

University of Southern Indiana
Council of Graduate Program Directors and Chairs
September 16, 2015

ATTENDANCE: M. Rowser (Chair), B. Beach, K. Bonnell, G. Bower, C. Conaway, V. DeCoster, E. Hall, M. Hanka, M. Hostetler, J. Kilbane, T. McDonald, R. Rochon, K. Valadares
 Guests: J. Dumond, A. Hughes

The meeting was called to order at 9:00 a.m.

The Minutes from the August 19, 2015 meeting were reviewed. Dr. Conaway made the motion to approve them, and the motion was seconded by Dr. Bonnell. The minutes were approved.

Topic	Discussion	Decision
Announcements	<p>Graduate Studies Open House will be Thursday, September 24, 2015 from 5 p.m. to 7 p.m. in the Orr Center Atrium.</p> <p>The Provost has given Graduate Studies an additional \$15,000 for Graduate Student scholarships. This brings the total amount to \$100,000.00 for the 2015-2016 academic year.</p>	Information Only
Old Business: Graduate Faculty Applications	Dr. Rowser spoke with Ms. Michele Duran about proposed updates to the Graduate Faculty Application on Curriculog.	Application should be available on Curriculog soon. Current applications (recently submitted) will be uploaded to Curriculog by Graduate Studies staff.
Graduate Assistantships – guidelines and levels	Dr. Rowser handed out the Graduate Assistantship levels and corresponding wages, approved by Human Resources.	Information Only
Inter-university Consortium for Political and Social Research (ICPSR)	<p>Dr. Rowser consulted college Deans for support of \$1200-\$1500. Two responded with their support of purchasing ICPSR.</p> <p>Dr. Rowser mentioned that this software has the potential to benefit across university and both undergraduate and graduate students.</p>	Provost Rochon recommends the purchase of ICPSR and will cover the difference.
RIF	Dr. DeCoster mentioned his experience with RIF accounts. He stated it is very flexible, but to negotiate specifics of RIF account before signing contracts.	Information Only
New Business: Provost Office Update	Provost Rochon announced he is looking into a possible collaboration with a company named Academic Partnerships. The partnership could potentially grow online programs. Academic Partnership is able to promote USI in ways/areas where USI hasn't.	Information Only

	<p>Provost Rochon mentioned the possibility of adding an Ed.D program. He is currently meeting with superintendents and the EVSC to determine needs and different tracks for the program.</p> <p>Provost Rochon also announced the additional scholarship money provided from his office, bringing the total for this year to \$100,000 and \$65,000 for the next 3 years. He strongly suggests using monies for recruitment purposes.</p> <p>Provost Rochon asked the council to meet Amy Chan Hilton, CETL Director, if haven't done so already.</p> <p>Provost Rochon is also looking into faculty portfolios and a more standardized length of evaluated work.</p>	
Credit Hour Maximum	<p>Dr. Kilbane noted that last year the maximum number of graduate credit hours was increased to 18.</p> <p>Dr. Kilbane would like to increase the maximum hours to 19, as the standard MSOT program will now contain 19 hours per semester for most students.</p>	<p>Dr. Kilbane proposed that Master of Science in Occupational Therapy students be allowed to enroll in 19 credit hours for the spring 2017 semester. Dr. Valadares seconded and the council agreed.</p> <p>Dr. Rowser will discuss with Ms. Sandy Frank a possible memorandum for the policy change.</p>
CAP Instructors	<p>Ms. Jaclyn Dumond, Outreach and Engagement, passed out the CAP flyer mentioning the program is 30 years old this year.</p> <p>The Higher Learning Commission has mandated CAP instructors be brought into compliance by September 1st, 2017. Instructors must have:</p> <ol style="list-style-type: none"> 1. A completed Masters in discipline <i>or</i> 2. A degree in related field and 18 hours in discipline. <p>Outreach and Engagement is offering incentives for current CAP instructors to enroll in graduate courses that include:</p> <ol style="list-style-type: none"> 1. Graduate application fee waiver 2. Waiver of tuition for 18 graduate hours. 	<p>Ms. Dumond is happy to meet with any program director to discuss any questions regarding CAP instructors and the HLC mandates.</p>
Return To Learn	<p>A Master List of students that started a graduate program, but did not complete the degree, has been sorted by program, listing holds for each student on the list.</p>	<p>Graduate Studies will send out this list for Program Director's review and suggestions of incentives to offer students returning.</p>

Graduate Studies Scholarships	Scholarship criteria determined by directors. If need based, FAFSA must be on file with Financial Aid. Faculty, Staff and Graduate Assistants are not eligible for scholarships, however can be awarded for book stipends.	Dr. Rowser would like for directors to send scholarship recipient names to her by October 1st at noon.
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The next meeting will be October 21st, 2015 at 1:30 p.m. in the Orr Center 3076.

The meeting was adjourned at 10:45 a.m.