

**Academic Affairs Leadership Council****May 19, 2020****Virtual Meeting****3:30 – 5:00 pm****Announcements**

College of Education received positive review from CAEP.

**ReUp Update – Dr. Jeff Aulgur**

So far, there has only been one referral that had to be followed up on with the department head. Other referrals are being contacted appropriately through the communication chain. Graduate Council discussed a recommendation to allow Graduate Program Directors and Graduate Faculty review credit outside of the 6-year completion requirement, thus, allowing faculty in that area of expertise to review on a case-by-case basis.

**Summer Professional Development – Dr. Jeff Aulgur**

The working group includes Drs. Aulgur, Clair, Lasey, Norton, and Charity Smith of Staff Senate. June 1 will focus on work life balance; June 15 WebEx EDU connector and Transitioning to Eight week courses; June 29 Integrating Technology in Face 2 Face courses; July 13 Online and Hybrid course Accessibility; July 27 Handling Internships; July 27 Virtual Labs; August 10 Supporting Students during COVID-19. A Secondary series will focus on Leadership. June 1 Leadership and Decision Fatigue; June 8 Daring Leadership based on works of Renee Brown (both 10-minute short courses).

Dr. Johnson asked if there was anything for staff regarding the use of technology? Dr. Aulgur said yes but it is not as well defined. Tammy suggested hosting an Adobe course on modifying PDFs. OIS could also assist with modifying documents.

**Module for Incoming Freshman – Dr. Jeff Aulgur**

The group working on this met Monday. There were two products in the works so they are working to merge the two. The idea is to provide the module to incoming students or those transitioning to the online space. The module will take about 2 – 3 hours. Anticipate this will be available no later than June 15.

**Taskforce Update – Dr. Richard Schoephoerster**

Academic Affairs Transition Lead: Dr. Schoephoerster

Since we are not expecting to have all staff return at the same time to the office, each unit needs to develop a plan and determine how you are going to manage staffing. Masks will be required when in hallways and restrooms. Dr. Aulgur to lead the group that looks at the fall return and contingency planning.

Dr. Schoephoerster sent the initial draft of the framework for returning to campus to the Deans. Big picture with three things; framework; guidelines to help local planners; actual policies to enforce and implement. The framework will be finalized by June 1. The taskforce is following the four phases put out by the CDC and Department of Health. Discussion about vulnerable people (policy needs to be developed); testing capacity to work with St. Mary's; implementation; quarantine for students living on campus; working on a mask policy to be implemented immediately; it will be the responsibility of the employee to get a mask but ATU needs to have masks on hand when someone doesn't have access. Dr. Cass asked how will these policies be enforced? Dr. Schoephoerster stated the taskforce is considering changing some language to should rather than required. We currently have a policy that helps with enforcement so that is why this needs to be an additional policy. The committee needs to have a strong communication component.

Dr. Cezeaux stated individually, we can buy masks but if they are not the correct masks then that does no good. How are these going to be regulated? All masks will be different. Still need to continue social distancing.

Dr. Mason urged the university to be careful with these guidelines and penalties will get ATU in trouble. Student Affairs should do some education sessions. Peer pressure will be a concern; maybe bring in the sororities and fraternities to get the message out and encourage others to follow the rules.

### **Online Quality Committee**

Committee sent a recommendation to Dr. Johnson and Mr. Pennington. Dr. Cass's working group has been working on a rubric for online courses. Dr. Cass said there are three documents; the first is a checklist for a syllabus; the second is a road map of guidelines for different areas of their course; and the third is a rubric sheet, which has 3 to 1 score system with 3=Exceeds, 2=Meets, and 1=Does not meet expectations. This will help judge, evaluate, and improve online instruction. Driven at the department and college level. Faculty Senate will review over the summer and place on the September agenda.

### **FY 21 Budget/End-of-Year Purchases – Pat Chronister/Dr. Barbara Johnson**

No additional budgets cuts from our division. We got to \$2.3 million plus and were a little short on the \$2.4 million (approximately \$132K). The President decided to use half of what OIS contributed (they will forego money they need for reserves – approx. \$115k) and Student Affairs helped with the remainder, about \$17,000. If enrollment is down more than 7% UG, 50% international, then we will have to face more cuts after 11<sup>th</sup> class day. With 98% of our students from within the state, we know we were not depending on out-of-state-tuition. Dr. Bedsole thinks this will help ATU. Wyatt Watson also thought our projection trends would be ok. Advising is working diligently to enroll students.

Pat is working on balancing professional salaries first. Sandy Cheffer asked her for this no later than the middle of next week. Some salary money will fall out because we have made some hires at different salaries than what was budgeted.

End of year purchases – June 1, no more purchases. Across the institution, purchases have continued to be made. Based on the last numbers that were ran, projections were that ATU would be in the red. The Vice Presidents were asked to stop spending money for the rest of the semester. Academic Affairs was asked to stay under a certain threshold and some POs are on hold. If you need something, please send those through for review and approval.

Budget Advisory is on Thursday and the budget should be available to see.

### **Fall 2020 Planning**

Scenario – Pros and Cons and Contingency Plans – Lead: Dr. Aulgur

Scenario's: 1, Come back in August and in late October is next outbreak and go online again; 2, remain online for the fall semester; 3, variation of the two. Faculty Senate has suggested we give faculty the option to teach online and they can do that now. Some faculty may want to move to 8-week sessions. Dr. Aulgur asked for a Department Head from each college to be on this committee. Also would like a program director at the graduate level recommendation from Dr. Schoephoerster.

#### Faculty Volunteers

Dr. Michael Tarver – Academic Affairs Transition group

Dr. Melissa Darnell

Dr. Georgeanna “Ann” Wright

Mr. Etzel

Dr. Cass

Mrs. Amanda Johnson

Mr. Mike Bogue

Dr. Linda Bean

#### Contingency Plan Group

Dr. Sanki Lee

Dr. Newton Hilliard

Rest of the deans

OIS

Registrar

Instructional Technology Group

Financial Aid – need to complete at least 10 weeks of semester to stay in Federal compliance.

There are 20 lecture-capture classrooms right now. Would need to increase and asked for this on the CARES Act B funding request. COR 268, CRA 221 & 310, DNH 103 & 104,

all 9 RCB classrooms, RTH 138, 212, 312 & 317, MCE 162, & SSC 133 and two mobile carts.

### **Re-Envisioning Non-Academic Units – Fall 2020 for FY21 – October 2020**

Charged with re-envisioning to look at how to work more efficiently. Some units, Academic Advising or OIS will be approached with ideas of being moved under another division. Really, need to streamline how we work. How would your division look if we would start over but with limited resources? Dr. Bowen hopes for mergers so the university can save at least \$4 million. There are talks about sharing admins and merging offices. Please think about your units and develop a plan. If you have ideas or recommendations, either for our unit or for others, please send to Dr. Johnson. Due October 2020.

Explanation of the \$4 million shortage for FY22. For FY21, \$5 million will come from the reserve, \$3 million will come from the food reserve, and \$400,000 will come from somewhere else. This leaves only \$5 million from across campus. The hope is the State will be able to give us back appropriated funds which totals about \$4.5 million, and then we are still short about \$4 million. This means, FY21-22 will automatically be \$4 million short. Based on student enrollment decline.

Dr. Cass asked how can the university be that efficient to get to \$4 million without cutting positions? What is the average salary savings throughout a regular year? Pat said that can range anywhere from 4-12 open positions and depends on when the position is vacated. Pat only maintains the open positions in Academic Affairs and professional salaries and does not include classified salaries.

### **Re-Envisioning Academic Programs – FY21 December 2020**

Using Gray and Associates data (external data). Faculty to review PPM (internal data). Due December 2020.