

Council of Chairs and Program Directors Meeting Minutes January 31, 2018

Present: Oana Armeanu, Shelly Blunt, Glenna Bower, Brody Broshears, Andy Buck, Jeri Burger, Amy Chan-Hilton, Chuck Conaway, Joan deJong, Vaughn DeCoster, Wes Durham, Bill Elliott, Abbas Foroughi, Julia Galbus, Matt Hanka, Rick Hudson, Tamara Hunt, Paul Kuban, Brian McGuire, Amie McKibban, MT Morris, Melinda Roberts, Mayola Rowser, Gina Schaar, Todd Schroer, Jeff Seyler, Jack Smothers, Elliot Wasserman, Peter Whiting, Gabriela Mustata-Wilson, Clarissa Willis, Emi Zlatkovska

The meeting was called to order at 8:30 a.m. by Chair Bill Elliott.

Announcements from Provost Ron Rochon: Our Intensive English program was identified by the Panamanian government to bring a cohort of students to campus in March 2018. These students will be tested in intensive English and will go into a full degree program. The provost hopes to have a welcome reception for these new students in the spring. Marco Lara Garcia will teach the UNIV 101 section in Spanish to this cohort of Panamanian students.

The provost has been talking to faculty who have had experiences with online programs and online programs through Academic Partnerships (AP). He underscored the importance of being responsive to the need for online programs and emphasized the arrangement and agreement USI made with AP for marketing.

The provost traveled to Fisk University, a HBCU in Nashville, with Andy Wright, Mayola Rowser, and Kevin Valadares, to develop a relationship between Fisk and USI. We've identified a cohort of four students who would enroll in the MHA program. Fisk's enrollment is less than 900. He stressed the importance of developing a relationship with Fisk, and giving students exposure to other narratives.

The provost stressed that if chairs and program directors identify a student in need, please respond to it immediately. He emphasized the need of hiring a counselor of color in the Counseling Center, with the hope of hiring a post-doc this year to fill that role.

The provost met with Kindra Strupp's team to develop a whole new marketing campaign that links to academic programs. Students are looking for evolving programs and want resources and programs that are relevant to them, and how we respond is important in terms of recruitment and retention efforts. We want to make sure that message is out there. If we aren't responsive to what students are looking for, other institutions will target students we ultimately want here at USI.

The provost announced the FASTRAC committee's recommendations of the allocation of awards. The committee decided the award amount that each recipient will receive has been reduced.

Approval of minutes from October 25, 2017 and November 29, 2017 meetings. The minutes were approved pending changes of typos.

Distance Education Nomenclature: Shelly Blunt went over the new nomenclature in online learning at USI and distinguished between asynchronous courses, online courses that allows students to complete work on their own time during the week, versus synchronous courses, a course that meets at a specific time every week online on Blackboard or by video conferencing at a specific time each week. These section codes (AS1 for asynchronous and NS1 for synchronous) will appear in the bulletin.

Chairs & Program Directors Handbook: Bill Elliott discussed the Chairs and Program Directors handbook that he developed in early December. He received support and input from the deans and the provost for this document. Bill asked us to send any of your input that he can incorporate into the document.

Academic Program Review: Bill Elliott and Shelly Blunt met in September to discuss how to better align program reviews with external accreditation processes for some programs, and proposing the possibility of exempting programs with external accreditation reviews from doing internal program reviews. Some questions that were considered: 1. What is this process really for? If you received a response to a program review, what is it worth to your program? In terms of feedback, is it meaningful?

Shelly mentioned that the reviews are a labor-intensive process and there is no consistency in how the data is presented. Bill and Shelly want to make this process as valuable as possible. Shelly doesn't recall any criticism from HLC on our academic program review process. Discussion ensued.

Other Announcements: The next Chairs Community of Practice meeting is scheduled for Wednesday, February 7 at 8:30 in UC 2229. This session will focus on budgeting and being a fiscal manager. Bill encouraged chairs and program directors to bring topics for discussion to a future meeting.

The next meeting will be on Wednesday, February 28 at 8:30 in BE 3024. Representatives from Rice Library will be invited to discuss tools that can be used in the classroom.

The meeting adjourned at 9:33 a.m.

Respectfully submitted,

Matt Hanka, Secretary