

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

Wednesday, September 28, 2022

Attendance:

Paul Arthur, Bartell Berg, Michael (Brody) Broshears, Shelly Blunt, Andrew (Andy) Buck, Sara Christensen Blair, Cindy DeLoney-Marino, Jody Delp, Michael Dixon, Wes Durham, William (Bill) Elliott, Trent Engbers, Renee Frimming, Erin Dennis, Chad Gonnerman, Mellisa Hall, Jason Hardgrave, Kimberly Hille, David Hitchcock, Marna Hostetler, Leigh Anne Howard, Rick Hudson, Tamara Hunt, Jessica Garces Jensen, Paul Kuban, Julie McCullough, Amie McKibban, Chad Milewicz, Becca Neal, Thomas Noland, Oana Popescu-Sandu, Kenny Purcell, Jill Raisor, Erin Reynolds, Todd Schroer, Jack Smothers, Moriah Smothers, Melissa Stacer, Kimberly (Kim) Delaney, and Ken Walsh

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

Approval of the minutes from April 27, 2022: The minutes were approved without objection.

1. Discussion Items:

- a. *Library Video Streaming Service and Course Usage Policy* - Becca Neel, Assistant Director for Resource Management & User Experience
 - i. Streaming video services – request that classes use a max. of 2 videos; possibility of departments assisting with expense
- b. *Topics for future meetings* – Andrew Buck, Chair
 - i. Recruitment/enrollment
 1. Best practices for websites – training was more technical rather than focused on marketing techniques
 2. Resources and support
 3. Communication and processes for admission; would like an understanding of what services are in place and what our role can be; schedule time for discussions; identify data we are interested in; idea to submit questions in advance; want update on what is happening in the Indianapolis area; CALS update
 - ii. Program review – update; workshop to share
 - iii. Changes in scholarship dates
 - iv. Department/program finances
 - v. Pandemic impact on student preparedness for college
 - vi. Student Financial Success Center – tuition tool
 - vii. Library – open access funding
- c. *Core 39 updates* – Kenneth Purcell, Director of University Core Curriculum
 - i. Nominations go out next week
 - ii. Awards - \$4,000 and \$2,000; please submit nominations
 - iii. Website – resources tab

- iv. NR sections are reserved for students in online programs with major requirements
 - v. 6 new courses proposed; call for proposals coming soon; discussion on UNIVs; collaboration among different colleges
 - vi. Skillabi – request coming for syllabi from CORE
- d. *Program review updates* – Shelly Blunt, Associate Provost, and Wes Durham, Director of Applied Studies
 - i. Reorganized document; realigned rubric to match document; due 5/10; committees of 3 to review; Assistant Deans, Associate Deans, and faculty will review; stipend TBD; review completed by end of May
- e. *Chair survey* – Rick Hudson, Faculty Senate Merit Review Committee
 - i. Gathering data from current chairs; Qualtrics survey coming
- f. *Retention and degree completion* – Brody Broshears, Assistant Vice President, University Division
 - i. Presentation on Undergraduate Retention and Graduation Rates Update

2. Open items

Meeting adjourned at 9:51am

Next meeting: October 26, 2022

Respectfully submitted,
Jill Raisor, Secretary