

Deans/Department Heads/Directors Retreat
July 10, 2018
9:15 a.m. – 1:00 p.m.
Rothwell 138

Notes:

Michael Stoker (Faculty webpages)

Mr. Stoker stated that MARCOMM is working on the faculty profile pages. Departments can go to <https://www.atu.edu/test/profiles.php> to view progress to date. Departmental web publishers should attend a web workshop conducted on Fridays by MARCOMM where they will be trained and can make any adjustments to the departmental webpages. MARCOMM will then roll out the new pages. The workshops are at 10 a.m. in RPL 334. If a college or department wants group training, they can contact Mr. Stoker at mstoker@atu.edu to arrange for that.

He also reported the overall template for the ATU website will be changed in August but the upgrade should not affect any web links.

Dr. Christine Austin (HLC/Weave/Assessment)

Dr. Austin reported that Weave, a new software, will take the place of TracDat. All information from TracDat is being put into Weave by Dr. Austin and Jordan Denton. Weave will be able to help with faculty credentialing and other accreditation issues along with assessment. Access to Weave will be through OneTech. For credentialing, she stated copies of transcripts can be uploaded into the software to allow for review by HLC or other accrediting teams. For accreditation, she noted that information for HLC along with other specialty accreditations could be uploaded as needed.

Dr. Austin listed which programs will undergo internal review, ADHE review, or specialized accreditation review over the coming year. She stated that every program should be reviewed in some format before the HLC visit in 2020-21. She asked that any programs undergoing ADHE review have the self study complete no later than the end of January, 2019. Reviewers can come to campus during March/April.

Dr. Austin stated that 59% of the faculty teaching general education courses this past spring had completed their CPGE data. She can send a list of those who still need to collect this data to the department heads. A discussion concerning including CPGE data from concurrent instructors highlighted a concern that this information might skew the data upward unrealistically.

Dr. Austin stated that Blackboard Goals is an alternative to CPGE and she is still exploring the possibility of its usage, noting that only 30% of faculty use Blackboard. She stated that any faculty wishing to utilize this function can meet with her and Todd Manly for assistance in uploading their general education goals for a particular course.

Dr. Austin reported there are 5 criterion in the HLC standards and Criterion 4 is assessment. She noted the CPGE data, Blackboard Goals data, and program reviews will all be used to assist with our meeting this criterion. A website has been created at www.atu.edu/HLC.

Dr. Bridgmon noted his support for use of the Blackboard GradeBook by faculty.

Thomas Pennington

Mr. Pennington distributed information concerning employee evaluations and distributed a sample of documentation to be made concerning specific issues relating to faculty performance. He stated he would be happy to review any such evaluations with the department head or dean prior to the supervisor meeting with the faculty member.

Dr. Jeff Woods (Tenure and Promotion Implementation)

Dr. Woods distributed the evaluation, promotion and tenure policy approved by the Board of Trustees in May, 2018. He asked that the department heads take time to read the document thoroughly since the document was the authority, not any one person.

Dr. Woods noted two big changes: creation of the Departmental Promotion and Tenure Committee (i.e., DPTC) and creation of the instructor-track positions.

He noted that if a faculty member is hired after June 1, 2018, they are governed by the new policy. However, if the faculty member was hired prior to June 1, 2018, they can choose, for purposes of evaluation, promotion and tenure only, to be governed under the current policy in the August 1, 2017, faculty handbook update. Such a request has to be made by September 15, 2018. For those choosing the 2017 handbook, they must apply for tenure or promotion by fall, 2022. After that time, all faculty will be under the new policy.

Other highlights:

Tenured and tenure-track faculty have to have a terminal degree.

If a faculty member is hired in January, their “clock” will not start until the next fall.

If a faculty member is hired with credit towards promotion and tenure (maximum of 3 years), the search committee will need to be involved in that discussion and will utilize the guidelines created by the DPTC. He suggested the deans get together and suggest a model for granting of credit based on past experience.

The DPTC will meet in the first two weeks of the fall semester to elect a chair and come up with guidelines relating to evaluation, promotion and tenure within that department (subsequent years can be to update guidelines). He noted that Appendix D in the new policy is a suggested format only.

Faculty can apply for an extension on promotion and/or tenure due to extraordinary circumstances.

Visiting faculty will be truly visiting with no more than a three year appointment. These faculty can teach 15 hours and are subject to evaluation each year.

Portfolios can be paper or electronic. In order to allow time for implementation of a standardized format, it was suggested that electronic portfolios for fall 2018 be simply PDF files.

Although contracts typically have a 80/10/10 weighting, evaluations of faculty do not have to follow these same weights.

For in class observation, a three day advance warning by the department head should be given to the faculty member.

Scholarship has been better defined and advising is now under teaching.

Annual evaluations no longer use numbers for scoring but rather just descriptors.

New wording exists on collegiality.

All courses each fall and spring term are to be evaluated by the students. However, for inclusion in a portfolio, tenured faculty should include summary results for at least one section of each type or level of course; tenure-track and instructor-track faculty must provide summary results for each course evaluated in each semester.

Discussion concerning the instructor-track positions, eligibility for application, and salary levels to be established for the senior and university instructor ranks was held. Dr. Bridgmon stated his belief that, before September 15, the salary levels can be established. He also noted that previous discussions with the deans concluded all current instructors who meet the eligibility requirements for senior instructor will be allowed to apply for promotion in rank to senior instructor this fall. Then those faculty who are successful and who also meet the eligibility requirements for university instructor will be allowed to apply for promotion in rank to university instructor in fall, 2019, and will not have to wait an additional six years. This information will be sent out from Academic Affairs.

Lunch and talk by Dr. Jason Warnick (Student Success)

Dr. Warnick presented information on retention and graduation rates, including national, Arkansas, and by university.

He reported on the creation of a retention taskforce with both Academics and Student Affairs' representatives. He also stated a Data Analytics Taskforce is being created and asked that any requests for reports, dashboards, or specific analytics be sent to him.

Dr. Warnick reported the B2E initiative is being "relaunched" this fall. He will be sending out information with more detail this week but noted this initiative will be handled more at the departmental level. Departments needing additional mentors can ask for staff to be assigned to assist.

Conclusion (1:15)

Dr. Bridgmon expressed his appreciation for the attendance and stated that Academic Affairs' primary role is to remove obstacles and barriers faced by the departments. He wished those present a good upcoming academic year.