



Faculty Senate

MEETING MINUTES – APPROVED

Regular Meeting

February 21, 2020

Meeting called to order: 2:30 pm

Attendees

- Charlotte Connerton
- Wes Durham
- Brooke Mathna
- Bartell Berg
- Mary Doerner
- Jaclyn Dumond
- Maddie Nolan
- Peter Cashel-Cordo
- Jinsuk Yang
- Al Holen
- Rich Bennett
- Jamie Seitz
- Shelly Blunt
- Steve Gruenewald
- Andrea Wright
- Brent Summers
- Rex Strange
- Amy Chan Hilton
- Kenny Purcell

I. President Rochon

- A. Update on new organizational structure on enrollment
- B. Andy Wright submitted resignation
- C. Focusing on new data trends
 1. Looking at pressure points
 2. Looking for way to mitigate things that are obvious
 3. Numbers of credit hours at graduate levels are online
 4. Students are expecting more online offerings
 5. Looking at retention component of data
 - a. We lost 280 students from fall 2019 to spring 2020
 - b. Why are we losing these students
 - (i) Finances
 - (ii) Performance
 - (iii) Transfers
- D. Want faculty more involved to investigate trends in data
- E. Student experiences can have a great effect on enrollment
 1. Does not mean a reduction in rigor or quality in the classroom
- F. Dotted line on organization chart represents flow of information – want information to flow more easily
- G. “If we are down again next year, it will impact us at a 7 digit number without question.”



H. Questions

1. Is there a contingency plan to deal with “if we are down?”
 - a. Bridges and his office are working on that
2. Are you collecting data from faculty? Alumni?
 - a. Yes – Rashad is working on this
3. What is our stance on the “open season” aspect of recruiting?
 - a. Focusing on efforts within a 100 mile radius
 - b. Poaching of students is beneficial to those that have large amounts of money to give away – we just can’t compete
4. Can we partner with organizations to give benefits to employees that want to come to USI under employer reimbursement tuition?
 - a. Good idea
5. Are we considering test optional enrollment?
 - a. Yes – on the agenda for the Board of Trustees meeting
- I. We need to think more about online access to courses and programs
- J. Turnaround between program enrollment and acceptance needs to shorten

II. Approval of Minutes

- A. Motion to accept minutes
- B. Motion seconded
- C. Discussion
 1. Change Brooke Mathna’s last name
- D. Motion passed

III. Jaclyn Dumond – Presentation

- A. Jaclyn is the Assistant Director, Lifelong Learning
- B. Handed out two handouts (See attached)
- C. College Achievement Program (CAP) 101
 1. Students must be juniors or seniors with minimum GPA of 2.5/4.0 and meet other course prerequisites or departmentally-approved alternatives
 2. Students pay \$25/credit hour for priority courses and \$80/credit hour for non-priority courses
 3. Courses not taught by USI faculty, but teachers in the school systems that offer CAP courses
 4. Faculty liaisons can help CAP course instructors
 - a. Observe instructors and classrooms
 - b. CAP instructors have much oversight
 - c. CAP instructors participate in Core 39 assessment
- D. CAP by the numbers for 2018-2019 (2019-2020)
 1. 30 high schools (30)
 2. 110 instructors (103)
 3. 25 USI faculty liaisons (27)
 4. 2370 unduplicated students (2,266)
 5. 13,031 completed credit hours (12,777)
 6. Average GPA of a CAP students in 2019 is 3.57
- E. HLC credentials will likely decrease the availability of CAP courses
- F. Every Indiana HS is required to offer 2 dual credit and 2 AP courses
- G. As of 2006, students eligible for National School Lunch Program do not pay for dual credit.
- H. As of 2011, for priority courses capped at \$25/credit hour
 1. USI receives an annual dual credit allocation of \$236,153 (about \$41/credit hour for priority courses)

- I. Dual credit is part of a high school's A-F accountability grade
 - J. For at least a decade, dual credit has been one way students earn an Academic or Technical Honors Diplomas (=\$\$\$ for high school)
 - K. Priority courses are Core Transfer Library courses
 - L. CAP credits are not available out of the state – requires more work to get that approval to offered in other states
 - M. NACEP is our CAP accrediting body
 - 1. We are accredited through 2020
 - N. Recruitment of Former CAP students to USI
 - 1. HS class of 2008 USI students – 9% entered with CAP
 - 2. HS class of 2013 USI students – 24% entered with CAP
 - 3. HS class of 2019 USI students – 30% entered with CAP
 - O. 65.5% of students said that CAP was highly influential in their decision to come to USI
 - P. Students that come in with CAP are retained more and are more likely to graduate
- IV. Chair's Report
- A. Townhall
 - 1. March 11, 2020 town hall with David Bower, Vice President for Development
 - 2. <https://www.usi.edu/employee-governance/>
 - B. David Bower will be visiting Faculty Senate on 3/6. He will be addressing Charge 2020.03 and any other faculty concerns regarding development. Please inform your constituents and gather any questions they would like answered.
 - C. Update regarding Vehicle Travel Policy (Dean Mitchell is suggesting the following)
 - 1. An explicit statement exempting students and employees participating in clinicals, student teachings, internships, etc
 - 2. Removal of defining USI vehicle as a personal vehicle used for USI business. The policy would instead state that while in a personal vehicle on USI business would be subject to section IX of the policy
 - 3. Addition of a statement that the MVR check may be done by a 3rd party vendor. SSN helps but is not required.
 - 4. Grocery and restaurant trips (as needed) added to authorized uses
 - 5. Deleted statement claiming the mileage rate covers actual expenses
 - 6. Deleted statements that refer to disciplinary actions for noncompliance
 - 7. Now refers reader to existing student domestic travel policy when student travel is discussed
 - 8. Now advises caution when fatigued or using over the counter medication rather than prohibiting driving
 - a. Dean Mitchell will meet with Mark Vogel soon to discuss the proposed changes and then convene a larger group
 - D. Meetings
 - 1. Departmental Chair Contracts (regarding Charge 2019_24)
 - a. Bill Elliott and I have met with a group of chairs from the colleges and compiled information regarding the work expected on them during the summer months. We will request the same information from the Deans and will then survey all departmental chairs.
 - 2. Strategic Planning Coordinating Committee

- a. Website (SharePoint) is live and updated regularly
 - b. SWOT survey results are being reviewed
 - (i) Threats portion summarized and recommendations made
 - c. Trustees remained involved
 - d. Planning committee is now moving to a discussion of goals
3. President's Council
- a. TerminalFour (website management software) will be rolled out over the next year
 - (i) Training (online and f2f) will be available for interested parties
 - (ii) Web services will also begin having quarterly meetings with content editors
 - b. Enrollment Management
 - (i) Focus on owning a 100 mile radius around USI
 - (ii) Focus on use of data when making decisions
 - (iii) From available data one thing I'd like to note
 - (1) If we retain through the first year, a student's 4 year graduation rate increases to 50%
 - (iv) Data dashboard has been created and the work now is in how to distribute but keep secure.
 - c. Graduate Affairs
 - (i) Grad credit hour production is a record again
 - (1) 48% of the credit hours are shared with AP
 - (ii) Currently working on a new and easier to use application process
 - (iii) Also focusing on digital marketing, social media ads and grad studies fairs
 - d. Admissions
 - (i) Fall 2020 data is trending toward enrollments similar to those in 2018 (assuming 40% yield)
 - (ii) Rashad Smith will be asking faculty to reach out to students after they attend orientation
 - (iii) He is recommending changes with our in-state transfer scholarships, instituting an enrollment fee and better leveraging merit aid locally
- E. Any further constitutional amendments need to be presented to Senate by March 20 for a vote on April 3. After that date the amendments proposed by Faculty Senate will be sent to the faculty for approval.
- II. Provost's Report
- A. Lilly Grant
 - 1. Due April 15, 2020
 - 2. Will present to the March Trustees meeting
 - 3. Focusing on adult learners
 - B. Orientation
 - 1. First orientation March 20, 2020
- V. Charge 2019_47 – Faculty Fee Waiver Policy Reconciliation
- A. Motion to remove from table
 - B. Motion seconded
 - C. Motion passed

- D. Discussed language options (See attachment)
- E. Motion to approved Option 2 of the proposed language in Policy 1
 - 1. Current Language: Section III – Faculty and Academic Policies, Part C – Benefit Programs, Item C.11 – Fee Waivers and Course Enrollments, A – Fee Waiver Policy for Credit Courses, Faculty and Staff Members (pg. 20)
 - a. Faculty: The fee waiver applies to not more than 15 semester credit hours per academic year with a maximum of six semester credit hours per semester (Fall and Spring semester).
 - 2. Approved proposed language
 - a. Faculty: The fee waiver applies to not more than 15 semester credit hours total per academic year with a maximum of six credit hours in the fall semester, six credit hours in the spring semester, and no maximum semester limits for credit hours taken during the summer sessions of any given academic year.
 - (i) For the purposes of this policy, an academic year is defined as beginning in the fall semester **of calendar year 1 and ending at the end of the summer session of calendar year 2.** A calendar year is defined as beginning on January 1 and ending on the following December 31.
 - (ii) Any unused credit hours of the benefit from one academic year may not be applied to subsequent academic years.
 - (iii) Any unused credit hours of the benefit from one academic year may not be applied to previous academic years.
- F. Motion to approve Policy 2 (included in previous motion)
 - 1. Current Language: Section III – Faculty and Academic Policies, Faculty enrollment in Courses (pg. 32)
 - a. A faculty member may enroll for no more than six semester hours of work during the regular academic year. Enrollment in college courses should not conflict with assigned duties.
 - 2. Approved proposed language
 - a. Enrollment in college courses should not conflict with assigned duties.
- VI. Charge 2020_01 Course Drop Policy
 - A. Motion to table
 - B. Motion seconded
 - C. Discussion
 - D. Motion passed
- VII. Charge 2020_04 – Instructor to Contract Assistant Professor
 - A. Motion to accept
 - B. Motion seconded
 - C. Motion passed
 - D. Discussion
 - E. Motion to send this charge to Faculty Affairs
 - F. Seconded
 - G. Discussion
 - 1. Title should be changed to reflect the change to Contract Assistant Professor
 - H. Motion passed
- VIII. Report from the Assessment Senate subcommittee regarding the use of Student Evaluation of Teaching at USI (See attached document)
 - A. Motion to accept
 - B. Seconded

- C. Discussion
- D. Motion to send to Assessment Committee
- E. Motion seconded
- F. Motion passed
- IX. Charge 2020_05 – Salary Study by College
 - A. Charge introduced by Wes Durham
 - B. Motion to discuss
 - C. Seconded
 - D. Passed
 - E. Discussion
 - F. Motion to close discussion
 - G. Seconded
 - H. Motion passed
 - I. Charge was withdrawn
- X. Charge 2020_06 – Grant Process Change Request
 - A. Motion to discuss
 - B. Seconded
 - C. Discussion
 - D. Motion to close discussion
 - E. Seconded
 - F. Passed
 - G. Motion to reject
 - H. Seconded
 - I. Discussion
 - J. Motion passed – Motion rejected
- XI. Charge 2020_07 – Salary Compression
 - A. Motion to pull the charge to allow for a rewrite
 - B. Seconded
 - C. Discussion
 - D. Motion passed

Meeting adjourned: 4:42 pm