



November 15, 2024

Meeting Minutes

www.usi.edu/faculty-senate

- I. CALL TO ORDER – Nicholas Rhew, Chair, called the meeting to order at 3:00pm
- II. ROLL CALL – Susan Ely, Secretary
 - a. Faculty Senators Present: Amie McKibban (At-Large), Peter Whiting (At-Large), Jiaying Liu (Romain College of Business), Nicholas Rhew (Romain College of Business), Todd Schroer (College of Liberal Arts), McManus Woodend (College of Liberal Arts), Brett Anderson (College of Liberal Arts), Jenna Thacker (College of Nursing and Health Professions), Zachary Ward (College of Nursing and Health Professions), Susan Ely (Pott College of Science, Engineering and Education), Guoyuan Huang (Pott College of Science, Engineering, and Education), and Kyle Mara (Pott College of Science, Engineering and Education), Kate Sherrill (Library)
 - b. Alternates: Tom Noland (for Nancy Kovanic, Romain College of Business), Ashley Carter (for Jessica Mason, College of Nursing and Health Professions)
 - c. Faculty Senators Absent without Alternate: None
- III. APPROVAL OF MINUTES – October 11, 2024 were approved as distributed through unanimous consent.
- IV. PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS
 - a. Interim President Bridges made note of the largest donation to USI in history from Liberty Credit Union for USI Athletics. Updates to per diem are forthcoming in the new year. Bridges noted that there will be announcements forthcoming on the Enrollment Management Vice President position as well as the interim Provost position. Presentations were made at the Indiana State House on the upcoming budget proposals. The budget process will continue into 2025. The ad for the posting for the President's position was posted November 8.
 - b. Interim Assistant Provost Jason Hardgrave noted that the Faculty Annual Report (FAR) must be completed in Watermark. Faculty only need to update information for 2024. The teaching load for 2024 have been updated within Watermark, and the categories match the previous FAR standards and align with the promotion and tenure process. There is no university-wide review process of the FAR currently established. Deans have been instructed to connect with their department chairs about a merit review process. The Faculty Handbook does not have information specific to merit review processes as related to the FAR process. The expedited promotion process for instructors will be available in January for those who had



completed 5 years of instruction at Spring 2024. This process will include the 2024 FAR in Watermark as well as the 2023 and 2022 reviews in PDF form. Guidance will be provided for those eligible for expedited promotion on the process in December. The Next Destination Survey has been launched to record information about graduates next steps after graduation. We should encourage graduating seniors to complete this survey. Participants will be in the running for two available \$100 gift cards. There were 988 students registered during the Rockin' Registration event in October. The Quality Initiative for the Higher Learning Commission will include departments linking the program outcomes to the NACE competency set. Departments will address these starting in Spring 2025. The Board of Trustees approved multiple graduate programs and micro credentials and have been sent on to the Higher Learning Commission to be offered in Fall 2025. There will be a HLC visit in December. Please sign up to help out with Late Night Breakfast on December 4th through this [link](#). It was also noted that PageUp now has auto-generated offer letters for USI job postings.

V. FACULTY SENATE CHAIR REPORT

- a. Discussions are being held about increasing fun activities on campus to support morale of faculty and staff.
- b. A charge was brought to the senate about drop procedures but has been postponed, as the charge was aligned with previous work of senate from 2022/23 that had yet to be implemented. This previous work has been investigated, and work continues to complete the steps originally proposed by senate in 2022/23.

VI. COMMITTEE REPORTS – None.

VII. OLD BUSINESS

- a. Motion to amend motion passed on September 13, 2024:

After discussion with the Provost's Office and Office of the Registrar, Nicholas Rhew moved to amend the motion passed on September 13, 2024 to strike **“365 days from the submission of final grades for the term in which the student received the IN grade...”** and add **“the final grade submission deadline for the subsequent same term (for example, an incomplete grade assigned for a Fall 2024 course must be resolved no later than the final grade submission deadline for Fall 2025).”**

If adopted, the policy would read:

“The designation IN (incomplete) may be used in special circumstances. An incomplete grade (IN) may be given only at the end of a term to a student whose work is passing, but who has left unfinished a small amount of work, for example, a final examination, a paper, or a term project which may be completed without further class attendance. The student must complete the



requirements of the course by a reasonable date determined by the instructor, which should not exceed the final grade submission deadline for the subsequent same term (for example, an incomplete grade assigned for a Fall 2024 course must be resolved no later than the final grade submission deadline for Fall 2025). If the course requirements are not completed by that date, the IN grade will revert to an F. In the event the instructor from whom a student receives an incomplete is not available, the disposition of a case involving an incomplete grade resides with the appropriate dean.”

The motion was seconded by Kyle Mara. There were no questions or debate. A vote was called. It was unanimously approved.

VIII. NEW BUSINESS

- a. Selection of Faculty Senate appointees (one from each college) for the Ad Hoc Committee on Academic Probation and Suspension Policies
 - i. A call for volunteers was made. Nick Rhew volunteered for the College of Business. Amie McKibben volunteered for the College of Liberal Arts. Kyle Mara volunteered for Pott College. Zack Ward volunteered for CHNP.
 - ii. Nick Rhew nominated that slate of volunteers. It was seconded by Peter Whiting. The slate was unanimously approved.

IX. ANNOUNCEMENTS AND GOOD OF THE ORDER

- a. Spring University Meeting workshops ideas and feedback discussion
 - i. Sessions for software such as Watermark, Slate, Blackboard Ultra.
 - ii. A workshop on the HLC Quality Initiative could be helpful.
 - iii. A workshop on autism and neurodivergence spectrum and updates from the disability office – could it be integrated into the Spring meeting to cover some of the updates that impact all faculty and staff.
 - iv. An update on library services, the testing center and other items.
 - v. Potentially an update from HR on changes to PageUp, training, timesheets.
- b. There will be a beekeeping conference on December 7th in Carter Hall.

X. ADJOURNMENT at 4:40pm. The next meeting will be December 6th.