



CONGRESS

Monday, April 8, 2019

University Hall Room 111

3:00 pm

Approved Minutes

Present: Kandace Hinton, Carrie Ball, Eric Hampton, Larry Tinnerman, Shawn Huisinga, Linda Sperry, Janet Buckenmeyer, Ryan Donlan, Chris Drew, Robin Burden (guest)

Called to Order at 3:05 p.m.

1. Approval of minutes for March 11, 2019 approved without correction (L. Tinnerman/R. Donlan, 6-0-1)
2. New Business
 - a. Election of Officers for 2019-2020. New representatives have not been elected for 2019-2020. L. Sperry will contact chairs to request representatives be elected as soon as possible. A special meeting of the 2019-2020 Congress will be planned for May 6 to elect officers. If not possible, virtual elections will be conducted.
3. Old Business
 - a. Curriculum and Instruction PhD-Program Revision Proposal (Robin Burden). Change in catalog language to clarify the process for approving course substitutions was approved (E. Hampton/C. Ball, 7-0-0).
 - b. Faculty Review Policy Revisions Update (Kandace Hinton/Carrie Ball) E. Hampton/L. Tinnerman, 7-0-0). There was discussion about the possibility of tabling the motion until Fall 2019, to allow a more thorough review and update of the language in the entire document. It seemed preferable to the group to approve the document as submitted this semester, to ensure it can be forwarded for a full faculty vote prior to the Fall 2019 biennial review cycle. It may be appropriate to have an ad-hoc committee propose editorial revisions during 2019-2020. C. Ball will facilitate review and vote by the BCOE faculty.

- c. Dissertation Procedures Update (Linda Sperry)
 - 1. Both a dissertation proposal checklist and a dissertation template are available to committees and students. The template used to be available on the CGPS website but is not currently there. L. Sperry will follow-up with CGPS and will post the template on the College website if needed.
 - 2. It was noted that the table of contents function in the template does not work well. Perhaps CGPS has taken the template down to fix the table of contents.
 - 3. There was discussion about the level of detail in the administrative review process of dissertations. It is a CGPS requirement that the Dean's office ensure quality, and the publication of dissertations in ProQuest is a reflection upon the institution. We need to ensure more consistency in quality across departments and programs, and the onus for quality needs to rest more on the student, the chair, and the committee. It would be helpful to draft a "Most Common Errors" document to support student self-checking and committee revisions.
 - 4. Further discussion seems warranted, but it is unclear who should lead the discussion and decision-making. L. Sperry will follow up, perhaps with chairs and/or program coordinators, to identify the most appropriate working group.
 - d. College Diversity Plan Review (Linda Sperry)
 - 1. There are essentially three options for approaching diversity within the college: (a) reconstituting the DIGET group; (b) Asking the Associate Dean to plan diversity activities; or (c) owning the responsibility for advancing diversity in the departments and through the strategic plan.
 - 2. The strategic plan has a strong emphasis on diversity, which will likely be operationalized by at least one department.
 - 3. Congress endorsed the option of departments accepting responsibility for advancing diversity, equity, and inclusion in conjunction with the strategic plan, with each department developing its own measurable goals, outcomes, and assessments (R. Donlan/L. Tinnerman, 4-0-1).
4. Faculty Senate Representative Report (C. Ball). The Deaf & Hard of Hearing licensure program was unanimously approved at the last Faculty Senate meeting.
5. Dean's Report
- a. Upcoming Events: Honor Day—May 1; Doctoral Hooding Ceremony—May 10; CDCSEP Master's Hooding Ceremony—May 11.
 - b. Grant proposals and other lengthy documents for review need to be to the Dean's office at least 1 week prior to the due date.

- c. Faculty may not enter into contracts for university-related agreements and activities; these require the Dean's approval.
 - d. There is a new Vice President for Strategic Enrollment Management, Jason Trainer. J. Buckenmeyer plans to invite him to an upcoming Administrative Council meeting.
 - e. The BCOE Strategic Plan will be rolled out in the Fall.
 - f. L. Sperry reported ongoing review of dissertations and dissertation processes.
6. Chair's Report (K. Hinton). Has enjoyed chairing Congress.
7. Open Discussion.
- a. There was discussion of the current status of efforts to reduce faculty workload and to establish a mentoring system for junior faculty. C. Ball has been charged with developing recommendations for both of these. As long as the college can remain within its budget, there would be no barrier to working toward a 3/3 teaching load, which is especially desirable for graduate faculty. One goal is to bring new faculty in with a 3/3 load and allow them to remain at that level.

Adjourned at 4:20 p.m.

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