

University of Southern Indiana
Council of Department Chairs and Program Directors
Wednesday, January 25, 2017
8:30a.m.
BE 3024

Present: O. Armeanu, C. Baker, S. Blunt, Bower, G., B. Broshears, J. Burger, A. Chan Hilton, V. DeCoster, W. Elliott, C. Fairchild, A. Foroughi, R. Gennaro, M. Hall, M. Hanka, J. Hardgrave, A. Hillyer, R. Hudson, T. Hunt, P. Kuban, N. LaRowe, B. McGuire, A. McKibban, R. Millard-Mendez, S. Mujumdar, K. Parsons, P. Raymond, M. Roberts, M. Rowser, G. Schaar, T. Schroer, J. Seyler, C. Swenty, E. Wasserman, S. Will, C. Willis, E. Zlatkovska

1. Call to order
2. Approval of minutes from November 30, 2016 – approved without revisions.
3. Dr. Rochon remarks
 - a. The 2017 Celebration of Teaching and Learning Symposium takes place tomorrow at USI. Panel discussions begin at 9:00am. Reception for faculty will begin at 2:45pm.
 - b. Dr. Rochon discussed his recent trip to Texas to meet with Academic Partnerships (AP). USI will be launching the RN to BSN program through AP in mid to late summer 2017. AP will also be visiting USI later this spring semester to discuss trends and challenges in online education.
 - c. The proposed professional portfolio guidelines were recently endorsed by the faculty senate. Dr. Rochon will notify Chairs of the date changes will be implemented. The new guidelines will be mandatory for all new hires. Existing faculty may choose if they would like to follow the new guidelines or stay with the current guidelines.
 - d. A representative from Trinity University will be speaking at USI on March 29, 2017 on the topic of mentoring.
 - e. Dr. Bonita Jacobs, currently President of the University of North Georgia and previous executive director of the National Institute for the Study of Transfer Students, will be on campus February 27, 2017 to provide information on transfer student success. There will be a keynote address and then a Q&A time.
 - f. Representatives from the Indiana University Groups program visited USI last week to present on how the program is run at IU. The Groups Program serves students of color and underserved student populations. USI would like to develop a similar program. The Office of the Provost and the Office of the President are discussing the development of a bridge program at USI to begin summer 2018. Dr. Rochon requested that Chairs work with faculty and students to bring a voice to the issue of student civility and engagement with individuals who are different from them, including students of color and underserved student populations.
4. Academic Integrity and Appeals – Dr. William Elliott
 - a. See handouts (2).

- b. Dr. Elliott presented a template he uses when participating in an academic integrity administrative hearing. He stated that this can be used by Chairs as a guide when participating in these types of hearings. Discussion and questions ensued regarding the informal review process. Dr. Elliott answered questions based on his experience participating in these hearings. Discussion focused on informal resolution. Dr. Melissa Hall requested that the University consider exam proctoring for online students to help address academic dishonesty online. Discussion ensued regarding exam proctoring in distance education.
- 5. Update on FLSA Regulations and Review of Hiring Process for New Faculty Members – Sarah Will
 - a. See handouts (2).
 - b. Ms. Willis reviewed legalities and confidentiality in the hiring process. She recommended that discussion about candidates occur in person, by skype, or by phone. It is not recommended that candidate discussion occur via email. All candidates, including internal candidates, must be evaluated on the material submitted for application, based on criteria for submission. The same rubric and evaluation must be used for all candidates. Discussion regarding job postings and what should/should not be included also took place. A question and answer session regarding hiring practices ensued.
- 6. Next meeting date: Wednesday, February 22, 2017 at 8:30a.m. in BE 3024
- 7. Adjournment – 9:35am