

**University of Southern Indiana
Council of Department Chairs and Program Directors
Meeting Minutes
BE 3024**

Wednesday, March 29, 2023

Attendance:

Armeanu, O.	Cröse, B.	Holt, E.	Maria, T.	Raisor, J.	Valadares, K.
Broshears, B.	Deloney-Marino, C.	Hitchcock, D.	Milewicz, C.	Reynolds, J.	Walsh, K.
Buck, A.	Dennis, E.	Hostetler, M.	Noland, T.	Schroer, T.	Weimer, P.
Chan Hilton, A.	Durham, W.	Howard, L.	Opatrny Pease, M.	Smothers, M.	McCullough, J.
Conaway, C.	Foroughi, A.	Hudson, R.	Popescu-Sandu, O.	Stacer, M.	
Connerton, C.	Hardgrave, J.	Kuban, P.	Purcell, K.	Delaney, K.	

Guests: Delaney, K., Kirk, M., Mara, K., Scheller, K., Stump, S., Will, S.

Chair Buck called the meeting to order at 8:30am.

Approval of the minutes from February 22, 2023: The minutes were approved without objection.

- Abbas Foroughi-Suggestion to not send digital signature from the roster.

1. **Announcements**

- Andy Buck- Provost search committee has a deadline for applications of mid-April. Goal is to fill the position by July 1.

Discussion items:

2. *Changes to faculty hiring/recruitment process* – Sarah Will, Executive Director of Human Resources

- New system with the functionality to streamline the approval process. Soft roll out June 1; Full roll out July 1. Goal is to increase ease of hiring for applicants and faculty.
- Single sign on for interviews
- Rubric functionality
- Interview scheduler
- Texting capabilities
- Virtual references
- Full process is electronic
- Store job descriptions in a bank for easier access

3. *Getting to know* – Steven Stump, Director of Center for Applied Research

- Provided overview of services
- Opportunities to connect faculty and students with projects; reach out if interested

4. *Disability resources and test taking* – Michelle Kirk, Manager of Disability Resources

- Testing will continue in Disability Resources

- Testing center for additional services is Lab B in the Library
 - Submission process should not change
5. *Academic program reviews* – open discussion of issues and concerns; sharing of comments and suggestions
- Use of data from Gray is optional
 - Discrepancies in metrics used by Gray and USI
 - In program reviews, specify timeframe used such as calendar year or academic year
 - For new programs with no/little data, discuss what you intend to do or project will happen
 - APR for programs with external accreditation and who received feedback is not required but submit feedback.
 - Due May 5th
6. Open items

Meeting adjourned at 9:42 a.m.
Next meeting: April 26, 2023

Respectfully submitted,
Jill Raisor, Secretary