

**Council of Chairs and Program Directors
Meeting Minutes
September 26, 2018**

Present: Oana Armeanu, Brody Broshears, Andy Buck, Amy Chan-Hilton, Manfen Chen, Chuck Conaway, Joy Cook, Cindy Deloney-Marino, Wesley Durham, Abbey Foroughi, Renee Frimming, Julia Galbus, Steve Gruenewald, Sukanya Gupta, Mellisa Hall, Jason Hardgrave, Leigh Anne Howard, Rick Hudson, Tamara Hunt, Jessica Garces Jensen, Paul Kuban, Aimee Mark, Julie McCullough, Sudesh Mujumdar, Kimberly Parsons, Jill Raisor, Gina Schaar, Todd Schroer, Jack Smothers, Sarah Stevens, Connie Swenty, Sally Vogl-Bauer, Katie Waters, Gabriela Mustata-Wilson, Emi Zlatkovska

The meeting was called to order at 8:31 a.m. by Interim Chair Kimberly Parsons.

Approval of minutes from April 18, 2018: Approved without objection.

Welcoming remarks – Dr. Mohammed Khayum: Interim Provost Khayum stressed the importance of this group in making critical decisions for the university. He encouraged members to reflect on their decisions to grow as members of the council.

MAGIC Project update – Dr. Ann White: Dean White announced the ribbon-cutting ceremony for the Minka house on campus which is to take place on October 24, 2018. This is part of Phase 1 for the project that includes different groups on and off campus making contributions to building the Minka house. Phase 2 plans to establish a community of Minka houses with the support and interest of various national non-profit organizations and private companies. She fielded questions from council members about details of the project.

AwardSpring – Mr. Ryan Ross: Mr. Ross provided an update on scholarships and awards. Last academic year, the Foundation adopted a new software for scholarships to create a more unified application process. During its initial implementation, the process ran into some challenges related to new changes in the timeline and other aspects of the application process.

There were several suggestions, questions and comments from council members about problems with the process last year. There were concerns raised over delays in distributing awards and recipients having funds placed in university accounts. Also, the new software complicates the output that makes the selection process cumbersome. He and Ms. Gentry have been in contact with the technology team located at the software's headquarters in Chicago to address these challenges for this year.

Academic Program Review: Dr. Mohammed Khayum and Dr. Michael Dixon: Interim Provost Khayum announced that the Higher Learning Commission requires an interim report in 2020. He used results from University Fall 2018 Survey to discuss how academic program reviews can be used to improve USI as a learning and innovative organization. The results show faculty, administration, and support staff see USI more as a learning than innovative organization. He stressed thinking about academic program reviews as opportunities to innovate rather than a punitive process. What can programs do that is distinctive to leverage their positions? What enables collaboration across campus and the community? How can programs help with retention?

He called for a committee to be formed that would work with Faculty Senate to make changes about how to write an academic program review.

Interim Associate Provost Dixon discussed past and future schedules for academic program reviews. He addressed gaps in recent years in the academic program review process. There was a discussion of changing the calendar of the program review to ensure the greater cooperation of faculty contributing to academic programs. In the past, the calendar had deadlines that placed work in the summer months when many faculty are working on research and creative endeavors. He asked council members to send Interim Chair Kimberly Parsons an email to volunteer on the committee charged with coming up with changes to the academic program review process.

Dr. Amy Chan-Hilton announced that the Chairs Community of Practice will meet on October 3 from 9-10am.

Respectfully submitted,
Andrew Buck, Secretary