



Deans Meeting Agenda  
Tuesday, February 27 at 1:00pm  
Academic Affairs

**Academic Affairs**

Administration Room 200  
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[www.atu.edu/academics](http://www.atu.edu/academics)

- I. Guest: Dr. Keegan Nichols, VPSS – Living Learning Communities  
*Discussion: Dr. Nichols distributed a listing of the new [LLCs for Fall 2018](#).*
- II. Stackable degrees  
*Discussion: Deans shared existing and potential stackable degree opportunities.*
- III. Adjunct fund allocation method  
*Discussion: Deans discussed the impracticality of NOT adding a course requested by the Advising Center, which will generate significant SSCH and revenue while costing very little (but could happen when departments run out of static adjunct funding). Deans discussed the challenge of being responsible for paying for eTech and Ozark adjuncts when the departments have little control over the scheduling. **Action: Deans recommend allocating the [three year](#) average amount to each college. Academic Affairs would then take the difference of the three-year average and the highest year's amount to create a contingency fund for adjunct overages. Dr. Bridgmon supported this action.***
- IV. Payment for May summer session  
***Action: Deans agreed May summer session courses should be limited to one class taught per instructor (and one class per student), and the salary should be fully paid in May.***
- V. Senior service fellow pay  
*Discussion: Senior service fellows typically make \$1 more than minimum wage, but the form from Financial Aid hasn't been updated to keep up with minimum wage increases, resulting in inconsistencies in pay for these students across departments. **Action: Deans support paying all students \$1 above minimum wage, and changing the form to state "minimum wage plus \$1" to prevent future inconsistencies as the minimum wage increases.***
- VI. General education math (Dr. Robertson/Dr. Warnick)  
*Discussion: There is a concern with the number of students enrolling in general education math courses that there are not enough instructors available to support the sections needed. Can't sustain both the current section sizes and the push to take math in the first term (fall) with the instructors available.*

**Action: Deans supported advising students in non-math heavy majors to wait until spring to take general education math (remedial math would still need to be taken in the first semester). Dr. Warnick will determine which programs should encourage postponing math until spring, and provide to Dr. Robertson to communicate to those department heads.**

- VII. Follow up: Online teaching award (Dr. Norton)  
*Discussion: Dr. Norton distributed a response from the eTech Advisory Committee regarding the online teaching award. Discussion included the need to remove "Excellence" from the name of the award to distinguish from the existing Excellence Awards, which require Board approval to modify.*  
**Action: Deans supported moving forward with "Online Innovation Award", to be paid from eTech for 2017-18. Dr. Norton will discuss with Dr. Bowen the possibility of announcing this award at commencement with the other Excellence awards.**  
*Discussion: Concern that we are adding another award for full-time faculty without recognizing adjuncts.*  
**Action: Deans will discuss method for recognizing adjuncts at college level, but being consistent across colleges.**
- VIII. Follow up: Student travel (Dr. Bridgmon/Pat)  
*Discussion: Deans can decide how to collect information, but it should no longer be submitted to Student Services or Academic Affairs. Dr. Bridgmon mentioned the Academic Council was "pro" adding another form.*
- IX. Roundtable  
*Dr. Powell asked how the Deans dealt with requests for students to enroll in more than 18 hours in a semester, noting he had been receiving multiple requests for 21 or more hours from students with less than 3.0 GPAs. Dr. Woods goes to the advisor and asks him/her to provide the rationale for students with less than a 3.25 GPA. Dr. Robertson looks at the GPA and meets with the student to ensure he/she understands the heavy load implications.*  
  
*Pat asked for non-teaching summer assignments (to be paid) be sent to her for VPAA pre-approval.*  
  
*Pat stated the standing committee election results are due to her by March 9<sup>th</sup>.*  
  
*Jana stated plans for 2018-19 related to the strategic plan would be due from the VPAA to Executive Council on May 1.*  
**Action: Jana to send "cheat sheet" to Deans. Deans submit plans for 2018-19 by Monday, April 23.**

Upcoming Deadlines and Events:

March 9: Standing Committee election results due to Pat (email [pchronister@atu.edu](mailto:pchronister@atu.edu))

April 1: White papers due to Academic Affairs (email [pchronister@atu.edu](mailto:pchronister@atu.edu))

April 23: Strategic Plan update due (plans for 2018-19) (email [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu))