Council of Department Chairs and Program Directors
Minutes from February 28, 2018

Present: Oana Armeanu, Mark Bernhard, Shelly Blunt, Glenna Bower, Brody Broshears, Andy Buck, Jeri Burger, Amy Chan Hilton, Vaughn DeCoster, Joan deJong, Wes Durham, William Elliott, Abbas Foroughi, Julia Galbus, Mellisa Hall, Tamara Hunt, Paul Kuban, Brian McGuire, Becca Neel, Bryan Rush, Gina Schaar, Todd Schroer, Jeff Seyler, Sarah Stevens, Connie Swenty, Peter Whiting, Gabriela Mustata-Wilson, Emilija Zlatkovska

Meeting was called to order at 8:30 a.m. by Chairperson, William Elliott.

Announcements and Updates
Provost Ronald Rochon

The new Doctor of Education (Ed.D.) degree program was approved by the Indiana Commission for Higher Education (ICHE) and will begin in Fall 2018. Kudos to Teacher Education for their hard work in putting together the program proposal for the Ed.D. In addition, the ICHE approved the Bachelor of Science in Electrical Engineering (BSEE) program through an expedited approval process; thanks to Paul Kuban for taking the lead on this degree program proposal. Finally, the USI Board of Trustees approved the Bachelor of Arts/Bachelor of Science in Statistics degree program and is on its way to the ICHE for approval; Rick Hudson took the lead in putting together this degree program proposal.

A committee of the Faculty Senate, chaired by Rich Bennett, is developing a new assessment rubric for the evaluations of teaching. Qualtrics, a new software program, was purchased and will be used for the implementation of the updated evaluations of teaching in Fall 2019.
In June 2018, the first cohort of students from Panama will be starting their degree programs at USI. USI has been identified as a "Campus of Choice" by Panama, and the second cohort of students will arrive in March 2019. Emilija Zlatkovska has been working closely with this group to make sure they have a smooth transition to campus.

Programs aligned with Academic Partnerships continue to grow, as the MBA program has been identified as a "Campus of Choice" by India Health. Jack Smothers shared his excitement for this designation and indicated that Health India oversees over 200 hospitals, and most of their health care workers transitioning to administration need academic credentialing in business and management.

The Provost stressed the importance of continuing to develop new online programs at USI. In particular, he brought attention to agenda items related to online programs that will be reviewed at the upcoming ICHE meeting on March 8, 2018: online Master of Liberal Studies at Indiana University East, Kokomo, Northwest, South Bend, and Southeast; online Master of Science in Criminal Justice and Public Safety at Indiana University Bloomington, East, Indiana University Purdue University Indianapolis, Kokomo, and Southeast; online Master of Arts in English at Indiana University Bloomington, East, Kokomo, Northwest, South Bend, and Southeast; online

Bachelor of Arts in Sociology at Indiana University Purdue University Columbus; and online Master of Science in Healthcare Management at Indiana University Bloomington.

Updated USI Credit Hour Policy
Presented by Mark Bernhard, Associate Provost for Outreach and Engagement

An updated USI Credit Hour Policy was presented to the Council of Chairs and Directors by Mark Bernhard. The policy may be found on the USI webpages, along with being published in the Bulletin. After providing an overview of the changes in the policy, questions and comments were provided by the Council.

Suggestions from the Council included: Need to include a sentence to address ABET accreditation requirements; more detailed description of hours required by health services internships; language about accelerated courses (7 weeks) versus full semester courses; variations in laboratory credit hours (e.g. 1 credit hour equals 3 hours of laboratory time); disciplinary variations of lab hours; exceptions and the need to require students to meet with their instructor and/or advisor; hours for studio courses in art; and hours related to social work. Comments and questions from the Council of Department Chairs and Program Directors will be incorporated in the next draft of the Credit Hour Policy. This updated policy will be presented at another upcoming Council meeting.

Faculty Communications from the Dean of Students Office
Presented by Bryan Rush, Dean of Students

Bryan Rush discussed the ways information about students is shared with faculty members and staff from the Dean of Students Office. Notices from the Dean of Students Office may indicate that a student is under the supervision of a Health Care Professional, dealing with a personal crisis and/or death of a loved one, an advocate for student athletes, and/or documentation related to Disability Resources. These notices are provided as a courtesy to the faculty member to alert them to stressful situations that students may be encountering outside of the classroom. The Dean of Students Office never wants to intrude on the autonomy of the classroom, thus, excused absence are assessed solely by the faculty member.

Bryan Rush also shared with the Council that wait times for the Counseling Center are about 4 to 5 weeks. However, there is always a Counselor on call to assist with immediate needs or crisis. It is critical to seek out immediate help for students from the Counseling Center if the student has "thoughts of suicide".

Several members of the Council inquired about ways to educate students, faculty members, and staff about active shooter training. Bryan Rush indicated that there were several training videos available on YouTube, and that USI Public Safety will also attend your Departmental or College meeting to conduct training and a discussion of best practices.

Online Library Resources and Blackboard
Presented by Becca Neel, Reference and Online Learning Librarian

Becca Neel discussed new services and resources the Rice Library can provide to USI's community of online learners and educators. To assist faculty members with teaching students about information literacy, it is best to first characterize the learner's needs, course content, and assignments that will require scholarly materials. From this information, a course specific module may be developed and added to Blackboard for a distance education class.

In addition, Becca Neel presented a PowerPoint presentation about the content that may be incorporated in a course-specific Blackboard site. These incorporated library resources may include, but are not limited to: interactive instructional modules; web-based research guides; embedded librarian (facilitate questions, update content); and/or widgets, links, and miscellany.

Motion for adjournment was made at 9:44 AM by Brian McGuire, seconded by Jeff Seyler, and approved by the Council.   The next meeting of the Council will occur on Wednesday, March 28, 2018 at 8:30 in BE 3024.

Respectfully submitted,

William Elliott, Chairperson