

MEETING AGENDA

Attendees: Oana Armeanu, Bartell Berg, Andrew Buck, Amy Chan Hilton, Sara Christensen Blair, Charlotte Connerton, Joy Cook, Brian Crose, Cindy Deloney-Marino, Jay Dickerson, Wes Durham, Trent Engbers, Renee Frimming, David Henriques, David Hitchcock, Emily Holt, Jenn Horn, Marna Hostetler, Paul Kuban, Denise Lynn, Tony Maria, Jess Mason, Amie McKibban, Chad Milewicz, Simone Nance, Tom Noland, Oana Popescu-Sandu, Kenny Purcell, Bailey Rankin, Erin Reynolds, Todd Schroer, Jack Smothers, Melissa Stacer, Ken Walsh, Paul Weimer, Jason Hardgrave.

- I. APPROVAL OF MINUTES FROM LAST MEETING

The meeting minutes from October 30, 2024 were approved.
- II. ANNOUNCEMENTS

None
- III. INFORMATION AND DISCUSSION ITEMS

a) *Watermark and FARS*-Dr. Jason Hardgrave.

2024 FAR Submission in Watermark

- Deadline:** January 31, 2025.
 - Process:** Same as previous FARs, but now submitted in Watermark and must include a compliance statement for SEA202.
 - If no SEA202 complaints have been filed against you, include: *"I am in compliance with SEA202."*
 - Annual Narrative and Goals:** Enter FAR narratives under designated sections:
 - Teaching, Scholarship, Service, Goals for the coming year, and Review of previous year's goals.
 - Course Information:**
 - Courses will auto-populate. Verify accuracy and update fields like delivery, format, new format, or syllabus if needed.
 - Chair Evaluations:**
 - No rating system; chairs will provide evaluation statements and can optionally submit a letter.
 - Workflow mirrors previous FARs. Each individual in the process must "submit" to advance the FAR.
 - Watermark Reports:** Faculty can run reports to review and verify submitted information.
 - Workshops:** Multiple FAR workshops will follow the January University meeting.

III. INFORMATION AND DISCUSSION ITEMS CONTINUED

- **Important Note:** Only 2024 information needs to be submitted in Watermark for the 2024 FARS.

For questions, email Dr. Hardgrave. Further details will be available on the Provost's Watermark page (<https://www.usi.edu/provost/faculty-resources/watermark>)

- b) *Instructor and Teaching Assistant Professor Promotion Update*-Dr. Jason Hardgrave.

Expedited Promotion Process

- **Eligibility:** Instructors with 5+ years at USI.
- **Notification:** HR will email eligible candidates, with Chairs, Deans, and the Provost cc'ed.
- **Intent:** Candidates must indicate their intent to apply in Watermark.
 - Declining this year means the full promotion process must be followed in the future.
- **Requirements:**
 - 3 years of FARS (2024 FAR in Watermark; 2023/2022 FARS uploaded as PDFs).
 - Narrative overviews.
 - Updated CV.
 - SEA202 statement required for 2024 but not retroactively.
- **Deadline:** Submissions are due January 31, 2025.
- **Evaluation:** Conducted by the Chair, Dean, and Provost.

Bonus Content from Provost Office-Dr. Jason Hardgrave.

Updates and Announcements

1. **New Forms for Overload and Adjuncts:**

- **Permission to Teach:** For full-time administrators and support staff teaching at USI. Link: https://usisurvey.az1.qualtrics.com/jfe/form/SV_6sVbT5UIJsTFMEu
- **Overload Permission:** For full-time faculty teaching more than 4 overload hours (completed by the faculty member). Link: https://usisurvey.az1.qualtrics.com/jfe/form/SV_88HOLoDVGTo0m22
- **Lecturer Rank Qualification Form:** Required for all adjuncts to determine Level 1-4 classification, which affects pay rate. Must be on file for all adjuncts. Link: <https://www.usi.edu/media/50qi2b5f/lecturer-rank-qualification-form.pdf>

2. **Late Night Breakfast Volunteers:**

Needed on December 4 for one-hour shifts (8-9 PM or 9-10 PM). Link: <https://www.usi.edu/usitoday/announcements/2024/11/volunteers-needed-for-late-night-breakfast>

III. INFORMATION AND DISCUSSION ITEMS CONTINUED

3. Academic Integrity Report Form:

- Available in Maxient (care, incident, integrity).
- Complete the form consistently, regardless of resolution, to ensure due process for students and protection for faculty.
- Allows DOSA to track repeat offenses via student ID.
- Link:
https://cm.maxient.com/reportingform.php?UnivofSouthernIndiana&layout_id=2

c) *Updates to TLC-Jenn Horn.*

Themed Learning Communities (TLCs)

- **Name Update:** Formerly Themed Living Communities, now Themed Learning Communities.
- **Changes:** Students are no longer required to live together to participate.
- **Structure:**
 - Students take UNIV101 together.
 - Effort underway to reserve an additional CORE course for Fall and Spring.
- **Support:** Each TLC includes a program mentor, peer mentor, and designated advisor.
- **TLCs Available for:**
 - CoLA, RCoB, KCNHP, STEM, Exploring Majors, Pathway, and MLS.

IV. OPEN ITEMS

a) None

VI. ADJOURNMENT

Dr. Walsh adjourned the meeting at 9:36am.