

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

Wednesday, November 30, 2022

Attendance:

Oana Armeanu, Bartell Berg, Michael (Brody) Broshears, Shelly Blunt, Andrew (Andy) Buck, Ryan Butler, Amy Chan Hilton, Sara Christensen Blair, Charles Conaway, Cindy DeLoney-Marino, Michael Dixon, Wes Durham, William (Bill) Elliott, Trent Engbers, Chad Gonnerman, Jason Hardgrave, David Hitchcock, Marna Hostetler, Rick Hudson, Jessica Garces Jensen, Paul Kuban, Chad Milewicz, Thomas Noland, Jill Raisor, Erin Reynolds, Todd Schroer, Jack Smothers, Moriah Smothers, Melissa Stacer, Sarah Stevens, Kimberly (Kim) Delaney, and Ken Walsh

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

Approval of the minutes from October 26, 2022: The minutes were approved without objection.

1. Announcements: Spring meeting dates TBD
2. Discussion Items:
 - a. Honors capstone – Sarah Stevens, Director, Honors Program and Living Learning Communities
 - i. Handout provided
 - ii. Discussion on program areas providing a list of suggested/required capstone classes or criteria
 - iii. If a 499 class, faculty could get compensated
 - iv. Honors capstone could be added to existing capstone in major
 - b. On-line exam protocols – Shannon Hoehn, Senior Applications Administrator, Information Technology Department
 - i. Top reasons a student gets kicked out of an exam: 1) faulty internet and 2) Not following directions such as having multiple tabs of Blackboard open or Blackboard times out. Blackboard, for security reasons, has a soft time out of 15 minutes and 3 hours for exams.
 - ii. Best practices for taking exams and quizzes in Blackboard will be emailed through Dr. Black to council.
 - iii. Training is integrated into UNIV 101 and available to all. Access link will be sent to council.
 - c. Marketing and website updates – Kindra Strupp, Vice President for Marketing and Communications
 - i. Move to D1 is an opportunity to elevate our marketing/name/brand
 - ii. Hope to have Chief Marketing Officer on board in the spring

- iii. Goal to elevate reputation and recognition; meeting with each college to get to know USI
- iv. USI Today
 - v. Content Area Specialists – content generation will be on the marketing side
- vi. Website – Faculty can request individual website; content area specialist embedded in each college/area; frustration expressed with migration

Meeting adjourned at 9:45am

Next meeting: January 25, 2023

Respectfully submitted,
Jill Raisor, Secretary