

University of Southern Indiana
Council of Department Chairs and Program Directors
Wednesday, November 30 2016
8:30 a.m.
BE 3024

Present: O. Armeanu, B. Beach, S. Blunt, J. Burger, A. Chan Hilton, C. Conaway, W. Elliott, A. Foroughi, R. Gennaro, M. Hall, M. Hanka, J. Hardgrave, A. Hillyer, D. Hitchcock, J. Kilbane, P. Kuban, N. LaRowe, B. McGuire, A. McKibban, M. McKnight, R. Millard-Mendez, S. Mujumdar, K. Parsons, W. Phy, P. Raymond, M. Roberts, G. Schaar, T. Schroer, J. Seyler, S. Spencer, C. Swenty, E. Zlatkovska

1. Call to order
2. Approval of minutes from October 26, 2016 – approved without revision
3. Dr. Rochon remarks
 - a. Information will be presented today on a course syllabus template and the revised P&T guidelines. Dr. Rochon is looking for endorsement from the Council of Chairs for both documents.
 - b. Dr. Rochon asked Chairs to discuss with faculty the possibility of allowing graduating seniors to take their final examinations prior to commencement weekend. We will revisit this topic at a future meeting.
 - c. Convocation – USI administration would like to celebrate the accomplishments of faculty through an annual faculty convocation. This would likely take place each fall. More information will be forthcoming.
 - d. Dr. Zane Mitchell accepted the position of Dean of the Pott College of Science, Engineering, and Education.
4. Revised P&T guidelines – Dr. Rochon and Dr. Amy Chan Hilton
 - a. See attached document
 - b. The revised P&T document contains general guidelines for the professional portfolio as it relates to P&T, as well as a CV template
 - c. Student Evaluations of Teaching (SET) will be moved out of the binder but will still be available electronically in a central location to the candidate, department chair, dean, and review committee
 - d. Faculty who are currently in the queue for P&T will not be required to change to this new template, although they will have the option to do so. However, once approved, all new hires will be expected to adhere to it.
 - e. Chairs & Directors voted unanimously to approve the revised P&T guidelines draft
5. Course syllabus template – Dr. Rochon and Dr. Amy Chan Hilton
 - a. Course syllabus template was designed in response to the HLC site visit report
 - b. See attached document
 - c. Final format will be implemented beginning the spring 2017 semester

- d. Chairs & Directors voted by majority to endorse the syllabus template
 - e. Draft will be presented to the Faculty Senate this Friday for approval
- 6. Graduate Studies – Dr. Mayola Rowser; Dr. Rowser was not able to attend today's session, so this topic will be tabled until a later meeting
- 7. Student Evaluation of Teaching (SET) – Jeanne McAllister
 - a. New Blackboard feature allows faculty and students to access SET through Blackboard for each assigned course
 - b. Faculty can also access SET completion rates through Blackboard
 - c. See handout for instructions on accessing through Blackboard
- 8. Next meeting date: Wednesday, January 25, 2017 at 8:30a.m. in BE 3024
- 9. Adjournment – 9:25 a.m.