

**University of Southern Indiana**  
**Council of Department Chairs and Program Directors Meeting**  
**Wednesday, February 28, 2023**  
**8:30 a.m.**  
**BE 3024**

Meeting called to order 8:30 by Chair Andrew Buck

1. Approval of minutes from November 29, 2023  
Minutes approved as distributed at 8:31 am.
2. Announcements
  - Still have some vacancies in Directors and Chairs Council
  - Next meeting March 27
3. Discussion items:
  - a. *Rice Library Testing Center* – Kathy Oeth, Manager, Circulation and Testing Center, Rice Library
    - Call Kathy if you have testing needs or questions on the RLTC
    - New centralized location for testing; first floor of Rice Library
    - 28 testing stations, two have adjustable height
    - Placement testing available, all year
    - Library staff also issues vouchers for testing elsewhere
    - PRAXIS, TOEFL, GRE, select location, register at ets.org
    - Make-up exams, extended-time testing, open in the evening
    - Hours: 8-4 M-R, 12-2 Saturday, 4pm Sunday, Fridays as needed
    - Reservations required, through Rice Library web site
    - Students would usually click "Proctored Tests," fill out form
    - Instructors submit test and info via link (provided via email)
    - Note: students with profound disabilities still go to Disability Resources
    - Photo ID required when students come to take test, faculty test pick up
    - No phones/devices allowed; stored in locker outside test center after login
    - Five human proctors available, certified for ets
    - Test results are scanned and securely emailed to instructors
  - b. *Priority registration* – Renee Rowland, Director, College of Liberal Arts Advising Center
    - March 26 (Assessment Day): any student can register
    - In the Rec Center, lower level, 10 am to 2 pm
    - Free food, games, advisors "on-hand"
    - Bursar and Admissions reps available to clear holds
    - Concerns expressed regarding students being able to register without prior advising, or freshman students filling up classes that juniors/seniors need

- Concerns expressed regarding using Assessment day for non-assessment activities.
- Assessment day will be converted to "Student Engagement Day"
- Major field tests will still occur during spring "assessment day"

c. *Student retention strategies* – Jason Hardgrave, Interim Assistant Provost, Provost's Office

- USI retention numbers: Fall 2022 - 69%, Fall 2023 to 2024 Target - 72.2%
- Bursar hold is a big barrier to students returning (fall to spring)
- Identify "at-risk" students - early grade reporting
- Slate campaign, Rock'n Registration, Department/Dean follow-up
- April 10 - 26: Registration table in UC, Housing, Res. Life, Starbucks
- April 17-19: Registration at Springfest

4. Open items - none

Next meeting:

Coffee, hot tea and water will be available from 8am

Attendance:

Armeanu, Oana I.  
 Buck, Andrew  
 Chan Hilton, Amy  
 Christensen Blair, Sara  
 Conaway, Charles (Chuck)  
 Connerton, Charlotte  
 Crose, Brian  
 Deloney-Marino, Cindy R.  
 Durham, Wesley T.  
 Maria, Tony  
 Engbers, Trent  
 Dennis (Gilles), Erin E.  
 Hand, Mikel  
 Hardgrave, Jason  
 Hitchcock, David.  
 Hostetler, Marna M.  
 Howard, Leigh Anne  
 Jensen, Jessica Garcés  
 Kuban, Paul A.  
 Lynn, Denise  
 Mara, Kyle  
 McKibban, Amy  
 Noland, Thomas  
 Popescu-Sandu, Oana  
 Purcell, Kenneth

Rehkopf, Ed  
Reynolds, Erin  
Schroer, Todd J.  
Stacer, Melissa  
Stevens, Sarah E.  
Walsh, Kenneth E.  
Weimer, Paul