

Minutes of the
COUNCIL OF CHAIRS AND PROGRAM DIRECTORS
Meeting of October 27, 2010

Members Present:

Call to Order: The meeting was called to order at 8:30 a.m. by Chair of the Council of Chairs and Program Directors, E. Wasserman. He informed the members that the minutes from the September, 2010 meeting will be emailed. He also asked that the members consider any new items they would like to be considered and added to the agenda in the future.

Assessment Speaker: S. Mujumdar informed the Council that he had attended a conference on assessment at which Marc Chun spoke regarding assessment. He reminded the chairs that proper assessment is an essential part of being a chair and stated that Marc Chun is a very good speaker. Dr. Rochon asked if this would be a worthy topic for us to bring Mr. Chun in as a speaker for USI. Responses from the chairs included comments such as "it would be very helpful," "it would benefit us in social work," etc. It was brought out that Marc Chun was marketing a new program that aided in assessment and would be similar to the ETS system we are currently using, but provide more data and be more expensive. After more discussion, E. Wasserman recommended that the chairs study this matter online by looking up Marc Chun and the Council for Aid to Education.

EmbaNet: D. Willett addressed the issue of online courses. He thanked the chairs for considering in their departments what additional courses could be placed online for students. He stressed that while there has been much growth in this area, there is still a lag in program development on line. He stressed that chairs and program directors should develop more online programs, especially in the area of undergraduate programs. At the same time, D. Willett advised that we need a path through the University Core Curriculum for students to concentrate on their major courses. He informed that there are private companies, (such as EmbaNet and others) that will work with us. The private companies will do as much or as little as needed. They have experts to help but either charge a front fee for this or will do it on a percentage share of the tuition brought in by those new online courses. With the percentage program, the company will put up all costs of development and then be paid as students pay their tuition. D. Willett did not ask for action on this item, but encourage the chairs and program directors to consider what other colleges and universities were doing in their respective areas. With the private programs, the professor can even put videos and other audio feed on line. B. Posler reminded the members that while private companies can be hired, all of this must go through the university. At this

point, USI does not have any such contract with any company. M. Krahling raised the question of what if there are not enough students willing to take the USI online course rather than a similar online course from another university?

Program Review Update: B. Posler informed the members that he met with E. Elliot, T. Hunt, and L. Nunn regarding the Program Review Guidelines. As a result of this meeting, the following changes were made to the draft:

- Reduced the number of chairs to be involved in the review from four to three, along with B. Posler. This would mean that each chair should be involved in no more than one program review each year.
- After the program review was submitted in October, the review committee would have until March in which to review the program documents submitted and meet with the involved program director/chair.
- The program review committee must get back with the program director/chair within 60 days from when it is submitted.

B. Posler explained that he normally receives 10 or 11 reviews a year, so each chair would be on one or two reviews, at the most, per year. In response to a question by K. Rogers, B. Posler stated that the Council of Chairs and Program Directors would select the chairs to serve on the review, and there must be one chair from the College involved.

B. McGuire made a motion that the Council accept the revised Program Review as explained to the Council. This was seconded by W. Rinks. The motion carried.

Electronic Bulletin: Kathy Funke and Terry Bishop indicated they are looking into the possibility of putting the USI Bulletin online, instead of being in a printed form. They explained that this could be done by the university itself or by contracting it out to a private company, such as Acalog. If contracted out, the chairs would retain editorial approval for publication. Each chair could either do the editorial review himself/herself, or assign it out to a department faculty member to do. The chairs would have final approval for all content and layout relating to their department. Advantages of the electronic bulletin include it would be much faster to publish and correct. Students could create their own portfolio of only the parts of the Bulletin that related to them. It could be integrated with media, such as attaching a video stream of each course description.

E. Wasserman asked if this is an idea that the Council members would endorse? Questions related to issues of would USI lose jobs if this were done by an outside company? Would it affect the two year timing of the Bulletin? Would a historical record be kept of what the Bulletin consisted of at any point in time as students must graduate by the Bulletin in effect when they enrolled? If there is not enough money now to hire new faculty, why would there be enough money to consider this change when we already have a Bulletin that works? We already have computer people at USI, so why not do it "in house?" We should always be concerned when companies come to us with ideas that cost money. There are some things, such as ESLI that are contracted out and we have "lost" control over what happens there.

E. Wasserman indicated it would cost more to set up, but be less expensive to maintain and to change. Several hundred universities already have electronic bulletins. Provost Rochon explained that the University would not lose jobs if this were adopted. He also said that we could ask for a demonstration from several companies. We might be able to put it as an "App" on cell phones. If it is implemented, the university wants to ensure that faculty is involved in what is going on. USI may need to hire a manger to oversee the electronic Bulletin. The conclusion, as expressed by B. McGuire and E. Wasserman is that the Council does have interest in the idea, but it should be looked into further.

New Business: M. Krahling informed the Council that an assessment is being conducted by the Core Council. A team of three people is looking into what is going on in each core course. If members have any questions, they should contact M. Krahling.

A speaker will be on campus on November 12th to explain the question of how do we get published? This will apply to journals, books, etc. and will cover the additional topic of plagiarism.

Provost Rochon that he and several members of the faculty recently made a trip to India. It was very productive and should bear fruit immediately. S. Mujumdar's father was of great help. We have sent a student to the Federal Reserve in Bombay in July and an Indian student should be coming here studying nursing in January. He asked each Dean to present him with opportunities for exchanges with India. The Provost informed the members that his meetings with each of the university departments had been most helpful. He passed on the Governor's order that we must do more with less!

The motion to dismiss was made by B. Williams and seconded by B. McGuire. Motion carried and the meeting was dismissed at 9:45 a.m.