

University of Southern Indiana
Council of Department Chairs and Program Directors Meeting
Wednesday, November 29, 2023
8:30 a.m.
BE 3024

Called to order 8:30 by Chair Buck

1. Approval of minutes from October 25, 2023
Minutes approved as distributed at 9:22am
2. Announcements
 - Send faculty or role changes to Andy for the spring semester.
 - Vacancy for the secretary and vice chair for the Council of Chairs and Program Directors.
 - Honor Symposium is today.
 - 8th Annual Teaching and Learning Symposium is coming up. Check emails for proposal and review deadlines.
 - Syllabus statements will be included into Blackboard as “University Policies” which means faculty can eliminate many of the statements from the syllabus and add a note that where the full statements can be viewed.
3. Discussion items:
 - a. *Slate software* – Shelly Blunt, Interim Provost
 - New CRM overview
 - Student success module relevant for most and admissions relevant for some program directors in graduate programs
 - Spring workshops forthcoming
 - b. *Faculty-led study abroad process* – Melissa Gonnerman, Associate Director of the Center for International Programs
 - Handout provided to attendees.
 - Faculty led study abroad opportunities are the number one choice for students around the country, not at USI because fewer faculty to take on the responsibility.
 - USI policies are in line with best practices and risk management.
 - In 2020 there was an official student travel policy approved. Online resources and document are available.
 - Study abroad partners are recommended for faculty starting a new program for support.
 - Application process is electronic and can be found on the Center for International programs website. Minimum submission for the application is 6 months in advance of the trip. Suggested submission time is 12-18 months before the trip.
 - There is not currently any available funding to support faculty in the process. Faculty costs are often built into student costs.

4. Open items

Next meeting: January 31, 2024

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

Attendance:

Armeanu, Oana I.
Wilkins, Elizabeth
Berg, Bartell
Buck, Andrew
Chan Hilton, Amy
Conaway, Charles (Chuck)
Croese, Brian
Delp, Jody
Deloney-Marino, Cindy R.
Durham, Wesley T.
Maria, Tony
Engbers, Trent
Dennis (Gilles), Erin E.
Hand, Mikel
Hitchcock, David.
Hostetler, Marna M.
Hudson, Rick A.
Jensen, Jessica Garcés
Kuban, Paul A.
Lynn, Denise
Milewicz, Chad
Noland, Thomas
Purcell, Kenneth
Christoun, Lara
Reynolds, Erin
Schroer, Todd J.
Smothers, Jack
Smothers, Moriah
Stacer, Melissa
Stevens, Sarah E.
Mara, Kyle
Walsh, Kenneth E.
Blunt, Shelly
Hardgrave, Jason
Gonnerman, Melissa