

University of Southern Indiana
Council of Department Chairs and Program Directors
Wednesday, October 26, 2016
8:30a.m.
BE 3024

Present: A. Bambina, S. Blunt, Bower, G., B. Broshears, A. Chan Hilton, C. Conaway, V. DeCoster, W. Elliott, A. Foroughi, R. Gennaro, M. Hall, J. Hardgrave, A. Hillyer, R. Hudson, J. Kilbane, P. Kuban, N. LaRowe, J. McCullough, B. McGuire, A. McKibban, R. Millard-Mendez, K. Parsons, M. Roberts, S. Rode, M. Rowser, G. Schaar, T. Schroer, J. Seyler, S. Spencer, C. Swenty, P. Whiting, E. Zlatkovska

1. Call to order
2. Approval of minutes from September 28, 2016: Approved without revisions.
3. Announcements – Dr. Rochon
 - a. Religious and cultural observances 2016-2017 handout: This document is to make faculty aware of these dates but is not a mandate to cancel class or make special accommodations. Students are asked to speak with faculty if they observe one of these specific days that may affect attendance in class. The final list of holidays and cultural observances will be listed on the Dean of Students website.
 - b. A preliminary response from the HLC site visit has been received. Once the final response is provided, it will be discussed with the USI body.
 - c. Discussion at the Provost's Council took place recently regarding faculty new hires at USI who come to the university with credit toward tenure. A continued discussion will take place with the Deans and then the Council of Chairs as to the review process for these individuals.
4. Academic Integrity Process – Dr. Shelly Blunt
 - a. There have been slight changes to the Academic Integrity Policy. The current policy is available online on the Dean of Students website. Changes include an additional section regarding HIPAA violations, transfer of student notification from the Provost's Office to the Dean's Offices, a limitation of when a Hearing Board can be used, and a new section on Classroom Interference.
 - i. Notification from the Dean's Office: The Provost's Office will no longer notify students when a charge is brought against them. This responsibility will now fall to the Dean's Office. Once the student is notified, the involved faculty member will meet with the Program Chair and present evidence of the violation. The student will then meet with the Chair to present their evidence. The Chair will make a decision regarding the charge(s) and the student will receive a formal decision letter from the Dean's Office.
 - ii. Hearing Board: The Hearing Board will now only be utilized in cases of serious violations, such as those where the recommendation for resolution includes expulsion from a program or separation from the institution.

- b. Dr. Blunt emphasized the importance of filling out a report for academic integrity violations so that USI can track repeat offenders and act accordingly. USI holds historical data in Maxient for up to a seven-year period.
 - c. There is a new violation termed “Interference,” which encompasses students who consistently cause disturbances/problems in the classroom.
- 5. FLSA Regulations, HR Update – Andrew Lenhardt
 - a. Benefits fair taking place today to provide employees with information regarding benefits for 2017. There will be a new vision provider for the upcoming year – more information is available at today’s fair.
 - b. Fair Labor Standards Act: Three criteria determine if an individual has exempt or non-exempt status as an employee – the duties test and salary test are two of these. Under the salary test, any individual earning less than \$47,476 annually is non-exempt. With a non-exempt status, an individual is no longer able to be paid through monthly payroll and instead must be paid bi-weekly. This change affects 65 employees at USI. A \$250 stipend will be provided to these individuals on their December 9 paycheck to help offset benefit costs related to the changes with the FLSA. USI must be compliant with these new regulations by December 2016.
 - c. A discussion of flex time at USI took place. It was determined that employees need to work with their supervisor to determine if flex time should be used on an individual basis. Discussions with administration are still taking place regarding individuals who have non-exempt status but also teach a course (exp. – UNIV). These individuals will need to be paid at time and a half for teaching these courses if their weekly hours exceed 37.5.
 - d. Title IX Coordinator search: USI received 35 applications for the position. Twelve individuals were interviewed via Skype. Of those individuals, two were identified as individuals the search committee want to bring to campus to interview. Andrew Lenhardt stated he would like to have the new Title IX Coordinator begin in early January 2017.
 - e. Title IX complaints: So far this academic year, there have been sixteen complaints related to Title IX in the USI community.
 - f. Bi-stander intervention training: Training will take place on campus November 1, 2016 through an open session from 10:30-12:30 in Carter Hall. No RSVP is necessary.
- 6. Discussion on Chair Professional Development
 - a. Amy Chan Hilton discussed current chair development opportunities planned for the 2016-2017 academic year. Leadership is a recurring theme in the development plan. Iris Phillips requested input on ideas for leadership development, mentoring, etc. Brian McQuire inquired about renewing a subscription to the “Department Chairs” journal.
- 7. Next meeting date: Wednesday, November 30, 2016 at 8:30a.m. in BE 3024
- 8. Adjournment: 9:25am