

**University of Southern Indiana**  
**Council of Department Chairs and Program Directors**  
**Wednesday, April 19, 2017**  
**8:30a.m.**  
**BE 3024**

Present: O. Armeanu, S. Blunt, G. Bower, B. Broshears, J. Burger, A. Chan Hilton, C. Conaway, W. Elliott, A. Foroughi, M. Hanka, A. Hillyer, D. Hitchcock, R. Hudson, T. Hunt, P. Kuban, N. LaRowe, J. McCullough, B. McGuire, A. McKibban, R. Millard-Mendez, M.T. Morris, I. Phillips, M. Roberts, M. Rowser, T. Schroer, J. Seyler, J. Smothers, C. Willis, E. Zlatkovska

1. Call to order by Phillips – 8:32am

2. Topics and Format of August Chairs & Directors Retreat (Phillips)

Phillips requested ideas for the August Retreat. The following is a list of topics and ideas for the Retreat:

- Presentation on interdisciplinary, team teaching, and co-professional activities. Best practices from Nursing & Health Professions.
- Transitioning Faculty Members to Online Teaching
- Update on new Portfolio Guidelines proposed in Summer 2016
- Invitation to Bryan Rush, Dean of Students, on initiatives in Student Affairs
- Update on Advising Centers with a focus on the transition to faculty mentors in each Department
- UNIV 101
- Graduate Studies
- Enrollment Management – recruitment & retention of students; best practices and strategies in each College
- Focus on international initiatives; update from Heidi Gregori-Gahan, Director of the Center for International Programs
- Honors Program
- Departmental webpages and new recruitment initiative to highlight majors and minors across the University; update from Brandi Hess, Web Services
- Improving efficiencies among different offices on campus, especially with support staff; improved communication

3. Core 39 & Proposed Changes (~8:45am)

a. Announcements in regards to Core 39 (M.T. Morris)

- There is preliminary data available regarding the 3-year assessment cycle for Core 39; Training sessions for Core 39 Assessment were not well attended; training will be conducted through open office hours to facilitate individualized help; CCAF's paramount in training faculty members involved with assessing courses for Core 39
- In the last year, presentations were made on Fall and Spring Assessment Day summarizing collected assessment data for Core 39; limited attendance at these presentations; because Core Council is now Faculty Senate committee,

assessment reports will be provided to Faculty Senate and to the Council of Chairs and Directors.

- When advising students about course selections for Core 39, please make sure to use the Core 39 webpages; these webpages are updated with Bulletin updates; there is also an updated pdf and Excel spreadsheet on the webpages that provide guidance on courses in Core 39; printed materials will be used primarily for Orientation sessions; there is also a “Guide for Advising” that provides assistance in navigating the particulars of Core 39.
  - Because of the complexity of Core 39, there have been limited advising mistakes; students also alter their schedules after meeting an advisor, and may make selections that cause an issue in fulfilling Core 39 requirements; thus, proposed change to Core 39.
- b. Proposed Change to Core 39 (MT Morris)
- Registrar’s Office has attempted to work with vendors to enable software to track coursework in DegreeWorks that satisfies Core 39 requirements. The main problem is tracking the various rules governing course pre-fixes, such as the policy requiring students to have different course prefixes for each Ways of Knowing course that is also different from course pre-fixes used to satisfy BS/BA requirements.
  - Core Council unanimously recommended:  
Courses used to satisfy the Ways of Knowing and BA/BS categories must be selected from at least five different course prefixes. If Faculty Senate agrees to pass that language, then the Faculty Senate will also need to remove the following two rules:
    - i. With the exception of World Languages, a course used to satisfy Ways of Knowing must have a prefix that differs from any course prefix used to satisfy the BA/BS requirements
    - ii. Courses satisfying World Languages and Culture Ways of Knowing may have the same prefix as the World Language/ World Languages and Culture satisfying the BA/BS
  - Liberal Arts and the Pott College expressed concerns with the proposed change due to:
    - i. Difficulties with software programming is not a viable reason to change curriculum
    - ii. Decreasing the diversity of courses that students would be exposed in Core 39 – purpose of core curriculum is to provide students with a broad exposure to as many programs as possible; the proposed change would hamper this goal
  - Additional discussions ensued in regards to Core 39 exceptions; MT Morris suggested she has approved about 50 exceptions to Core 39 (although, 14 exceptions have been reported). Examples provided of issues that have been address include:
    - i. Articulation agreements and determining course equivalency at USI from other institutions; how do these courses align with courses in Core 39.
    - ii. Change of BIOL 105 from 3 credits to 4 credits

- iii. BIOL 121 and BIOL 122 combined are 6 credits; students still need one additional credit hour to meet Natural Science Requirement of BS degree.
- iv. Issues with students not following recommendations provided by advisors; modifying their schedules
- Solution proposed: Consider requiring 5 prefixes for BA degree, and 6 prefixes for BS degree.

#### 4. Announcements

- A. Chan-Hilton – Hand-outs from the March Training Session: “Workshop on Mentoring Non-Tenured Faculty” by Deneese L. Jones, Ph.D., Vice President for Academic Affairs at Trinity University
- J. Seyler – luncheon and demonstration of clickers and classroom response devices by Turning Point at noon on Friday, April 21, 2017; CETL sponsoring event, but not endorsement of the company.
- W. Elliott – presentation by Dr. Matthew Merlo on solar eclipses Thursday, April 20, 2017 at 6 PM in Mitchell Auditorium. Information will also be provided about planned events associated with the total solar eclipse that will occur on Monday, August 21, 2017.
- A. Chan-Hilton – follow-up Chair’s Training will occur on May 3, 2017 instead of next week.

#### 5. Next meeting: August 2017, Chair & Directors Retreat; date & location TBD

#### 6. Adjournment – 9:17am; Motion made by Tamara Hunt; 2<sup>nd</sup> by Brian McGuire; unanimous vote to adjourn.