



Deans' Council Agenda  
Rothwell 456  
Monday, May 15 at 3:00pm

**Academic Affairs**

Administration Room 200  
1509 North Boulder Avenue  
Russellville, Arkansas 72801

Office: 479-968-0319

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[www.atu.edu/academics](http://www.atu.edu/academics)

- I. Departmental outreach to "rising sophomores"  
**Action: Deans should work with Department Heads to send message by July 1 to returning sophomores over the summer, to reduce "summer melt". Use student listing in ARGOS, and pull non-ATU emails as well.**
- II. Splitting Graduate Assistant positions  
*Discussion: Departments can request to split an allocated GA position into 2 positions (10 hours per week, 50% tuition waiver). Requests and justification should be sent to the Graduate College.*  
**Action: Jana to check on implication for OOS waiver for remaining 50% tuition.**
- III. Curriculum process/timeline  
*Discussion: July 1 deadline is to ensure inclusion in catalog, not intended to stop proposal development process. Suggestions included Curriculum Committee meeting every two weeks in the fall, and Deans and Department Heads more thoroughly reviewing proposals before approving. Reminder that proposed programs should not cost more than the projected revenue.*
- IV. Third year reviews  
**Action: Deans should look at faculty in 4<sup>th</sup> and 5<sup>th</sup> year to make sure a separate, clear 3<sup>rd</sup> year review was done by June 30<sup>th</sup>.**
- V. Schedule one year at a time  
**Action: Bring back to Deans' Council once Academic Council acts.**
- VI. Deans' Council meeting schedule  
**Action: Jana to poll the group for best meeting time.**
- VII. Deans' Retreat topics  
**Action: Send agenda/discussion items to Jana.**
- VIII. Summer pay  
*Discussion: Faculty summer pay will now be based on the previous year's salary not the upcoming salary as has been the practice. New salaries will be effective with the 9-month contract in August, just like promotion and tenure.*

Upcoming Deadlines and Events:

June 30 – Deans to ensure 3<sup>rd</sup> year reviews

July 1 – Deadline for departments to send emails to returning sophomores to discourage summer melt

July 1 – Department head administrative evaluations due (send to Andrea)

July 6-7 – Deans' Retreat at Lake Point Event Center



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IX. Summer enrollment

*Discussion: Registrar's Office contacts any student falling into academic suspension to encourage summer enrollment to improve standing. Admissions is contacting freshmen scholarship students eligible for the summer earn back. **Action: Departments should look at students who fail a class that is being offered this summer, and reach out. Academic Advising Center should contact non-scholarship freshmen who failed a class.***

X. SAM

*Discussion: Wyatt is looking for feedback on SAM; will discuss definition further at Deans' Retreat.*

*Discussion: Wyatt is working on an enrollment report showing admits and enrollment by program. Wyatt is working with OIS on ability to send mass email by position (rather than person).*

XI. Roundtable

*Dr. Barlow – growth in graduate engineering programs; increase in student research on campus.*

*Dr. Gunter – will send list of graduate student suspensions and dismissals.*

**Action: Dr. Abdelrahman asked Dr. Gunter to investigate the 14 graduate transfer students: where are they from, etc.?**

*Mr. Etzel – Library looking at extending hours on weekends – coordinate with OIS.*

*Dr. Norton – intersessions still primarily online.*

**Action: Deans think of incentives for intersession courses.**

*Ms. Weaver – students now able to get PDF of transcript. Fee of \$2.50 for expedited PDF. Still posting degrees, due to high volume of associate degrees.*

*Mr. Wester – ADVISE training this week. Mid-June, select faculty will go through process; begin training.*

*Working with Dr. Massengale on certificate program (Cisco, etc.) for December intersession.*

*Working with engineering and computer science to take iPad initiative further.*

*Dr. Underwood – May 23-24, Math Pathways will be in RPL 300 and 325 (~150 in attendance).*

**Action: Dr. Abdelrahman asked Wyatt to provide a summer enrollment comparison to last year.**