

Council of Chairs and Program Directors Minutes from September 27, 2017 meeting

Present: Oana Armeanu, Shelly Blunt, Andy Buck, Jeri Burger, Amy Chan-Hilton, Joan deJong, Wes Durham, Bill Elliott, Abbey Foroughi, Julia Galbus, Rocco Gennaro, Mellisa Hall, Matt Hanka, Audrey Hillyer, Rick Hudson, Paul Kuban, Julie McCullough, Brian McGuire, Amie McKibban, Oana Popescu-Sandu, Silvia Rode, Gina Schaar, Todd Schroer, Jack Smothers, Sarah Stevens, Sally Vogl-Bauer, Elliot Wasserman, Peter Whiting, Amy Wilson, Gabriela Mustata-Wilson. Clarissa Willis, Emi Zlatkovska

The meeting was called to order at 8:30 a.m. by Chair Bill Elliott.

Approval of minutes from April 19, 2017 meeting. Motion by Brian McGuire, second by Elliott Wasserman. The minutes were approved.

Announcements (Provost Ronald Rochon). Dr. Rochon reminded the chairs and program directors on submitting early grades in a timely manner.

He discussed the ongoing issue of student stress. He shared this his office had identified two students who tried to harm themselves over the weekend.

The website for the Signature Initiative is going live next week. He acknowledged the efforts of Joey Barnett in bringing the Signature Initiative to fruition. Joey provided the chairs and program directors with an overview of the initiative at our August 14th retreat. The chairs and program directors should encourage their faculty to submit applications for the signature initiative. The deadline for Phase I applications is Monday, October 23.

The faculty convocation is around the corner and is scheduled for Friday, October 13 at 3 p.m. He announced that the existing process of selecting the awards, particularly the Distinguished Faculty, Cooper, and Berger awards, will be revised this academic year with our Council's input and participation.

USI Foundation & Donors Supporting Faculty Convocation (David Bower). VP of Development and USI Foundation President David Bower was invited by Chair Bill Elliott and Secretary Matt Hanka to address the Council and discuss the value and impact of the faculty's work on the donors to the university. Bower stated, "The work that faculty does is profound" and it's because of faculty that lives changed dramatically." Bower shared with the council that H. Lee Cooper approached the Foundation about increasing the value of his award. The increase this year in the stipends in the university's most important faculty awards, the Distinguished Faculty (\$15,000), Cooper (\$10,000), and Berger (\$5,000) awards, is to bring attention to the important and essential work and contributions of the faculty at USI.

Information Technology Security Policy (Stacy Draper): Stacy provided an overview of the Information Security Policy and the university's efforts on the initial rollout. Stacy went over some key points of the policy document we received, including the roles and responsibilities of all users, including chairs (pp 1-2), the various classifications of data (pp. 3-4), and how to respond to an incident (p.9).

Tenure & Promotion Guidelines (Amy Chan-Hilton). Amy provided an update on the T&P guidelines and provided a PowerPoint presentation highlighting the new guidelines. There are three separate appraisal forms that will be used: one for the chair, the dean and the provost. The updated guidelines include providing a summary table of teaching and research activity, how to provide selective evidence in the portfolio, etc. Amy noted that tenure-track faculty appointed prior to Fall 2017 have the option to select either the old portfolio guidelines and instructions, or the new guidelines and instructions and must complete a form indicating their intentions to their dean by October 11, 2017.

Announcements. Faculty Senate Chair Peter Whiting announced the Senate is accepting nominations for three representatives from the faculty to serve on the Presidential Search Committee. He announced an open session for faculty is scheduled for Friday, September 29 at 2:30 p.m. in Forum II to discuss qualities the faculty would like to see in the next USI president. After the meeting, the Faculty Senate will meet in executive session to elect the three representatives. On October 4, the Board of Trustees will announce the membership of the search committee. If you can't come to the September 29th meeting, please provide comments to Peter by e-mail.

Amy Chan-Hilton announced the first Chairs Community of Practice session is scheduled for Wednesday October 4.

The next meeting will be on Wednesday, October 25 at 8:30 in BE 3024.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Matt Hanka, Secretary