

# COUNCIL OF CHAIRS

**LOCATION: BE3024**

**DATE: October 29, 2025**

**TIME: 8:30-10:00 am**

## MEETING AGENDA

**Attendees:** Andrew Buck, Mary Ann Cahill, Amy Chan Hilton, Charles Conway, Brian Crose, Cindy Deloney-Marino, Erin Dennis, Renee Frimming, Sukanya Gupta, Marna Hostetler, Rick Hudson, Denise Lynn, Kyle Mara, Amie McKibban, Simone Nance, Tom Noland, Kenny Purcell, Bailey Rankin, Erin Reynolds, Todd Schroer, Chase Smith, Jack Smothers, Morgan Stewart, Wendy Turner, Ken Walsh, Stephanie Young, Jennifer Evans, Jason Hardgrave, Kim Hille, Peter Whiting, Jay Hille, and Tessa Shade.

**I. APPROVAL OF MINUTES FROM LAST MEETING** The meeting minutes from September 24, 2025 were approved.

**II. ANNOUNCEMENTS** None

**III. INFORMATION AND DISCUSSION ITEMS** a) Athletic Department academic unit, Dr. Kim Hille, Tessa Shade and Jay Hille

Please share the following with department faculty.  
The same issues with student-athletes (SAs) continue to arise.

Introductions:

Tessa Shade - Director of Academic & Support Services for Student-Athletes

Jay Hille - Student-Athlete Development & Retention Coordinator

Key Reminders:

1. SAs must follow the same course policies as all students, no special exceptions.
2. Class absences are excused only for official competition travel, with advance communication (recommended: 1 week prior) and a plan to make up missed work. Absence letters do not replace communication.
3. Absences for practice or transfer portal visits are not excused.
4. Online SAs are not excused from assignments unless missing a synchronous activity.
5. Complete Academic Integrity forms for all students; mark athlete status if known.
6. SAs must meet with Tessa or Jay before changing their schedule or major. Even short-term schedule changes can affect eligibility. All SAs have an "Athlete Hold" that must be cleared by Tessa or Jay.
7. TW Academics is used for communication and progress grades. Absence letters and grade checks go to the primary instructor only. If a schedule changes after semester start, a PDF of the absence letter will be sent.

### **III. INFORMATION AND DISCUSSION ITEMS CONTINUED**

8. TW Academics is used for communication and progress grades. Absence letters and grade checks go to the primary instructor only. If a schedule changes after semester start, a PDF of the absence letter will be sent.
9. Coaches should never contact faculty directly.
10. Travel verification can be confirmed with Dr. Hille.
11. Grade checks occur in weeks 4 and 11; only primary instructors can submit. Please complete all questions to help provide support for struggling SAs.

#### Additional Notes:

- Second-biterm absence letters are issued at the start of the semester.
- Ongoing issues remain with late drops and approval processes; no resolution yet.

Slides and NCAA Tips for Faculty will be shared with faculty.

b) *Library Services for Faculty- Peter Whiting*  
Library Services for Faculty  
The Library offers the following support for faculty:

1. Copyright guidance
2. Open Access (OA) review and funding through the Provost Faculty Development Fund
3. Evaluation of potential predatory journals or conference invitations
4. Open Educational Resources (OER):
  - o OA textbook review stipend - \$250
  - o OA adoption - \$500/\$800
  - o OA creation - \$1,000
5. SOAR support for manuscripts, OA articles, data sets, posters, and videos. SOAR provides DOIs, is indexed in Google Scholar and other search engines, and is searchable in the USI Library database.
6. Assistance creating digital profiles in SOAR or ORCID
7. Faculty engagement: Peter is available for one-on-one consultations or department presentations. Slides will be shared with all faculty.

c) *Expedited Promotion Process for Instructors and Teaching Professors -Dr. Jason Hardgrave Assistant Provost*

Clarifying documents will be shared soon. The Expedited Promotion 2.0 process will follow the same procedures as the previous round.

- Eligibility Notification: Eligible faculty will receive an email during the first week of December 2025.

**III. INFORMATION AND DISCUSSION ITEMS CONTINUED**

- Intent to Apply: Faculty must indicate Yes or No by January 9, 2026.
  - They are not required to apply this round, but if they do not, future applications will go through the regular (non-expedited) promotion review.
- Submission Deadline: All materials are due January 30, 2026 – the same date as FAR submissions.

Submission Requirements:

- FARs: Submit three years of Faculty Activity Reports (2023-2025).
  - 2023: PDF format
  - 2024-2025: Auto-generated via Watermark
  - Ensure all activities are updated in Watermark.
- Narrative: A three-year narrative is required.
- CV: Auto-generated by Watermark.
- 2025 FAR: Must also be submitted separately (different process).

Review Process:

Intent to Apply → Chair → Dean → Provost → Board of Trustees

Notes:

- Promotion expectations are outlined in the Faculty Handbook.
- At the Chair review level, a minimum Yes/No recommendation is required; additional documentation (e.g., memo) may be requested depending on the college

**IV. OPEN ITEMS**

None

**V. ADJOURNMENT**

Dr. Walsh adjourned the meeting at 9:28 am