

COUNCIL OF CHAIRS

LOCATION: BE3024

DATE: September 24, 2025

TIME: 8:30-10:00 am

MEETING AGENDA

Attendees: Oana Armeanu, Andrew Buck, Mary Ann Cahill, Amy Chan Hilton, Sara Christensen Blair, Brian Crose, Cindy Deloney-Marino, Jay Dickerson, Wes Durham, Trent Engbers, Renee Frimming, Sukanya Gupta, David Hitchcock, Jenn Horn, Marna Hostetler, Rick Hudson, Paul Kuban, Denise Lynn, Kyle Mara, Tony Maria, Amie McKibban, Simone Nance, Tom Noland, Mary Phillips, Kenny Purcell, Bailey Rankin, Erin Reynolds, Nick Rhew, Todd Schroer, Morgan Stewart, Ken Walsh, Paul Weimer, Elizabeth Wilkins, Amy Wilson, Emi Zlatkovska, Shelly Blunt, Jason Hardgrave, Chase Smith, Hunter Baird.

I.	APPROVAL OF MINUTES FROM LAST MEETING	The meeting minutes from April 30, 2025 were approved.
II.	ANNOUNCEMENTS	Internet outage 9/23/2025 7:30 pm to 9/24/2025 5:00 am which may have impacted student access.
III.	INFORMATION AND DISCUSSION ITEMS	<p>a) Study Abroad Process for Faculty - Hunter Baird, Associate Director and Dr. Emi Zlatkovska, Executive Director</p> <p>The earlier students plan for study abroad, the better, but opportunities exist at all stages of study. Most students participate in summer programs. Numerous scholarships are available—see the website for details.</p> <p>A new application must be submitted for each trip, even repeat ones.</p> <ul style="list-style-type: none">• USI International Program Application: for faculty-led study abroad trips• USI International Experience Registration: for faculty traveling with students for research or conferences <p>Applications are completed online, but a paper Academic Affairs Form (signed through the Dean) is also required. Travel is not approved until the full workflow is complete.</p>
		<p>b) Steppingblocks Training- Richelle Hurley, Partner Success Associate, Steppingblocks</p> <p>Graduate Insights and Digital Career Counseling provide valuable data for HLC reporting and program reviews.</p> <p>Steppingblocks was founded to help students explore career paths using publicly available data enhanced by AI and machine learning. Its process includes:</p> <ol style="list-style-type: none">1. Data Acquisition2. Data Processing3. Data Application

	INFORMATION AND DISCUSSION ITEMS CONTINUED	<p>The platform contains over 150 million individual profiles, updated quarterly. Some variables, such as salary estimates, are modeled. Users have access to two tools:</p> <ul style="list-style-type: none"> • Graduate Outcomes - a high-level summary with three tabs: <i>Overview, Employer Trends, and Skills</i>. • Graduate Explorer - a detailed view with student-level data (names, positions, degrees, and contact info). Up to 10,000 records can be downloaded at a time.
IV.	OPEN ITEMS	a) None
V.	ADJOURNMENT	Dr. Walsh adjourned the meeting at 9:50
VI.	NEXT MEETING	October 29, 2025 at 8:30 am in BE 3024