. Executive Committee need to submit the questions to Kat Draughon by Friday, 8/7/20).

Subcommittees – some Committees may want to divide the workload of their committees into topical subcommittees or to even disperse the workload. If that's the case, then the Committee Chair should share that information with the Executive Committee for approval. It may also be a good way to keep larger committees with a lot of ideas focused on particular topics. The Committee Chair(s) and Vice Chair(s) for the Committee should be in agreement on having subcommittees and what their purposes are before bringing it up to the Executive Committee for review.

Any senator who was not able to attend the Supplemental Meeting/Training and would like to gain additional information or has questions about the information presented, please reach out to Britney Orth as the Chair or another Executive Committee.

Additional information for administrator constituents:

The Offices of the Provost and Outreach Engagement are offering free virtual professional development workshops in Excel Levels I, II, and III for USI employees offered by the Provost's office and Outreach and Ey(ona)6(l)by t8lee Report

This two-hour course is designed for experienced Excel users to learn advanced features.  
Monday, September 21 from 9 to 11 a.m.  
Friday, September 25 from 9 to 11 a.m.

For additional information, contact Paula Nurrenbern, Manager of Customized Solutions for Lifelong Learning, at 812-464-5425 or Sally Payne, Senior Program Assistant for Opportunity Development, at 812-464-5147.

\*Note: These classes are reserved for USI employees only.

Jake Hansen

Hansen requested committee chairs send him a meeting invite if they'd like for him to attend. If anyone has questions about process or moving forward, let him know.

Ingrid Lindy

Lindy reported that the executive committee has been meeting several times over the past month and there will be 6 new items for consideration to be discussed in New Business.

Brandi Hess

Hess reported no new action in our budget, we're at \$1,500.00. She has updated the website with committee chairs and vice chairs. Send her an email of committee members, she will update those as well.

– Juzar Ahmed, Chair / Elizabeth Damm, Vice Chair

Ahmed reported the committee has not met yet. They have no new charges.

– Steven Stump and Angel Nelson, Chair / Megan Doyle Vice Chair

Stump reported the committee has not met yet. They have one planned soon and will determine what sort of events can be planned this year with COVID restrictions.

– Taylor Gogel, Chair / Carissa Prince, Vice Chair

Gogel reported the Employee Outreach Committee met on July 23, 2020.

During the meeting the committee reviewed the draft of the July edition of the Admin Minute. they plan to share the draft version with the Admin Senate Exec team and eventually be distributed to administrators in the following week(s).

Additionally, the team drafted questions for the fall survey. Proposed questions will cover the volunteer pilot program to learn best practices, as well as exploring the ambassador program for new hires.

The committee also discussed how to continue to welcome new hires to the University. Traditionally a handwritten note was sent as well as a Sodexo and USI Theatre voucher. Since events are limited and we are trying to avoid in-person touch points, suggestion was made for committee members to schedule a personal Zoom meeting/Microsoft Teams collaboration to welcome new hires. A spreadsheet will be created and shared among the committee to update in real-time as they make the contacts.

The final two items being explored by the committee is hosting another social connection hour via Zoom for employees and developing a walking map/list to encourage employees to get out of their offices during this time.

The committee has not yet scheduled the August meeting.

– Ingrid Lindy, Chair

No Report.

– Ashley Ewearitt, Chair / Maggie Carnahan and Will Pool, Vice Chairs

No Report.

– Kat Draughon / Steve Bridges

Draughon reported the COVID-19 Training module that employees took in July has been sent to all students, whether they're taking online or in-person classes. Students must complete before starting classes.

- < Sick Bank Policy – Waiting to hear back from VP Bridges. He planned to take it to the Vice Presidents.
- < Parental Leave – Tabled until January 2021
- < Bicycle Lockers – Stump reported he will follow up with former chair Howard to learn of where the project was left off and if there is a quote for relocation.
- < Tuition Benefit – Ahmed will contact Faculty Senate Chair Rex Strange to get an update of their recommendation (which was similar to ours).
- < Volunteer Pilot Project – Also with VP Bridges.

Fall Faculty Survey – Let Chair Orth know if there are any questions to add to the Fall Schedule.

We received 6 Items for Consideration within the last few days. This is the most we've had in one month. This shows the hard work of Senators and our stronger stance in shared governance at USI.

- < Can we consider a policy which would allow faculty/staff who are awaiting COVID test results who display



Chair